TITLE: Corrections Manual  
NUMBER: 500.01  

POLICY: The Riverside County Sheriff's Department Corrections Division shall adopt a policy manual, which will be approved by the corrections division chief. Each correctional facility shall prepare a procedures manual, which interprets the division policy and applies it to that specific facility's operations. Sheriff's personnel within the corrections division shall be held to the guidelines in the manual, both the policy and their facility specific procedures.

REFERENCE: CAC Title 15, section 1029; Department Standards Manual  
CROSS-REFERENCE: Department Policy 500.02  

GUIDELINES  

1.0 Corrections Division Manual Guidelines  

1.1 A committee comprised of one supervisor from each Riverside County Sheriff's Department (RSD) corrections facilities shall prepare a division policy manual.  

1.1.1 Policy manual refers to the division-wide book of policy statements and policy guidelines.  
1.1.2 Procedures manual refers to an individual jail's procedure book, which interprets the division wide policy into facility specific guidelines.  

1.2 The preparation of the manual will be overseen by a corrections division captain.  

1.3 The policies in the manual shall be written to allow each jail commander to apply the policies reasonably to their individual facility.  

1.4 Each member of the above-mentioned committee shall prepare a facility specific procedure manual for the jail to which they're assigned.  

1.4.1 The facility specific manual shall be a local jail interpretation of the division policy manual. That is, each policy section that applies to the local jail shall be interpreted into a local procedure.  
1.4.2 The facility specific manual requires the approval of the individual facility's commander. A review shall be conducted by the Corrections Standards Committee, to insure consistency with policy and with other facilities.  

1.5 A jail commander may implement an in-house procedure (INTERIM) for 90 days without the new procedure being formally included in the manual as long as it does not conflict with Department Policy.  

1.5.1 All INTERIM procedures will be sent to the Quality Assurance and Compliance Unit immediately following implementation by the facility.
1.5.2 INTERIM Procedures sent to the Quality Assurance and Compliance Unit will need the following items:

- Signed 500 form indicating INTERIM.
- Procedure revisions shall be submitted with the “track changes” feature enabled in a Microsoft Word document.

1.5.3 The Quality Assurance and Compliance Unit will correct and update the procedure revision by accepting all changes and stop tracking.

- The Quality Assurance and Compliance Unit will also indicate the date of implementation and INTERIM printed in the lower left corner.

1.5.4 The Quality Assurance and Compliance Unit will forward the completed revision back to the originating facility to be placed on the ‘G’ drive.

1.6 The manual is subject to continual updating within the term set out below. Jail commanders should encourage staff members to submit suggestions for revisions of the policy manual or facility specific procedures manual.

1.6.1 Staff members suggesting a revision of a policy manual section or procedures manual section shall submit the "Request for Procedure or Policy Change" form (P500.01 Attachment 1) to their commander, via chain of command.

1.6.2 The request form shall be comprehensive and shall identify the problem to be addressed and propose a solution.

1.6.3 Those in the suggesting employee's chain of command should offer comments on the proposal before forwarding the information.

1.6.4 If the jail commander receiving the suggestion agrees with the suggestion, the proposed revision shall be forwarded to the Corrections Standard Committee for review and approval.

1.6.5 The jail commander shall have the facility representative to the Corrections Standards Committee submit the proposed policy and/or procedure via email for it to be placed on the next committee meeting agenda and bring the proposed policy and/or procedure to the next committee meeting for presentation. Refer to Department Policy 500.02 (Corrections Standard Committee).

1.6.6 Policy and Form revisions require final approval from the Corrections Division Chief. Facility Procedures receive final approval from the Facility Commander.

1.7 Outdated or superseded policy sections shall be retained in an archive file.

2.0 Validity of Manual Content

2.1 If any section or statement in the manual is found to be illegal, incorrect, or inapplicable, it shall not affect the validity of the remaining content.
2.2 If any section or statement in the manual conflicts with Department Standards Manual, the Department Standards manual shall supersede the corrections manual.

2.3 During emergencies, the sheriff, an assistant sheriff, division chief, or jail commander may suspend the policy manual, as well as a facility specific procedure manual.

3.0 Records Custodians

3.1 The corrections division chief shall appoint a staff member as the custodian of the master copy of the policy manual.

3.1.1 The custodian shall handle and coordinate all responses to inquiries, including subpoenas, of the manual.

3.1.2 The custodian shall keep the manual current and retain outdated manual sections and proposed manual sections not implemented.

3.1.3 The custodian shall assist individual facility custodians as needed particularly in the case of subpoena.

3.2 Each facility commander shall appoint a staff member as the custodian of the facility specific manuals and the facility copies of the policy manuals.

3.2.1 The facility custodian shall handle all inquiries related to the facility's procedure manual.

3.2.2 The facility custodian shall keep all facility copies of the manual current.

3.2.3 The facility custodian shall keep proposed manual section revisions not implemented.

3.2.4 The facility custodian shall coordinate the response to any subpoenas of the facility specific manual with the custodian of the master copy of the policy manual.

4.0 Corrections Standard Committee

4.1 The Corrections Standards Committee may revise policies and procedures and adopt new policies and procedures. Refer to Department Policy 500.02 (Corrections Standards Committee).

4.2 All policy and procedure statements shall include the date of implementation on each page. When a policy and/or procedure is revised, the current revision date shall be listed in the footer of each page.

4.2.1 The number of previous revisions will be noted in parenthesis after the current revision date in the footer of each page.

4.3 The committee chair/record custodian shall ensure all superseded copies of policy and/or procedures are retained in an archive file.
4.4 The record custodian is responsible for distributing new manual sections and amended manual sections.

4.5 The record custodian is responsible for submitting the updated and redacted policies and procedures to the webmaster for the publication on the Department website quarterly in conjunction with the Committee Meeting.

5.0 Manual Placement

5.1 The master copy of the RSD Corrections Manual shall be kept in the Quality Assurance and Compliance Unit office.

5.2 The master copy of the manual shall include the facility specific procedures manuals from each jail. The master copy of these facility specific procedures shall be printed on colored paper with a different color paper for each facility as follows:

- Larry D. Smith Correctional Facility: Gold
- Blythe Jail: Blue
- John J. Benoit Detention Center: Green
- Robert Presley Detention Center: Yellow
- Cois Byrd Detention Center: Pink

5.3 Each facility shall have at least one copy of the policy manual accessible by all staff members.

5.4 Each facility shall have as many copies of its facility procedures as is needed to give staff members reasonable access. The facility procedures manual retained in the respective facility shall be printed on the appropriate colored paper.

5.5 An individual facility is not required to have a copy of another facility’s procedure manual.

6.0 Manual Organization

6.1 The manual shall be comprehensive and address those circumstances reasonably likely to arise within the corrections division.

6.2 The corrections manual shall be numbered as the 500 series.

6.3 The manual shall be numbered with a decimal system. The whole number (number left of the decimal point) shall correspond with a manual topic. For instance, section two of the manual, "Jail Facility Security" shall be numbered "502.00."

6.4 Subtopics (also known as sections) of a topic shall be numbered to the right of the decimal point to two places. For instance, the "Jail Facility Security" subtopic "Central Control" shall be number 502.01.

6.4.1 Each subtopic shall have a policy statement at its beginning.
6.4.2 The policy statement shall be followed by guidelines for application.
6.5 The policy statement and guidelines shall be sufficiently general to allow facilities reasonable latitude in applying the policy.

6.5.1 The policy statement shall be free text.
6.5.2 The title of each section shall be in decimal form with each major point numbered as a whole number left of the decimal: 1.0.
6.5.3 Details of a major point will be numbered to the right of the decimal: 1.1; these entries shall be indented to the right of the topic number.
6.5.4 Further details shall be numbered with a second period followed by the number: 1.1.1; these entries shall be indented further to the right.
6.5.5 Bullet points shall be used if further detail is required.

6.6 Each page shall have its date of implementation printed in the lower left corner and include the current revision date in the footer of each page.

6.6.1 The number of previous revisions will be noted in parenthesis after the current revision date in the footer of each page.

6.7 The approved section revision shall be installed in place of the section superseded.

6.8 Facility specific procedure manuals shall follow the same topic and subtopic numbering as the division policy manual; however, it is not necessary to repeat the policy statement or references.

6.9 If a division policy section does not apply to a specific facility, the facility specific manual shall still contain the division topic number.

6.9.1 This shall be followed by the statement, "Does not apply to this facility" or something similar.
6.9.2 Pages with this statement shall be dated as outlined above.

6.10 Abbreviations-Certain terms and abbreviations are used in the policy manual. Those terms and abbreviations and what they stand for is listed below:

- "DSM" Riverside County Sheriff's Department Standards Manual
- "Cal-OSHA" California state agency regulating workplace safety and health
- "CAC" California Administrative Code
- "CCR" California Code of Regulations
- "H&S" California Health and Safety Code
- "PC" California Penal Code
- "RCSM" Riverside County Safety Manual
- "Title 15" Board of State and Community Corrections, Title 15 (Also referred to as BSCC Title 15)
- "WIC" California Welfare and Institutions Code

7.0 Employee Responsibility

7.1 It is the responsibility of each employee assigned to the corrections division to be familiar with and knowledgeable of the corrections division policy manual.
7.2 It is the responsibility of each employee assigned to the corrections division to be familiar with and knowledgeable of the facility specific procedures manual at their respective facility.

7.3 It is the responsibility of new employees to be familiar with the above-mentioned manuals within fifteen days of their assignment to a facility (excluding time spent in the basic academy).

7.4 It is the duty of each employee assigned to the corrections division to acquaint themselves with all new or revised policies and procedures within one working day after the new or revised order is issued. All employees assigned to specialized units outside of jail facilities will also be included. For example, but not limited to:

- Personnel
- BCTC
- RASP/SECP
- HMU
- SITE-B
- RUHS
- Quality Assurance and Compliance Unit

8.0 Duties of the Facility Appointed Committee Chair

8.1 Once approved policies and procedures are received by the Facility Appointed Committee Chair, it will be their responsibility to ensure all new policies and facility specific procedures are updated on the ‘G’ drive and facility manuals.

8.2 The Facility Appointed Committee Chair will be responsible to ensure an e-mail is sent to all employees at their facility or specialized units. The e-mail will include all policies, forms, and facility procedures. The facility chair shall also include the Chief’s memorandum indicating the policy changes and a facility memorandum containing a synopsis of procedural changes.

- The Committee Chair will ensure all floor operation teams, Business Office, Classification, Transportation and all other specialized assignments within the facility receive the Shift Training Log (P503.06 Attachment #2) to track employee notification.

8.3 The Facility Appointed Committee Chair will be responsible for verifying that all employees at their facility receive the Continued Education for Department Policies and Forms Training.

1.1.1 Each facility shall implement a procedure and practice on Continued Education for Department Policies and Forms Training.

8.4 Supervisors Responsibilities/Training

- Each Supervisor shall be responsible to provide training of the revision(s) to all personnel as part of roll-call training.
To track employee notification, supervisors shall ensure all employees complete the Shift Training Log (P503.06 Attachment #2).

Each employee signing the Shift Training Log will be accepting responsibility for reading their e-mail and making themselves aware of the changes made.

If an employee on any shift or specialty assignment is in training, on vacation, on sick leave, or for any other reason does not complete the Shift Training Log, it is the responsibility of the employee’s supervisor to ensure the employee is aware of the policy and procedure changes within 15 days. The supervisor will have the employee sign a copy of the synopsis memorandum and forward the signed copy to the Facility Appointed Committee Chair. The committee member shall maintain the memorandum for current year plus two.

Once the Continued Education for Department Policies and Forms training is disseminated to all shifts and specialty assignments, supervision will assign the corporal to begin training staff on the shift. Once the training is completed, the course rosters will be forwarded to BCTC.

9.0 Facility Procedure Revisions

9.1 Each Facility Appointed Committee Chair will review all new approved policies for potential changes to facility procedures.
RIVERSIDE COUNTY SHERIFF’S DEPARTMENT  
CORRECTIONS DIVISION POLICY MANUAL

TITLE: Corrections Standards Committee  
NUMBER: 500.02

POLICY: A committee comprised of a representative from each corrections facility within the Riverside County Sheriff’s Department shall meet regularly. The committee, known as the Corrections Standards Committee, shall review and update corrections policies and facility procedures, fire-life-safety procedures, less lethal weapons, corrections related training manuals and corrections forms.

REFERENCE: Title 15, section 1029  
CROSS-REFERENCE: Department Policy 500.01

GUIDELINES

1.0 Corrections Standard Committee

1.1 Each jail commander shall appoint one supervisor as a member of the Corrections Standards Committee. The custodian of the manual in each facility is the preferred designee.

1.2 The committee shall meet at least quarterly as assigned by the Corrections Division Chief.

1.3 The Corrections Division Chief will assign a supervisor or manager as the Chairperson of the Corrections Standards Committee.

2.0 Committee Agenda

2.1 Each Quarter, the committee shall specifically review the following:

2.1.1 First Quarter - Fire/Life-Safety Procedures
2.1.2 Second Quarter - Less Lethal Weapons
2.1.3 Third Quarter - Corrections Division Forms
2.1.4 Fourth Quarter - Policy and Procedures Manual
2.1.5 Fourth Quarter – Vehicle Security Specifications Manual

- The Policy & Procedure Committee Chairperson will form an AD-HOC committee to ensure all updated vehicle security information is accurate and up to date.

2.2 In addition, the Employee Evaluation Booklet, Inmate Orientation Pamphlet (P507.11 Attachment #1), Classification Training Manual (P504.02 Attachment #2), and the Transportation Training Manual (P510.01 Attachment #1) shall receive a yearly review for accuracy and additional information introduced if needed.

2.3 The committee shall review all proposed revisions and additions related the above items and are not limited to making changes during any specific quarterly review.
3.0 Proposed Revisions to Policy and Procedure

3.1 The committee shall decide which changes and additions to recommend for adoption and which to recommend for rejection or amendment.

3.2 The Committee Chair shall forward the proposed revisions accepted by the committee to the jail commanders for review and comment.

3.3 Once comments have been received and reviewed, final draft policy and form revisions will be presented to the Corrections Division Chief for decision.

4.0 Reviewing of Proposals

4.1 The Corrections Division Chief shall approve, deny, or amend the proposals and return them to the Committee Chair/Record Custodian.

4.2 The Committee Chair shall assign a committee member to rewrite or further research a revision if necessary.

4.3 In the case of rejected revisions, the committee chair shall forward the rejected revision to the Corrections Manual Custodian for archiving.

5.0 Accepted Proposals

5.1 The Committee Chair will forward all approved policy and form revisions to the Correction Manual Custodian who is responsible for placing the new or amended policy in the master division manual and send electronic copies of the policy and forms to each committee member for placement on their ‘G’ drive and in their respective facility’s manual.

- Each committee member will review their facility procedures to verify they are updated per the newly approved policy. The committee member will amend or write a new, facility specific procedure for their facility’s procedures manual.
- Committee members will notify the Committee Chair of any procedure revisions to be added to the agenda and will bring the signed Request for Procedure or Policy Change Form (P500.01 Attachment #1) and updated procedure to the next committee meeting.

5.2 The Committee Chair shall forward all approved procedure revisions to the Correction Manual Custodian who is responsible for placing the new or amended procedure in the master division manual and send electronic copies of the procedure to each committee member for placement on their ‘G’ drive and in their respective facility’s manual.

6.0 Tracking

6.1 The Corrections Manual Custodian is responsible for tracking all revisions to policy, procedures and forms.
TITLE: Administrative Log  NUMBER: 501.01

POLICY: The Administrative Log shall be used to keep the Sheriff and Administrative staff informed of current, noteworthy or sensitive activity within the Corrections Division.

REFERENCE: Sheriff’s Departmental Directive # 02-016

GUIDELINES

1.0 General

1.1 The facility Commander or designee (person reporting) of each correctional facility shall, seven days per week, prepare a brief summary of noteworthy items affecting that facility.

1.2 The Administrative Log is an internal Sheriff’s Department document and is not for distribution outside the Sheriff’s Department or to Department members en masse.

1.2.1 Department members receiving the Administrative Log should have a need to receive the information contained therein.

1.2.2 It will be at the facility commander’s discretion to share information in the Administrative Log with members of other law enforcement or governmental agencies. This determination will be made by assessing the information contained in the log and weighing the need to share the information with the person’s right to know.

1.2.3 Before sharing, special consideration should be given to confidential information and information protected by law, such as the names of juveniles or sex crime victims.

1.2.4 The commander or designated employee shall make the individual notification and provide the appropriate information.

NOTE: The Administrative Log shall not be forwarded in its entirety or in part to non-Department members.

1.3 The Administrative Log does not change procedures requiring immediate notifications regarding major incidents that are reported via chain of command.

2.0 Information Required on the Administration Log

2.1 The log shall contain information related to any significant incidents which have occurred during the preceding twenty-four hours that has sensitive operational, community, or policy importance, such as the following types of events:

2.1.1 Serious injury or death of a staff member or inmate.

2.1.2 Inmate suicides or attempted suicides with serious injuries.

2.1.3 Inmate escapes and attempted escapes.
2.1.4 Multiple housing units or multiple dayroom disturbances within the facility.
2.1.5 Any Phase II or Phase III fire.

2.2 Booking of any person who, because of their notoriety or standing in the community, is likely to require special handling. For example:

- Celebrity
- Politician
- Highly Publicized incident

2.3 Incidents that are receiving, or are likely to receive, media coverage.

2.4 Any other unusual event that might significantly impact the facility or the department.

2.5 Foreign Consulate Notification.

2.6 The log shall contain the reporting party and facility, date, time, and a summary of all pertinent events.

3.0 Completed Administration Log

3.1 The completed log will then be transmitted to Sheriff’s Administration via the sergeant in charge of the Media Information Bureau, by county e-mail no later than 0900 hours, seven days a week.

3.2 A copy of the log will be transmitted to the Corrections Chiefs via county e-mail.

3.3 The log shall be marked and treated as CONFIDENTIAL.

3.3.1 Each log shall note “CONFIDENTIAL” in the heading and contain a confidentiality advisement at the end.

3.4 The log shall have all pertinent information contained within the body of the e-mail and not be sent as an attachment. The log shall be prepared to resemble the example below:
Date: December 31, 2016

Station: Larry D. Smith Correctional Facility

Person Reporting: Captain John Doe (or) Lt. Jane Doe for Captain Doe

Summary: No significant incidents (or)

1. Jane Doe, wife of Mayor John Doe, was arrested 12/31/16 at 2200 hours for DUI, and was booked into the Larry D. Smith Correctional Facility. Mayor Doe was notified at 2300 hours of the arrest and booking by our Watch Commander.

MIDNIGHT HEADCOUNT: 807

2. The commander or designee shall review the Administrative Log prior to emailing the report to the “SAL” (Sheriff’s Administrative Log) group. The SAL group is comprised of the Sheriff, Assistant Sheriffs, Chief Deputies, Captains, Lieutenants, and the Director of Administrative Services.

3. The facility commander or designee shall be responsible for the periodic review and updating of the Administrative log to ensure Department personnel receiving the Administrative log on a continual basis, still have a need to receive it. This shall be done at a minimum on a quarterly basis.
TITLE: Booking Fee Billing  
NUMBER: 501.02

POLICY: Each correctional facility shall establish a procedure for the billing of booking fees.

REFERENCE: California Government Code Section 29550a

GUIDELINES

1.0 Business Office Responsibilities

1.1 One the first of each month, a designated staff member will collect all pink copies of the receiving sheets (RSD Form 500) and shall forward it to their facility accounting.

1.2 The billing information portion of the receiving sheet is to be completed for each billed booking. After completion of this part of the form, the number of bookings for each agency is totaled and documented on a memo. The completed receiving sheets and the memo is sent to the Robert Presley Detention Center, Attention: Corrections Accountant.
TITLE: Cameras, Use in Facility

POLICY: The use of camera or video equipment within correctional facilities shall be in accordance with the law and ensure constitutional mandates of a free press and a person’s right to a fair trial are upheld.

REFERENCE: Department Standards Manual sections 340 and 350

GUIDELINES

1.0 General

1.1 The use of camera or video equipment, by other than jail staff in performance of their duties, is prohibited inside Riverside County Correctional Facilities.

2.0 Exceptions

2.1 The use of such equipment by an allied law enforcement agency, as needed for a criminal investigation.

2.2 The use of such equipment by members of the news media, as approved by the facility commander.
RIVERSIDE COUNTY SHERIFF’S DEPARTMENT
CORRECTIONS DIVISION POLICY MANUAL

TITLE: Cleaning and Maintenance NUMBER: 501.04

POLICY: Riverside County correctional facilities shall be maintained in a manner that promotes sanitation, safety and security. All facilities shall be routinely cleaned and inspected for items needing repair. Facilities will develop procedures for requesting maintenance, repairs or installations.

REFERENCE: CAC Title 15, section 1280 and RSD Form 531
CROSS REFERENCE: Department Policy 502.04

GUIDELINES

1.0 Cleaning Schedule

1.1 A weekly cleaning schedule will be posted in all housing units for review of inmate cleaning assignments.

   ➢ In addition, each facility shall implement a cleaning schedule for each area of the facility. Inmate assignments will be determined by the number of staff, and/or daily activity levels in the jail.

2.0 Inmate Workers Duties

2.1 Inmate Workers will be utilized as custodians to perform cleaning functions within the jail. Inmate Workers will perform custodian functions in a housing unit, administrative office, or as pre-determined by each facility commander.

2.2 Inmate Workers will be required to sweep, mop, buff and wax floors in the housing unit day room, vacuum areas as specified by the facility procedure.

2.3 Inmate Workers will be assigned to clean staff restrooms daily or by each shift as needed.

2.4 Inmate Workers will be assigned to clean all Safety Cells on a daily basis and after an inmate is removed from the cell.

   ➢ The Intake Sergeant is required to visually inspect the cell prior to placement of an inmate.
   ➢ This inspection will be documented on the Safety Cell/Specialty Housing Log (RSD form 531).

3.0 Maintenance Repair Requests

3.1 All maintenance problems or repairs will be reported and documented on the facility designated maintenance log or repair form. Each facility will designate a supervisor
responsible for monitoring the progress of repairs.

3.2 Emergency repairs may be required after-hours by maintenance personnel, if the shift supervisor determines that an after-hour call out is necessary. Each facility will be governed by facility specific procedures for emergency maintenance service calls.

4.0 Modifications to a Facility

4.1 Any modifications made to the structure or design of a correctional facility needs to be reviewed by Sheriff’s Planning and requires final approval by the Corrections Chief Deputy. This includes any tinting of the Pod or Dayroom windows, removing fixtures or rekeying lock mechanisms.
TITLE: Computers

POLICY: All computer use by on-duty sheriff’s personnel shall be within the law and within the provisions of Department Standards Manual. Individual jails may establish more restrictive guidelines/procedures.

REFERENCE: Department Standards Manual sections 340, 345, and 346

GUIDELINES

1.0 General

1.1 The use of any department computer equipment for matters not connected with the employee's official duties is prohibited.

1.2 No employee shall access or attempt access to any computer system without authorization and/or required training.

1.3 Employees shall not, without authorization, attempt to identify or distribute any password or access code.

1.4 Any information accessed from a department computer shall only be disseminated in a manner prescribed by law and authorized by department policy.

2.0 Secure Electronics Systems

2.1 Each Riverside County Sheriff Correctional Facility utilizes systems managed by a secure electronics vendor. These systems include:

- Cameras and camera monitors.
- Monitor control computers.
- Intercom systems.
- Housing unit control panels.
- Controlled locking mechanisms and doors.

2.2 All aspects of secure electronics systems are configured to approved standards. Staff members are not authorized to make any adjustments or alterations to these systems, or any components related to these systems. Including, but not limited to:

- Disconnecting or redirecting wiring of any kind.
- Manually adjusting volume on external speaker systems.
- Logging into these systems using unauthorized accounts to adjust settings.
- Accessing security enclosures which contain secure electronics equipment.
- Using dedicated power supplies for personal use.
TITLE: Court Orders NUMBER: 501.06

POLICY: Each facility shall have a procedure for accepting, routing, and handling court orders and subpoena duces tecum served at the facility.

REFERENCE: Memorandum from Riverside County Counsel’s office, Principal Deputy County Counsel Robert Pepper; 12-2-96, Department Standards Manual section 352; Department Policy 504.02 and 506.07

GUIDELINES

1.0 Routing and Handling of Court Orders

1.1 All court orders shall be received by the Business Office and forwarded to the Classification unit’s headcount coordinator for evaluation and proper handling.

1.2 When a time sensitive court order is received, Business Office staff shall contact the headcount coordinator, Classification supervisor, or a Floor Operations supervisor immediately. Court orders indicating a time limit for compliance shall be time stamped upon receipt.

2.0 Court Orders Related to Inmate’s Criminal Case

2.1 A court order related to an inmate’s criminal case, refers to a judge’s order which the inmate is involved or the inmate’s ability to provide a defense.

2.2 If circumstances do not allow for compliance within the designated time, the headcount coordinator shall contact the Classification supervisor.

2.3 The supervisor or designee shall notify the issuing judge that the jail is unable to comply with the order and explain why.

3.0 Court Orders Not Related to an Inmate’s Criminal Case

3.1 Not related to an inmate’s criminal case refers to a judge’s order which does not have a direct bearing on the criminal proceedings or an inmate’s ability to provide a defense. Examples of this type of order may include special visits, inmate marriage, medical care, special meals/diets, and temporary release.

3.2 If compliance of the court order does not interfere with jail operations, the headcount Coordinator may comply with the order.

3.3 If compliance with the court order is not practical and will adversely affect the security or orderly running of the facility, the Headcount Coordinator will inform the Classification supervisor, who in turn, shall inform their supervisor of the non-
compliance of the order.

3.3.1 The facility commander may require the Classification supervisor draft a written response to the issuing judge, regarding the non-compliance of the order.

4.0 Court Order Tracking System (COTS)

4.1 The Head Count Coordinator or designee handling the court orders, shall enter the order into the Jail Information Management System (JIMS) COTS.

4.2 The COTS report shall be generated daily and forwarded to the Classification Sergeant and Classification Lieutenant.

4.3 The Classification Sergeant will monitor court orders and verify the court orders are appropriately tracked and handled in a timely manner.

5.0 Subpoena Duces Tecum (SDT)

5.1 An SDT is court order summoning the recipient to produce documents or other tangible evidence for use at a hearing or trial.

5.2 Refer to Department Policy 504.02 (Classification) regarding the receiving and subsequent processing of SDT’s.

6.0 Reports

6.1 To ensure a timely response to each court order, each facility will create a procedure regarding the daily or weekly tracking of all pending or new orders.

6.2 The Headcount Coordinator handling COTS, will provide a monthly Court Order Tracking Report to their commander for review. Once approved, the Headcount Management Unit (HMU) supervisor will be notified. This notification will be made by the 5th day of the next month.

6.3 The HMU supervisor will compile a Court Order Judges Report and forward a hard copy to the Presiding Judge by the 10th day of the following month.
RIVERSIDE COUNTY SHERIFF’S DEPARTMENT  
CORRECTIONS DIVISION POLICY MANUAL  

TITLE: Crime Reports  
NUMBER: 501.07

POLICY: The reporting and investigation of violations of law, which involve an inmate, and occur while the inmate is in custody, shall be conducted as they occur.

REFERENCE: CAC Title 15, section 1044; PC 653.75; DSM section 347

DEFINITIONS

Digital Photograph - Digital photographs are obtained through the use of a digital camera. The photographs are stored as a computer file in numerical form and usually has a file extension of .jpg, .tiff, or .bmp.

Digital Video – Digital video is obtained through the use of digital video recorders and involves the conversion of sequenced video stills into digital computer files. Video computer files are very large and are almost always compressed since uncompressed files can fill up a hard drive rapidly. These types of computer files usually have file extensions of .mov or .mpeg.

Digital Audio – Digital audio is obtained through the use of digital audio recorders. Digital audio recordings are stored as computer files and usually contain a file extension of .dss, .wav, .wma, .mp3, or .cda.

GUIDELINES

1.0 General

1.1 Commission of any public offense, by any inmate while in custody in any Riverside County Detention Facility, shall be investigated and a crime report shall be written. The crime report shall include the name(s) of the person(s) involved, a description of the incident, the actions taken, and time of the occurrence. Reports shall be completed and submitted to the on-duty supervisor prior to the end of shift unless a waiver of time is granted by that supervisor.

1.2 Refer to the Sheriff’s Department intranet for the Report Writing Manual for additional information.


2.0 Preparation

2.1 The on-duty supervisor will determine who should conduct the investigation and complete the crime report when an incident is reported.

2.2 All evidence collected during the investigation shall be properly preserved and accurately marked, tagged or labeled in order to maintain the proper chain of evidence.
2.3 The report shall be written on Riverside County Sheriff’s Department approved forms and be forwarded to the supervisor for approval.

2.4 Upon approval, the report shall be forwarded to the District Attorney’s Office for criminal filing (if warranted), and to Records for permanent retention.

3.0 Interviewing ADA Inmates

3.1 Hearing impaired inmates who need assistance in effectively communicating with correctional staff will be offered a qualified interpreter when being interviewed on a criminal investigation. Refer to Department Policy 509.17 (Disabled Inmates/ADA) for further information.

4.0 Evidence Collection

4.1 Audio, video and photograph digital media submitted as evidence require specific procedures and guidelines for their submission, retention, and management. The District Attorney’s Office has established guidelines to ensure that digital evidence is collected, preserved, and transferred by methods that safeguard the accuracy and reliability of the media. These guidelines reflect accepted procedures by the courts, other law enforcement agencies and the scientific community.

4.2 Submitting Digital Photographs as Evidence

4.2.1 Digital photographs should be submitted as evidence on non-rewriteable compact disk (CD) media with the appropriate Department approved self-adhesive label. The digital file formats accepted by the District Attorney’s Office are .tiff, .bmp, and .jpg. The District Attorney’s office accepts copies; Photographs will be printed directly off the submitted CD without alterations.

4.3 Submitting Digital Video as Evidence

4.3.1 Video recorded with a digital video recording camera should be copied onto a non-rewritable CD with the appropriate Department approved self-adhesive label. The District Attorney’s office will convert as needed.

4.4 Submitting Digital Audio as Evidence

4.4.1 Digital audio taken from a digital audio recorder should be downloaded onto a non-rewritable CD with the appropriate Department approved self-adhesive label. The District Attorney’s office will only accept digital audio files in a .wav file format, .wma file format, or a .dss (Olympus proprietary software) file format.

4.5 Submitting Digital Media as Evidence

4.5.1 Digital photographs, video or audio files submitted as evidence on a CD should be without alterations or enhancements. If the files are altered or enhanced, those alterations or enhancements shall be documented.
4.5.2 CD’s submitted as evidence shall be labeled with the appropriate Department approved self-adhesive label (P502.12, att. #1), indicating the case number, date and time of the recording, the number of images or files on the CD ROM, type of incident and the name of the person who made the recording(s).
TITLE: Duty/Assignment Schedule

POLICY: Each Facility will establish a uniform procedure for the timely preparation and posting of personnel duty shift schedules.

GUIDELINES

1.0 General

1.1 Each area of operation will have a posted shift schedule for each team/unit/area. The schedule should cover periods of 4 weeks (2 pay periods). Shift start and ending times, employee’s workdays and days off shall be included on the schedule. Upcoming schedules should be completed and posted, no later than 5 days prior to that schedule going into effect.
Corrections Division no longer maintains an Employee Vending Machine Fund.
RIVERSIDE COUNTY SHERIFF’S DEPARTMENT  
CORRECTIONS DIVISION POLICY MANUAL

<table>
<thead>
<tr>
<th>TITLE: Entry into Facility - Security Clearances and Identification</th>
<th>NUMBER: 501.10</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLICY: All persons entering the secured area of any Riverside County Sheriff’s correctional facility shall be identified by corrections staff and have the appropriate identification and security clearance. Persons permitted entry shall be in a law enforcement uniform or display identification which distinguishes who they are and their authorization to be in the facility.</td>
<td></td>
</tr>
</tbody>
</table>

REFERENCE: Penal Code 4575a, Department Policy 503.11, DD#12-057

DEFINITIONS

<table>
<thead>
<tr>
<th>Jail Staff - Complete Sheriff’s Department Background Required</th>
<th>Includes all Riverside Sheriff's Department employees assigned to the Corrections Division.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Escorted Official Visitor - No Security Clearance Required</td>
<td>Includes members of county government and others, such as: Grand Jury Members, County Supervisors, visitors from other law enforcement agencies, inspectors, public tours, and Methadone Program employees.</td>
</tr>
<tr>
<td>Volunteers - Level II Security Clearance Required</td>
<td>Includes Alcoholics Anonymous, church groups, student volunteers. All volunteers must appear on an approved list provided by the Programs Director.</td>
</tr>
<tr>
<td>Civilian employees of other agencies/companies assigned to the jail - Level I Security Clearance Required</td>
<td>Includes Detention Health Services; including Dental, X-ray and Pharmacy, Mental Health Service, OR clerks, Building Services maintenance, computer repair, and any contract services such as commissary and security electronics services.</td>
</tr>
<tr>
<td>Other Sheriff’s Department employees - Complete Sheriff’s Department Background Required</td>
<td>Includes all other Riverside Sheriff's Department employees who are not regularly assigned to the Corrections Division.</td>
</tr>
</tbody>
</table>

GUIDELINES

1.0 Facility Entry

1.1 Each facility will establish a uniform procedure for entry and, identification of jail staff, escorted official visitors, civilian employees of other agencies assigned to the jail, volunteers, and other Department employees. Identification of all personnel within the facility is stressed as a matter of security. Detailed explanation of requirements can be found in the department’s Security Clearance Policy.

1.2 The department requires security clearances be completed on all non-department employees who will have access to any sheriff’s station, bureau, facility, or equipment. The type of security clearance that will be conducted is based upon the
nature of the individual’s assignment. This security clearance procedure applies to everyone who does not fall under the provisions of the Sheriff’s reserve/volunteer program.

1.3 A Level I clearance will be conducted by the department’s personnel bureau. This type of clearance is required for any person having access to confidential information or computer systems, secure facilities/bureaus without constant escort, and those who will have access to inmates who will not be constantly escorted while in a correctional facility.

1.4 A Level II clearance will be conducted on those individuals who are under the constant supervision of a full-time sheriff’s employee and includes individuals who will not have access to confidential information or computer systems. These individuals may come into indirect contact with inmates while in the facility but will be under constant visual supervision of a sheriff’s department employee.

2.0 Entry for Contracted Vendors
TITLE: Jail Tours

POLICY: Members of the public may be approved to tour Riverside County Correctional Facilities with permission from facility the commander. Tours will be conducted in a safe and informative manner without compromising the security of the facility or the safety of the tour member/s.

REFERENCE:

GUIDELINES

1.0 Types of Tours

1.1 Tours are classified into four categories: Juvenile, Civilian, Law Enforcement / Other Agency, and Commander.

1.1.1 Juvenile: Tour requested by either Riverside County or non-county departments or agencies for the purpose augmenting a cadet academy or diversion program...

- Tours will be done on a strictly voluntary basis.
- Juvenile tours shall have no direct inmate contact and may exclude high risk areas.
- Only Juveniles who are not on probation, not under a court order or not under any type of incarceration by the courts will be allowed to participate in the tour.

1.1.2 Civilian: Standardized tour structured for the general public, either groups or individuals. May limit accessibility to certain inmate housing areas and may exclude certain high-risk areas.

1.1.3 Law Enforcement/Other Agency: Tour for adults, age 18 and over, employed by Riverside County or other Law Enforcement Agencies, Academy students, Public Defenders office staff, etc.

1.1.4 Commander: Personal tour given by the Facility Commander. Tour content and areas to be toured may vary and are at the Commander’s discretion.

2.0 Tour Requests

2.1 Any person or organization requesting a jail tour, with the exception of a Commander’s Tour, will be provided a Jail Tour Request Form (RSD Form 547b) and/or Jail Tour Waiver and Agreement Form(s) (RSD Form 547a). Each participant must be a minimum age of fourteen years. Each participant in a tour must complete the Jail Tour Waiver and Agreement Form. Juvenile tour participants must have this form signed by their parent or guardian prior to the tour date.
2.2 All completed Jail Tour Request Forms and attached supporting documents will be submitted to the Facility Commander or designee for review and final approval. All tour denials must be forwarded to the Division Chief.

3.0 Tour Regulations

3.1 The Facility Commander or designee will appoint the appropriate staff to conduct the tour. The size, length, and scope of each tour will be determined by number of staff available to conduct the tour.

3.2 Each participant will be briefed on the rules and regulations of the facility. Tours will be scheduled at times that do not interfere with the operation of the facility.

3.3 Each facility will establish areas of the facility to be toured.

3.4 Inmates will not be solicited to participate in tours.

3.5 Staff shall not conduct “Scared Straight” types of tours.

3.6 The Facility Commander will make the final determination on all tour rules and regulations pertinent to the facility.

3.7 All facilities within the Division reserve the right to terminate any tour, if so deemed necessary, for security purposes. If this occurs, staff members will ask visitors to safely exit the facility. In the event of fire/life safety matters, staff members will refer to the facility Fire/Life Safety Manual for visitor evacuation procedures and locations.
POLICY: All inmate deaths will be handled in accordance with applicable California Penal Code sections, California Government Code sections, and California regulations.

REFERENCES:

- 12525 California Government Code (reporting inmate deaths)
- CCR, Title 15, section 1044 (written report to jail commander within 24 hours)
- CCR, Title 15, section 1046 (medical review of inmate death)
- 27491.3 California Government Code (release of inmate property)
- 27491 California Government Code (Coroner’s Bureau notification)
- DD #01-011 (Supp.) Central Homicide Unit-Investigative Duties and Activation Procedures
- DOJ Information Bulletin, 03-12-BCIA, dated 09/02/03
- H&S 102950 (registration required for fetal deaths from 20th week of gestation onwards)
- RUHS Policy No. 6.1 (Fetal Demise/Stillborn: Care of Patient)
- Coroner’s Bureau Policy 702.04
- Riverside Sheriff’s Field Operations Manual

DEFINITIONS

Medical death - is caused by irreversible cessation of heartbeat, breathing, or brain function.

Suicide - is the intentionally taking of one’s own life.

Homicide – is death caused by either direct or indirect actions of another person or persons.

Accidental Death - is a death resulting from an unintended or inadvertent chance happening, other than natural causes, homicide, or suicide. Examples include an unintentional overdose or a fall that results in a fatal injury.

Post-Custody Deaths - The Coroner’s Bureau and CHU may investigate deaths of inmates after they have been released from custody in a manner similar to in-custody deaths. These post-custody death investigations are not considered in-custody deaths.

DEATH INFORMATION

The death of an inmate who had not been released from custody and was in a hospital or the Detention Care Unit (DCU) is considered an in-custody death.

The Central Homicide Unit (CHU) will investigate inmate deaths involving suspicious circumstances, deaths occurring at the hands of another, and felonious assaults where death is imminent. For all other inmate deaths, the Corrections Intelligence Bureau (CIB) will assign a jail investigator to conduct the investigation.

HUMAN FETAL DEATHS
IV-4 08/18/2021
If an inmate gives birth while in custody, it is not considered a human fetal death for the purpose of registration under H&S 102950 or for Coroner’s Review (as conducted pursuant to Coroner’s Bureau Policy 702.04) until the fetus has advanced to or beyond the 20th week of gestation.

The Coroner’s Bureau will be notified and informed of the circumstances surrounding all still births, regardless of the gestational age of the fetus.

After a licensed physician or Coroner’s Bureau has determined gestational age and weight, a jail supervisor, in collaboration with the watch commander, will order an appropriate investigation to include follow-up by appropriate investigative personnel.

**GUIDELINES**

### 1.0 Discovery of Death

1.1 Staff discovering an inmate death, or a felonious assault where death is imminent, shall immediately notify Central Control and an on-duty supervisor or watch commander. Based on security concerns (e.g., other inmates in the cell or immediate area), a staff member should not enter the area without assistance from other staff member(s).

1.2 Pending arrival and/or in the absence of medical staff, Custody staff will administer life saving measures, to include first aid, CPR, etc. Bloodborne and airborne pathogen safety precautions shall be followed.

1.3 All inmate movement into or out of the affected area should be stopped. Potential suspects/witnesses shall be separated, secured, and monitored. A supervisor will assume responsibility for crime scene integrity, including the preservation of evidence and only allowing authorized personnel entry.

1.4 Only those staff members necessary should enter the scene.

1.5 Custody staff are to take precautions to preserve evidence; however, this should not be interpreted to mean that preserving evidence takes precedence over lifesaving efforts, as reverence for human life shall be of utmost concern for all staff.

1.6 Designated staff member(s) will begin a Critical Incident Log(s). Staff will obtain “block-out” information and the times for everyone entering/exiting the scene; e.g., Sheriff’s staff, emergency medical system (EMS) personnel, ambulance personnel, fire department personnel/paramedics, etc.

1.7 The deputy in charge of the scene will designate one path for entry and exit of the scene and document on the Critical Incident Log all personnel who use this path. When establishing the path, the deputy should consider where the evidence is located and select a path that will prevent the destruction of evidence.

1.8 Nothing should be removed from the scene, unless it is a safety/security concern.
2.0 Supervisor Responsibilities and Notifications

2.1 The shift supervisor, or designee, will respond to the location and assume command.

2.2 The supervisor shall assign a staff member(s) to note the names of each inmate in the immediate area.
   - This staff member(s) will also note where the inmate was during the incident and where the inmate was escorted after the incident.
   - The staff member(s) should also note any injuries or unusual behavior exhibited by inmates.
   - A Classification deputy will print a copy of the housing unit’s occupants via the Jail Information Management System (JIMS) as soon as practical.

2.3 The supervisor and staff members should remove those inmates who may be witnesses or suspects, while simultaneously preserving evidence.
   - Inmates should be ordered not to talk amongst themselves.
   - The inmates should be separated as much as practical, using holding cells, program rooms, housing unit dayrooms, or other areas, as designated by a supervisor.
   - The inmates should be supervised.
   - Inmates identified as possible suspects will be isolated from all other inmates.

2.4 In addition to chain-of-command notifications, the supervisor(s) on duty at the time of the death are responsible for notifying:
   - CHU or the Sheriff’s station with jurisdiction, immediately.
   - Coroner’s Bureau, immediately; the District Attorney’s Office as soon as a representative is on duty and as mandated by law.
   - The Professional Standards Bureau (PSB) once the scene is secure. Dispatch will be used to request PSB.

3.0 Death Investigation

3.1 Jail operations shall not interfere with the investigation.

3.2 The commander shall designate a liaison to assist the responding investigators.
3.4 Jail staff investigating an in-custody death may attend the corresponding autopsy. Autopsy participants are there to assist Coroner's staff in providing information and answering questions.

4.0 Press

4.1 When CHU is assigned as the primary investigative unit, a CHU supervisor is responsible for notifying the Department PIO and/or preparing press releases. If CHU is not involved, the Jail Commander, or designee, will notify the Department PIO.

4.1.1 The primary investigator or the Coroner’s Bureau may release the deceased inmate’s identity.

5.0 Reports/Documentation

5.1 A supervisor will assign a deputy/correctional deputy or jail investigator to obtain a report file number and write an initial report. The file number will be provided to CHU investigators or the Sheriff’s investigators for supplemental report purposes.

➢ A copy of the Critical Incident Log will be submitted with a supplemental report. The original Critical Incident Log shall be provided to the investigator, as it will be placed into evidence.
➢ All personnel involved will submit a written report, unless directed otherwise by an investigator and/or a supervisor.

5.2 All reports generated by Corrections personnel shall be reviewed for detail, accuracy, and grammar by a designated supervisor and initialed in the area of the Reporting Officer's signature. (No signature of approval shall be made at this point.) All original reports are to be submitted to CHU or the Sheriff's Station handling the investigation, where the reports will be reviewed and approved.

6.0 Property

6.1 The inmate’s personal property will only be released to the Coroner’s Bureau through the Property Deputy and with the Jail Commander’s, or designee’s, approval.

➢ Under no circumstances will the inmate’s personal property be released to the inmate’s family, friends, or associates, unless directed by the Division Chief.
➢ Sheriff’s and Coroner’s investigators do not need a search warrant and will have immediate access to the deceased inmate’s property.

6.2 Custody staff will release the deceased inmate’s remaining property to a Coroner’s investigator (27491.3 California Government Code) and will complete a Sheriff’s Property Report (RSD Form 409) as a “release” of property.
The white copy of the Sheriff’s Property Report shall be forwarded to CHU or the Sheriff’s Station with jurisdiction to be included with the crime report.

The yellow copy will be given to the Coroner’s investigator.

A photocopy of the release will be placed in the inmate’s booking file.

The Coroner’s investigator will issue a receipt for all property seized.

Place the receipt in the deceased inmate’s booking file and forward a photocopy to CHU or the Sheriff’s Station with jurisdiction.

6.3 If investigators want the property of another inmate and that property has been logged and stored, the investigator(s) shall provide a brief written request on RSD 409, or equivalent, describing the items the investigator wants to inspect, examine, or take. This request will include the requesting agency’s name, the case number, and the requesting officer’s name.

If property is taken, a completed copy of the RSD 409 form, or equivalent, will be placed in the inmate’s property bag and another copy placed in the inmate’s booking file.

Classification staff will document in JIMS what property was release.

7.0 Death Notification

7.1 The Coroner’s Bureau generally makes the death notifications, e.g., next of kin or consulate notifications.

8.0 Jail Commander Duties

8.1 The jail commander, or designee, will complete the following “follow-up” actions related to the death:

8.1.1 Notify and provide the Administration Medical/Mental Health Liaison and HMU with the following information, which will be used to report the death to DOJ:

- Chain-of-Command notification of inmate’s death.
- The investigating officer’s name, ID#, and station/unit.
- The responding deputy coroner’s name, ID#, and station/unit.

8.2 The jail commander will set and hold a meeting for the review of the death as mandated by Title 15, section 1046. Refer to Department Policy 501.22 (Inmate Death Reviews) for further information.
RIVERSIDE COUNTY SHERIFF’S DEPARTMENT
CORRECTIONS DIVISION POLICY MANUAL

TITLE: Inmate Welfare Fund
NUMBER: 501.13

POLICY: The Sheriff shall establish and maintain an Inmate Welfare Fund from monies received from inmate commissary sales and telephone charges. The fund shall primarily be used for the benefit, education and welfare of the inmates.

REFERENCE: Penal Code section 4025, IWF Bylaws, and IWF Expenditure Guidelines

DEFINITIONS

Benefit - An event, action or something that improves promotes or enhances well-being by supplementing or improving the conditions above and beyond the minimum required by law or regulations. IWF may be used to fund a “benefit” as defined herein when it serves to augment the required county expenses of confining inmates, as listed under California Penal Code §4025, and as determined by the sheriff to be in the best interests of inmates.

Education - An academic course of instruction or vocational training program designed to acquire knowledge, understanding or skill of a specified kind or level; generally resulting in a certificate.

Indigent - For the purposes of commissary, indigent means an inmate with less than the cost of the indigent pack on the books for more than one week and has purchased less than $10.00 within the last month through commissary (IWF-C minutes, April 16, 2004).

Inmate Support Service - An activity, information, assistance, or the act of delivering or distributing something that is performed for the benefit of the inmate, or to serve a need. Inmate Support Services include information, or access to non-educational or non-therapeutic services that do not result in a certificate of completion, and may not necessarily be delivered directly or indirectly by SITE-B personnel, but such services serve to comply with, or augment services established under Title 15: Ca. Code Regs. §§1060 et seq RLUIPA, or California Penal Codes §§4018.1, §4018.5, §4025 (e)(i), §4027, §4029 (a-d), and 1170(h); some examples include indigent clothing at release, health and indigent packages, barber services, pro-per items, inmate resource guide, visiting, voting, exercise and recreation equipment, and transportation vouchers.

Jail Maintenance - “Maintenance of county jail facilities may include, but is not limited to, the salary and benefits of personnel used in the programs to benefit the inmates, including, but not limited to, education, drug and alcohol treatment, welfare, library, accounting, and other programs deemed appropriate by the sheriff” (California Penal Code §4025 (e)).

Operational expenditure - Pre-approved amounts and categories for on-going and day-to-day operational expenditures.

Program - A system, course of study, activities, psychotherapeutic treatment, or combination thereof under which action approved by the sheriff may be taken toward a goal and delivered, or coordinated through SITE-B. An inmate program includes a course of action aimed at accomplishing a clear objective in order to fulfill the mission and achieve the objectives of SITE-B.
**Project** - A specific plan or design, in which a task or problem is engaged in by a group of students or personnel to supplement and apply instruction or service. A project may be a single event, endeavor, research or work related to an operational or substantial expenditure program, service, or pilot.

**Psychotherapeutic** - The treatment of mental and emotional disorders through the use of psychological techniques designed to encourage communication of conflicts and insight into problems, with the goal being relief of symptoms, changes in behavior leading to improved social and vocational functioning, and personality growth.

**Recidivism** - The tendency to relapse into a previous condition or mode of behavior; especially into criminal behavior.

**Rehabilitation** - The restoration of an inmate to a useful place in society through programs directed at the factors attributing to recidivism, e.g. substance abuse, criminal behaviors, anger management, etc.

**Substantial expenditure** - Expenses not included in the operational costs.

**Welfare** - Action, procedure, service, or something that aids or promotes the basic physical and material well-being of an inmate because of hardship and need (e.g. indigent services, etc.).

**GUIDELINES**

1.0 **General**

   The Inmate Welfare Fund (IWF) shall be administered by a committee designated by the Sheriff. The IWF Committee shall be governed by its own bylaws and procedures. The IWF Committee determines how the fund monies are generated, through private contracts, and spent.

2.0 **Generation of Funds**

   2.1 The Inmate Welfare Fund committee will administer all revenue and expenditures from the IWF. Included are the commissary operations, telephone commissions, inmate welfare operations, and any contracted services within this area.

3.0 **Use of Funds**

   3.1 IWF funds may be expended on operational and substantial expenditures as defined by the IWF Bylaws, including, but not be limited to:

   - Information
   - Entertainment
   - Education
   - Recreation Equipment
   - Indigent Kits
   - Commissary expenses
   - Commissary expenses
   - Detention Facility Maintenance
3.2 Inmate welfare fund money is used to provide a “Booking Pack” to inmates who will be housed in correctional facilities. The “Booking Pack” contains the following items:

- (1) Short, safety razor
- (1) Short handled toothbrush
- (1) Clear gel toothpaste (.6 ounce)
- (1) Bar soap (1.5 ounce)
- (2) tablets of non-aspirin pain reliever (1 pack)
- (1) 5-inch plastic comb
- (1) Inmate rule book, and instructions for accessing medical care.

3.3 Inmate welfare fund money is used to provide indigent inmates “Indigent Kits” while in custody. The “Indigent Kit” contains the following items:

- (4) Sheets of lined paper (6” x 9”)
- (2) Stamped envelopes
- (1) “Golf” style pencil
- (1) short safety razor
- (1) Stick of deodorant
- (1) 5-inch plastic comb
- (1) Small bar of soap
- (1) Tube of toothpaste
- (1) Toothbrush

3.3.1 Indigent inmates are eligible to receive indigent kits once a week, if the inmate falls under the indigent inmate guidelines.

3.4 At the time of release, essential clothing and transportation for indigent inmates may be provided through the IWF.

4.0 Accounting

4.1 The Corrections Division Administrative Manager (FINANCE), or designee, will monitor and perform a monthly review of all IWF expenditures and prepare pertinent management reports for the IWF committee.

4.2 A report of all revenue, expenditures, current balance and transactions during the year will be prepared annually and submitted to the sheriff.

4.3 A non-County entity or outside accounting firm shall conduct an annual audit of the IWF. The Corrections Administrative Manager (FINANCE) will initiate and coordinate with County Purchasing a request for quote for audit services in accordance with Riverside County Purchasing guidelines. These entities, with the approval and concurrence of the Corrections Chief Deputy for Support Services, will select the outside accounting firm to prepare said audit. To avoid exclusivity, the accounting firm will rotate every three years.
5.0 Facilities

5.1 Facility commanders and the Inmate Services Manager may expend funds for each of their respective operations.

5.2 Funds may be expended for the pre-approved operational budget amounts and spending categories for the on-going and day-to-day operational expenditures, as approved by the IWF Committee, authorized by the Sheriff and not requiring further approval.

5.3 Substantial expenses are any expenditures not included in the operational costs approved via the budget process and must be submitted to the IWF Committee for approval. Substantial expenditure requests must meet the criteria defined in the IWF Bylaws and IWF expenditure guidelines.
TITLE: Incident/Pass-On Log

POLICY: Incident/Pass-On Activity Logs will be maintained by a Floor Operations supervisor, and for each housing unit or specialized unit responsible for the welfare of inmates within the facility. The activity logs will contain all significant events within these areas which may affect facility operations.

REFERENCE: Title 15, Section 1044

GUIDELINES

1.0 Supervisor’s Pass-On Log

1.1 A Supervisor’s Pass-On Log will be initiated at 0001 hours each day. It will contain all significant events that occur between 0001 hours to 2359 hours.

1.1.1 The log shall contain detailed information regarding, but not be limited to, the following:

- All Medical Runs outside the facility
- All Safety Cell placements
- All Emergency Restraint Chair Placements
- All crimes that occur within the facility including PREA incidents
- Clearance of facility keys and radios
- Notable Bookings
- Employee Injuries
- Use of Force applications
- Consular Notifications
- Medical Emergencies
- Inmate Disturbances
- Employee Sick Calls
- Inmate Deaths / Attempt Suicides
- Escapes / Attempted Escapes
- Serious Maintenance Issues
- Facility Training
- Any other significant event which may affect facility security/operations

1.2 The Supervisor’s Pass-On Log will be forwarded to the Jail Commander and the facility administration at the completion of each day.

2.0 Housing Unit Pass-On Log

2.1 Each Housing Unit will maintain a Housing Unit Pass-On Log from 0001 hours to 2359 hours daily.

2.1.1 The log shall contain detailed information for incidents/activities occurring
within the housing unit regarding, but not limited to, the following:

- Headcount
- Pill Call (as well as Nurse Call, Doctor Call, Sick Call)
- Commissary
- Programs
- Dayroom Time
- Recreation Time
- Inmate Movement in or out of the housing unit
- Transfers in/out
- Any crimes that occur within the housing unit
- Medical Emergencies
- Housing Unit Searches
- Use of Force applications
- All inmate visits
- All hospital medical runs
- Clothing Exchange
- Stat Card to Face Counts
- Maintenance issues
- Any suspension of Programs, activities, or facility minimum standards
- Any other significant event affecting the housing unit’s operation

3.0 Archive

3.1 All Supervisor’s Pass-On Log and Housing Unit Pass-On Logs will be scanned into REDS (Retention of Electronic Documents System) for storage.
RIVERSIDE COUNTY SHERIFF’S DEPARTMENT  
CORRECTIONS DIVISION POLICY MANUAL

TITLE: Safety Data Sheets and Employee-Right-To-Know  
NUMBER: 501.15

POLICY: Safety Data Sheets will be made available to each employee for review and familiarization of information.

REFERENCES: Riverside County Safety Manual, California Code of Regulation Title: 8

GUIDELINES

1.0 Safety Data Sheets

1.1 Safety Data Sheets provide detailed information on hazardous chemicals used in the workplace. It also contains information regarding health hazards, protective measures, as well as safety, usage, and storage of each chemical.

1.1.1 Employees must have ready access to Safety Data Sheets and be trained to understand the information.

➢ Each facility shall develop written procedures as to where the Safety Data Sheets can be located and accessed.

2.0 Employee-Right-To-Know

2.1 A copy of the ‘Right to Know’ pamphlet will be issued to each employee.

2.2 At the time the employee is given the “Right to Know” pamphlet, they will be instructed to read and become familiar with the information contained in the pamphlet.

2.3 Each employee will be required to sign a Hazard Communication/Employee Right-To-Know form (6001 form) indicating they were supplied with the pamphlet. This form must be maintained for 30 years. Each facility shall develop a procedure for the filing and retention of this form.

2.4 A designated Supervisor will maintain a list of employees who have received and read the “Employee Right to Know” pamphlet information.
POLICY: The Corrections Division will establish, implement, and maintain an effective injury and illness prevention program, communicate with employees in matters relating to occupational safety and health, and encourage employees to inform supervisors of hazards located within the facility.

REFERENCE: Riverside Count Safety Manual 6001 / California Code of Regulations Title 8

GUIDELINES

1.0 Employees Duties

1.1 All employees will review and become familiar with the Employee Right to Know Program. All new employees will be briefed on hazardous materials located within the facility.

2.0 Supervisor Duties

2.1 The Training Supervisor will provide documentation and training for each employees’ orientation to the facility.

2.2 Each facility supervisor will hold meetings to discuss safety issues and to identify work place hazards. Each facility will conduct roll-call training for employees on safety issues.

3.0 Safety Inspections

3.1 Quarterly safety inspections will be conducted by the Safety Officer of each facility.
Policies: Corrections Division personnel no longer process registrants. Any person convicted of specific sex crimes, arson, or specific drug crimes required to register shall be referred to the law enforcement agency within whose jurisdiction they reside.

Reference: PC 290, 457.1; H&S 11590, 11592; Calif. Dept. of Justice form SS 8072.
TITLE: Release of Public Information/Media Interviews

NUMBER: 501.18

POLICY: The news media, general public, and inmates will be afforded access to and/or information about the non-confidential operations of the Correctional Facilities of the Sheriff’s Department.

Each correctional facility has a responsibility to protect the privacy and rights of inmates and members of the staff. Interviews within the facilities will be regulated to ensure the orderly and safe operation of the facility.

REFERENCE: Title 15 Section 1045; Department Standards Manual section 350; Government Code 6254(f); County Counsel

DEFINITIONS

Representatives of News Media - A person whose primary employment is gathering or reporting news for:

- A newspaper qualifying as a general circulation newspaper in the community to which it publishes.
- News magazine having a national circulation being sold by newsstands and by mail circulation to the general public.
- National or international news service.
- Radio and television news programs of stations holding Federal Communication Commission licenses.

Newspapers - A newspaper is one of the "general circulation" if it circulates among the general public and if it publishes news of a general character or general interest.

General Circulation - A "general circulation" newspaper publishes legal notices in the community in which it is distributed. It is held that for a newspaper to be considered, by law, a newspaper of general circulation, and so qualified to publish legal notices, it must contain items of general interest to the public such as news of political, religious, commercial, or social affairs.

GUIDELINES

1.0 News Media

1.1 Representatives of the news media are allowed to visit the correctional facilities for the purpose of preparing reports about the facilities, its programs, and activities. News representatives are encouraged to make advance appointments for visits. Each facility shall designate a media contact person.

1.2 Announcements of unusual incidents will be made to the local news media as promptly as possible by the Department Public Information Officer (PIO). During a facility emergency, and for a reasonable time thereafter, the facility commander may
suspend all media visits.

1.3 Questions or comments as to the application of any rule, regulation or order of the facilities by media representatives will be referred to the Department PIO.

1.4 There will be no inmate/media contact or communication of any kind allowed during the media tour of the facility.

2.0 Interviews

2.1 An inmate or a representative of the news media may initiate a request for a personal interview. These interviews should take place during regular visiting hours; however, a facility commander may approve an alternate time. Interviews are not designed to provide publicity for inmates or special privileges for the news media, but rather to ensure a better-informed public. The use of cameras or tape recorders must have prior approval from the Facility Commanders.

2.2 Representatives of the news media may request to interview a particular inmate. A media interview should be treated as a regular visit and all rules of visiting outlined in Department Policy 507.17 (Personal Visits) shall be followed.

2.2.1 A news media representative may be allowed to bring a pencil and a notepad with them during the interview.

2.2.2 A media visit shall count toward the inmate’s allocated visiting time.

2.3 All inmate/media interviews will be conducted in the visiting area. There are no inmate/media contact visits allowed.

3.0 Release of Inmate Photographs

3.1 Photographs of arrestees may be made available to the media upon approval by the Public Information Officer.

3.1.1 Photographs of recent arrestees will not be released unless approved by the arresting agency so as not to jeopardize any on-going investigations.

4.0 Public Information

4.1 Information will not be released in conflict with Government Code 6254(f)(1).

4.1.1 Facilities may release the following information, except to the extent that disclosure would endanger the safety of a person involved in an investigation or interfere with the progress of an investigation:

- Full name, date of birth, physical description, and occupation of the inmate;
- Time and date of arrest, the location of arrest, and the factual circumstances surrounding the arrest;
- Time and date of booking, bail amount, the time and manner of release; and
- Current location of inmate, inmate’s charges, any outstanding warrants, parole or probation holds.

4.1.2 The arresting officer’s name shall not be given.

4.2 Requests from federal, state, and local legislative and executive bodies for information concerning programs and specific cases will be responded to within 10 working days by the facility commander or their designee.

4.3 Request by law enforcement agencies for access to an inmate’s booking file shall be handled in the following manner:

- A review of the file will be conducted.
- Determine if there is any information that should not be released (class notes, medical, etc.)
- Ensure that staff is present during viewing and file integrity is maintained.
- Provide copies when requested and ensure originals remain with the file.
- All information/copies will be reviewed by supervision prior to release.
- All other information not considered part of the booking file or noted in policy shall require approval of the facility commander or designee.
RIVERSIDE COUNTY SHERIFF’S DEPARTMENT
CORRECTIONS DIVISION POLICY MANUAL

TITLE: Reporting “Gassing” Incidents    NUMBER: 501.19

POLICY: Each facility shall establish a procedure for properly managing and documenting
gassing incidents.

REFERENCE: Penal Code section 243.9 and 7500 series, 121060 H&S
CROSS-REFERENCE: Department Policy 508.07 and 508.08.

DEFINITIONS

Gassing - Intentionally placing, throwing, or causing to be thrown, upon the person of another,
any mixture of human excrement or bodily fluids.

Bodily Fluids - Bodily fluids are defined following the US Center for Disease Control (CDC)
definitions of potentially infectious materials. They include blood, semen, vaginal secretions,
saliva, breast milk, amniotic fluid, and pleural fluid. While urine and excrement are not presently
known to transmit the HIV, they can transmit hepatitis. This policy will consider an employee
exposure to urine or excrement as a potentially infectious exposure to blood borne disease

GUIDELINES

1.0 Reporting/Documentation

1.1 Employees have the right to request a confidential test of an inmate for HIV/AIDS,
and Hepatitis B and C, if they were exposed to the inmate’s bodily fluids.

1.2 All gassing incidents shall be immediately reported to a supervisor.

1.3 All gassing incidents shall be documented in a criminal report. If the gassing
incidents involves a suspect that is knowingly infected with HIV, hepatitis B or C, or
other blood borne disease, a Sheriff’s Investigator will be called to complete the
investigation.

1.4 All reports of battery by gassing shall be referred to the District Attorney for
Prosecution.

1.5 Refer to Department Policy 508.07 (Employee and Inmate / Blood Borne Exposure)
and 508.08 (Exposure Control Plan) regarding documentation and tracking
procedures for gassing incidents.

2.0 Supervisor Responsibilities

2.1 All suspects of gassing incidents shall have their classification level reviewed and
be subject to internal discipline (disciplinary marker).

2.2 Applicable Worker’s Compensation paperwork shall be completed by a supervisor.

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The supervisor is also responsible for notifying the affected employee of their right to request the inmate be tested for communicable diseases, as well as medical and counseling services that are available following an exposure. These notifications shall be documented.

2.3 The facility commander shall notify the affected employee of the suspect inmate’s blood test results as soon as possible once they are received.

3.0 Collection Blood Samples

3.1 Refer to Department Policy 508.07 (Employee and Inmate HIV/Blood Borne Exposure) for all procedures related to post-exposure requirements for collecting blood samples from inmates.
POLICY: The following guidelines shall govern Riverside County Sheriff’s Department employees working overtime or extra duty within correctional facilities. It shall also govern employees assigned to corrections working overtime or extra duty at duty stations outside of corrections.

REFERENCE: Riverside County Sheriff’s Department, Department Directives #94-032, 94-029 & 91-122, Title 15 section 1027
CROSS REFERENCE: Department Policies 502.10 and 501.08

GUIDELINES

1.0 Overtime

1.1 Each Riverside County correctional facility must be staffed with sufficient personnel to maintain facility security and intermittent direct visual checks of inmates. A Facility Commander, or designee, may authorize overtime to meet the staffing needs of the facility. Overtime may be voluntary or assigned, depending on the circumstances.

1.2 In the absence of unforeseen situations such as natural disasters, riots, fires, and illnesses, supervisors should have advance knowledge that overtime will be required for a given workday. This knowledge is gained during the preparation of the duty/assignment schedule.

1.3 Overtime will be made available, based on the sign-up procedures for each facility. Priority shall be given to employees assigned to the facility posting the overtime.

1.4 Assigned (or mandatory) overtime may be used when the number of employees volunteering for overtime is insufficient to meet the operational needs of the facility.

2.0 Limitations

2.1 Under non-emergency operations, no employee shall work more than 16 hours consecutively, nor have fewer than eight hours off between tours of duty. No employee may work more than six consecutive days, including normal workdays.

2.2 Employees must have an approved Authorization to Work Overtime at Other than Assigned Station form on file prior working overtime at a station other than their primary duty station. The approved Authorization to Work Overtime at Other than Assigned Station is valid for six months (P501.20 Attachment 1).

3.0 Personnel Authorized to Work Overtime in Corrections

3.1 Classifications Affected: Deputy Sheriff, Sr. Correctional Corporal, Correctional Corporal, Sr. Correctional Deputy, Correctional Deputy and Investigator (assigned
to or previously assigned to a correctional facility).

3.2 Corrections personnel who have completed their initial jail training may work overtime, unless they are disqualified by the items listed in section 4.0.

3.2.1 Probationary employees who have less than 6 months on the job experience may only work overtime within their assigned facility, provided they are performing at an acceptable level, as assessed by their immediate supervisor.

3.2.2 Probationary employees who have at least 6 months on the job experience may work overtime in any corrections facility, provided they are performing at an acceptable level, as assessed by their immediate supervisor.

3.3 Personnel assigned to duty stations, outside of corrections, who have previous Riverside County corrections experience may work overtime with facility commander approval.

3.3.1 The employee must have completed RSD Corrections Officer’s Core Course or Corrections Officer Basic Academy Supplemental Core Course.

3.3.2 The employee must have been assigned to correctional facility within the past 12 months **AND** have current STC training/certification. Successfully completing the Department’s Annual Jail Training Course (24 hours) will meet this training requirement.

4.0 Personnel Not Authorized to Work Overtime

4.1 All personnel assigned to correctional facilities shall be authorized to work overtime in corrections except under the conditions listed below.

4.1.1 Non-probationary employees who received a “Below Standard” or “Unsatisfactory” rating on their most recent performance evaluation are **not authorized** to work overtime,

4.1.2 Employees on a work performance contract/performance improvement plan are **not authorized** to work overtime.

4.1.3 Employees are **not authorized** to work overtime if they are currently subject to the provisions of a “Sick Leave Letter” requiring a doctor’s excuse (referred to as a “Second” Sick Leave Letter) or are on modified duty (Light Duty).

4.1.4 Employees on vacation, compensatory, or holiday time off are **not authorized** to work overtime.

4.1.5 Employees who are performing at a substandard level, by review of their immediate supervisor and upon consideration and approval of the facility commander, regardless if currently on a substandard performance evaluation or not, are **not authorized** to work overtime.

5.0 Implementation and Tracking of Unauthorized Employees

5.1 Each commander will be responsible for maintaining a monthly exclusion list of employees not eligible to work overtime in other facilities.
5.2 On, or about, the last day of each month the Administrative Sergeant for each facility will forward an exclusion list of ineligible employees to the CBDC Administrative Sergeant via e-mail, indicating that the employees identified on the list are ineligible to work overtime “until further notice.” (Attachment 2) The CBDC Administrative Sergeant will send one list to all of the other facilities Administrative Sergeants listing all of the ineligible employees.

5.3 The sergeant who is responsible for placing an employee on a “second” sick leave letter, or who administers a substandard performance evaluation to an employee, or who administers a performance improvement contract on an employee, is responsible for putting the receiving employee on notice that he/she is ineligible to work overtime at another facility “until further notice.” That sergeant is also responsible for making notification to the Administrative Sergeant for that facility.

5.4 “Until further notice” is defined as such time as the employee is removed from the “second” sick leave letter, receives a “meets standard” performance evaluation, and/or successfully meets the requirements of the performance improvement contract, and is approved for reinstatement to overtime eligibility by the facility commander.

5.5 Upon completion of the above listed requirements, the employee may be reinstated to overtime eligibility, at which time the Administrative Sergeant for that employee’s facility will forward a notice of eligibility reinstatement to all other Administrative Sergeants.

6.0 Sign-up Protocol

6.1 Each correctional facility shall establish a procedure for overtime sign-ups.

6.2 Employees working overtime at other facilities are responsible for adhering to the procedures of that facility.

7.0 Canceling or Modifying Overtime

7.1 Regardless of the amount of overtime scheduled, if the services of overtime personnel are no longer needed, the employee may be sent home. The employee is guaranteed a minimum of four hours of overtime, if the original scheduled shift was four or more hours. The employee must actually work the hours in order to receive credit for the overtime. If the employee chooses not to work the four hours, the employee will only be paid for the actual time worked.

7.2 Supervisors may cancel scheduled overtime. The employee shall be notified of the cancellation no less than eight hours before the scheduled overtime shift.

8.0 Corrections Personnel Working Overtime at Duty Stations Other than Corrections

8.1 Corrections personnel may work overtime or extra duty at other duty stations such as Court Services, Personnel, or Patrol Stations.
8.1.1 Overtime outside of corrections may be denied, if the needs of the Corrections Division are not being met.
8.1.2 Corrections employees working outside of corrections are responsible for adhering to the policies and procedures of the station where they are working overtime or extra duty.

9.0 Tracking Overtime

9.1 All 344’s shall be approved by the supervisor on duty on the day the overtime is worked.

9.2 Employees working overtime are responsible for notifying their immediate supervisor of all overtime worked. The employee must either give their supervisor the original 344 for inclusion in payroll or provide their supervisor a copy of the completed 344. Original 344’s are submitted at the facility where the overtime is worked.

9.1.1 It is the responsibility of the employee to ensure that overtime shifts do not interfere with assigned shifts and that they are not experiencing excessive fatigue due to extended shifts, lack of time off, or lack of days off.
9.1.2 It is the responsibility of the employee’s supervisor to track overtime worked to ensure compliance with corrections policy and procedures.
# OVERTIME EXCLUSION LIST

**July 2020**

*(NOT AUTHORIZED TO WORK ANY O/T UNTIL FURTHER NOTICE)*

## EXAMPLE

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### TITLE: Narcotic Field Testing Kit

**POLICY:** The Corrections Division authorizes the use of a suspected controlled substance field testing kit (NarcoPouch).

**REFERENCE:**
ODV Inc. “Simplified Testing Procedure for the Major Drugs of Abuse.”  
**Cross Reference:** Department Policy sections 501.07, 501.16, 502.02, and 502.11

### DEFINITIONS

**NarcoPouch** - field-test kit used to check for suspected controlled substances. It is a small, clear, heavy plastic pouch manufactured by ODV Inc. and used for “field” testing specific types of controlled substances.

### GUIDELINES

1.0 Use of the NarcoPouch

   1.1 Use of the NarcoPouch must be authorized by an on-duty supervisor.

      1.1.1 The pouches shall be stored in a location controlled by a supervisor.

   1.2 **Personnel using the NarcoPouch shall adhere to the procedures for use and the manufacturer's recommendations noted on the packaging.**

   1.3 All injuries related to possible exposures to chemicals and/or hazardous materials will be reported to a supervisor immediately following exposure. The appropriate supervisor will complete Worker’s Compensation filings.

   1.4 The use of the NarcoPouch will be documented and notification regarding the use, via e-mail or memorandum, to the Administrative/Training Sergeant for tracking and replacement.

2.0 Criteria for Use

   2.1 Supervisors may authorize the use of the NarcoPouch under the following circumstances:

      2.1.1 Personnel locating a suspected controlled substance within a Riverside County Correctional facility must determine if there is a need for the substance to be tested for filing of charges against a suspect or facility security purposes.

      2.1.2 A facility supervisor may grant approval to test the suspected controlled substance, once it has been determined that the field test results are needed to file initial or to add charges to a suspect.
2.1.3 A facility supervisor may grant approval to test the suspected controlled substance if it is determined that the testing is necessary for the facility security purposes.

2.2 The primary purpose of these field test kits are to assist Riverside County Sheriff's Department personnel in determining if a suspected controlled substance field tests positive for a controlled substance for the Probable Cause forms submitted to magistrates.

2.3 These test kits are purchased and intended for use by Riverside County Sheriff's personnel. However, on a case by case basis, a facility supervisor may grant approval to test suspected controlled substance for an allied agency, when suspected controlled substances are located on the suspect during the booking process.

2.4 Once positive or negative test results are obtained, personnel shall document the results in the appropriate manner.

2.4.1 For positive results

- Document the positive results in the Probable Cause form
- Document the positive results in the criminal report
- Physically dispose of used test kit
- Catalog the remaining evidence
- Advise the Administrative Sergeant which test kit was used

2.4.2 For negative results

- Physically dispose of used test kit
- Advise the Administrative Sergeant which test kit was used

3.0 Ordering ODV NarcoPouch Test Kits

3.1 The commander of each facility shall designate a supervisor who will be responsible for tracking and re-ordering the ODV NarcoPouch Test Kits for their jail. The kits will be ordered through the manufacturer.
TITLE: Inmate Death Reviews

POLICY: The facility shall ensure mandated notifications, committee meetings, and other follow-up tasks as defined in Corrections Policy 501.12 and Title 15, Section 1046, are completed.

REFERENCE: Department Policy 501.12, Title 15, section 1046

DEFINITIONS

Administrative Review – An assessment of correctional and emergency response reactions surrounding an inmate’s death. Its purpose is to identify if areas of facility operations, policies, and procedures need to be changed.

Clinical Mortality Review – An assessment of the appropriateness of the clinical care provided relevant to circumstances leading up to a death. Its purpose is to identify if any areas of patient care or system policies and procedures need to be changed.

Psychological Autopsy – Also referred to as a psychological reconstruction or postmortem and is a written reconstruction of an individual's life with an emphasis on factors that led up to and may have contributed to the individual’s death.

GUIDELINES

1.0 Initial Inmate Death Review

1.1 Within 30 days of an in-custody death, Medical staff will set and hold an Initial Inmate Death Review.

1.2 An Initial Inmate Death Review consists of the following:

- An Administrative Review
- A Clinical Mortality Review
- A Psychological Autopsy, if death is by suicide

1.3 The Initial Inmate Death Review should include representatives from Medical, Mental Health, and the Sheriff’s Department.

1.4 Medical staff will document the Initial Inmate Death Review.

1.5 Any identified correctable issue or employee misconduct shall be immediately communicated to the Division Chief via chain of command.

2.0 Comprehensive Inmate Death Review

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2.1 Within 30 days of the Coroner’s Review being completed, the jail commander will set and hold a Comprehensive Inmate Death Review. This review consists of a more detailed Administrative Review, Clinical Mortality Review, and Psychological Autopsy, if applicable.

2.2 The Comprehensive Inmate Death Review should include representatives from Medical, Mental Health, and the Sheriff’s Department. Appropriate staff should attend the Comprehensive Death Review and/or be informed of its findings.

2.3 If applicable, Custody, Medical, and Mental Health staff will discuss any follow-up/corrective actions that were taken in regard to issues identified during the Initial Inmate Death Review.

2.4 The Corrections Medical/Mental Health Liaison Lieutenant, or designee, will document the Comprehensive Inmate Death Review.

2.4.1 The written documentation of the Comprehensive Inmate Death Review will be placed in the permanent investigation package.
POLICY: Following a critical incident, the incident commander will conduct a debrief with all involved staff members. The Critical Incident Debriefing will be used as a tool to review critical incident causes, responses, and to identify any issues related to officer safety, training, and equipment.

REFERENCES: Department Policy 505.01

GUIDELINES

1.0 Critical Incidents

1.1 For the purpose of this policy, a critical incident is defined as any emergency situation that could potentially affect the safety and security of staff, inmates, or the facility. This includes but is not limited to: major inmate disturbances, medical emergencies, Emergency Response Team deployments where force was applied, inmate deaths, use of force applications that resulted in serious injuries to staff or inmates, hostage situations, escapes, or major equipment malfunctions that affect the facility.

1.2 For all other guidelines related to critical incidents, Refer to Department Policy 505.01 (Critical Incidents).

2.0 Critical Incident Debriefing

2.1 For all critical incidents, a debriefing will be conducted by the incident commander.

2.2 Debriefs should be conducted as soon as practical after an incident is resolved.

2.3 Staff will be encouraged and afforded the opportunity to express their views, opinions, and actions regarding the incident.

2.4 The incident commander will be responsible for orderly discussion and productive communication during the debrief.

2.5 The incident debrief will include the following:

- Overview of incident
- All involved staff
- Notification of any staff injuries
- Identifying all involved inmates
- Inmate injuries
- Review of available DVR or video footage
- Discuss use of Less-Lethal/Chemical Munitions
- Assigning applicable Use of Force documentation
- Incident Critique (response time, tactical errors, officer safety issues, equipment failures, training issues, etc.)

2.6 The debrief will be annotated on the Supervisor's Pass-on Log. This entry will not include details of the incident critique.
TITLE: Sexual Assault  NUMBER: 501.24

POLICY: The Riverside County Sheriff’s Department maintains a zero-tolerance policy regarding sexual assault, sexual abuse, or sexual harassment toward any inmate. This policy applies to all Department members; including reserves and volunteers, as well as contractor-employed staff. All such Department members and staff are responsible for the prevention, detection, and reporting of, sexual assault, abuse, or harassment of any inmate. Any staff member who fails to report the sexual assault, abuse, or harassment of any inmate may be subject to disciplinary action.


CROSS REFERENCE: Department Policies 502.10, 502.11, 504.02, 504.09, 508.17 and 504.10.

DEFINITIONS

Definitions related to sexual assault, abuse, and harassment as defined by the Prison Rape Elimination Act National Standards (28 C.F.R. § 115.6):

Sexual abuse of an inmate or detainee by another inmate or detainee 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:

- Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
- Contact between the mouth and the penis, vulva, or anus;
- Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument; and
- Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation.

Sexual abuse of an inmate or detainee by a staff member, contractor, or volunteer includes any of the following acts, with or without consent of the inmate:

- Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
- Contact between the mouth and the penis, vulva, or anus;
- Contact between the mouth and any body part where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;

Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;

Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described in this section;

Any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of an inmate, detainee, or resident, and

Voyeurism by a staff member, contractor, or volunteer.

**Voyeurism by a staff member, contractor, or volunteer** means an invasion of privacy of an inmate or detainee by staff for reasons unrelated to official duties, such as peering at an inmate who is 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 photographs of all or part of an inmate’s naked body or of an inmate performing bodily functions.

**Sexual harassment includes:**

- 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 or detainee directed toward another; and
- Repeated verbal comments or gestures of a sexual nature to an inmate or detainee 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.

**GUIDELINES**

1.0 General

1.1 The Prison Rape Elimination Act of 2003 was passed by U.S. Congress to establish national standards to protect inmates against sexual assaults by other inmates or staff members while confined in adult prisons, jails, or juvenile institutions.

1.2 The purpose of this policy is to provide guidelines to prevent, detect, and respond to incidents of sexual assault, abuse, or harassment of inmates in the custody of the Riverside County Sheriff’s Department.

**Prevention Planning**

2.0 PREA Coordinator (28 C.F.R. § 115.11)

2.1 The Department will designate a lieutenant or person of equivalent or higher rank to be the Department-wide PREA Coordinator. The Department PREA Coordinator’s duties include, but are not limited to:

2.1.1 Coordinate, develop, implement, and oversee PREA policies and
procedures.

2.1.2 Conduct audits to ensure compliance to Department policy and any other applicable state or federal requirements.

2.1.3 Compile records and report statistical data as required by PREA or other state requirements.

2.2 Each facility commander will designate a lieutenant or other mid-level manager to be the Facility PREA Manager to coordinate the facility’s effort to comply with the PREA standards. The Facility PREA Manager’s duties include, but are not limited to:

2.2.1 Coordinate, develop, implement, and oversee facility PREA related procedures and activities.

2.2.2 Ensure facility compliance with training requirements.

2.2.3 Track and report related statistics to the Department-wide PREA Coordinator.

3.0 Supervision and Monitoring (28 C.F.R. § 115.13)

3.1 Each facility shall implement a procedure and practice of having supervisors conduct and document unannounced rounds to identify and deter sexual abuse.

3.1.1 Such procedure and practice shall be implemented for night shifts as well as day shifts.

3.1.2 Staff members are prohibited from alerting other staff members that these supervisory rounds are occurring, unless such announcement is necessary for legitimate facility operations.

4.0 Limits to Cross-Gender Viewing and Searches (28 C.F.R. § 115.15)

4.1 Cross-gender strip searches or cross-gender visual body cavity searches are prohibited, except:

4.1.1 In exigent circumstances, or

4.1.2 Performed by medical practitioners.

4.2 All cross-gender strip searches and cross-gender visual body cavity searches shall be documented.

4.3 All cross-gender pat-down searches of female inmates shall be documented.

4.4 Inmates shall be permitted to shower, perform bodily functions, and change clothing without non-medical staff of the opposite gender viewing their breasts, buttocks, or genitalia, except in exigent circumstances or when such viewing is incidental to performance of routine cell checks.

4.5 Staff of the opposite gender shall announce their presence when entering a housing unit. Staff will log the announcement/s on the housing unit log.

4.6 Staff shall not search or physically examine a transgender or intersex inmate for the sole purpose of determining the inmate’s genital status.
5.0 Inmates with Disabilities and limited English (28 C.F.R. § 115.16)

5.1 Written PREA informational and educational material provided to inmates shall be in formats or through methods, including the use of interpreters if necessary, that ensure effective communication with inmates with disabilities, including inmates who have intellectual disabilities, limited reading skills, or who are deaf, hard of hearing, blind or have low vision.

5.2 Inmate interpreters, inmate readers, or other types of inmate assistants shall not be used, except in limited circumstances where an extended delay in obtaining an effective interpreter could compromise the inmate’s safety, the performance of first-response duties under 28 C.F.R. § 115.64, or the investigation of the inmate’s allegations. Refer to Department Policy 508.17 (Disabled Inmates/ADA) and 508.17 attachment #1 for further information.

Responsive Planning

6.0 Evidence Protocol and Forensic Medical Examinations (28 C.F.R. §115.21)

6.1 Criminal investigations related to allegations of sexual assault shall be promptly investigated by an investigator(s) who has received training in sexual assault investigations and shall follow Department protocols pertaining to sexual assault investigations. The primary investigating case agent shall be either:

6.1.1 Sheriff’s personnel from Field Operations or Corrections Division who has been trained in sexual assault investigations, or,

6.2 The investigating case agent shall ensure all inmate victims of sexual abuse are offered a Sexual Assault Response Team forensic examination.

6.3 The investigating case agent shall ensure inmate victims of sexual abuse are provided confidential access to victim advocate services and access to the local rape-crisis center.

6.4 If requested by the victim, the victim advocate shall be allowed to accompany and provide support to the victim through the forensic medical examination process and investigation interviews.

7.0 Investigation of Allegations (28 C.F.R. §115.22 & 115.54)

7.1 A prompt administrative investigation shall be conducted into all allegations of sexual assault, abuse, or harassment of any inmate, and if the allegation(s) involve potential criminal conduct, a prompt criminal investigation shall also be conducted. Investigations shall be completed in a timely manner.

7.2 The Department PREA Coordinator will ensure this PREA policy and an online reporting mechanism is posted on the Department’s public website.
Training and Education

8.0 Employee Training (28 C.F.R. § 115.31)

8.1 All Department employees who may have contact with inmates shall receive PREA training.

8.2 Each Facility PREA Manager shall track required employee PREA training and ensure employees receive the required training.

8.3 Employee training will be conducted during new employee orientation, selected Annual Jail Training courses, and Intensified Format Training (IFT). In addition, it will also be included in the curriculum of the Correctional Deputy Academy, and the Deputy Sheriff Supplemental Course.

8.4 Employees shall receive refresher PREA training every two years.

8.4.1 Initial and refresher training will include the following topics:
8.4.2 The Department’s zero-tolerance policy for sexual assault, abuse and harassment;
8.4.3 How to fulfill their responsibility under this policy to prevent, detect, report, and respond to incidents of sexual assault, abuse, or harassment;
8.4.4 Inmates’ right to be free from sexual assault, abuse and harassment;
8.4.5 The right of employees and inmates to be free from retaliation for reporting incidents of sexual assault, abuse, or harassment;
8.4.6 The dynamics of sexual abuse and harassment in a confinement setting;
8.4.7 The common reactions of sexual abuse and harassment victims;
8.4.8 How to detect and respond to signs of threatened or actual sexual abuse;
8.4.9 How to avoid inappropriate relationships with inmates; and how to communicate effectively and professionally with lesbian, gay, bisexual, transgender, intersex, or gender non-conforming inmates;

8.5 In years which the employee does not receive any PREA training, the Department will provide refresher information on current sexual abuse and harassment policies.

8.6 Employees shall receive additional training if the employee is reassigned from a facility that houses only male inmates to a facility that houses female inmates, or vice versa.

8.7 The Facility PREA Manager shall ensure the training is documented and includes either the employee’s signature that the employee understands the training they have received.

9.0 Volunteer and Contractor Training (28 C.F.R. § 115.32)

9.1 All volunteers and contractors who may have contact with inmates shall receive PREA training.

9.1.1 The Facility PREA Manager for SITE-B shall ensure all SITE-B volunteers and contractors receive PREA training.
9.1.2 The Facility PREA Manager for each facility shall ensure any non-SITE-B volunteer or contractor is provided PREA training before being allowed to work inside the facility.

9.1.3 Training will be provided during initial orientation and every two years and include the following topics:

9.1.4 The Department’s zero-tolerance policy for sexual abuse and harassment;

9.1.5 How to report allegations and incidents; and

9.1.6 Their responsibilities under this policy regarding prevention, detection, reporting, and response to sexual assault or harassment.

9.1.7 The training can be customized to the scope of the individual volunteers’ or contractors’ services or duties and level of contact they have with the inmates.

9.2 The Facility PREA Manager will provide refresher information annually to each volunteer on current sexual abuse and harassment policies.

9.3 The Facility PREA Manager shall ensure the training is documented and includes either the volunteer’s or contractor’s signature or electronic verification that volunteer or contractor understands the training they have received.

10.0 Inmate Education (28 C.F.R. § 115.33)

10.1 All inmates shall be provided the PREA/Health Waiver Form (RSD form 527) during the booking process, to read and sign, pertaining to the Department’s zero-tolerance policy and their rights and responsibilities in reporting any incident or suspicion of sexual abuse or harassment.

10.2 All newly booked inmates shall be provided a copy of the Inmate Orientation Pamphlet prior to being placed in a housing unit. The pamphlet discusses PREA and the steps an inmate should take in reporting any allegations of rape, sexual abuse or misconduct.

10.3 Each facility will make PREA education and reference materials available to inmates. These materials include but are not limited to: posters placed in conspicuous locations throughout the facility, day room window transparencies, handbooks, and pamphlets. Each facility will ensure PREA informational and educational materials are also available on facility book carts.

10.4 PREA informational and educational material will be in both English and Spanish languages. If an inmate has a language barrier or disability that prevents them from understanding PREA or PREA related information, translation services will be used to convey the information.

11.0 Specialized Training: Investigations (28 C.F.R. § 115.34)

11.1 Personnel conducting criminal sexual abuse investigations in the jail must have received specialized training in conducting sexual assault/abuse investigations in confinement settings.

11.2 The Department shall maintain documentation that investigators have received the
specialized training.

12.0 Specialized Training: Medical and Mental Health Staff

12.1 The Department PREA Coordinator will coordinate with the Detention Health Services administrator and Mental Health-Detention Services deputy director to ensure all full and part-time medical and mental health care practitioners who work regularly in the Department’s jail facilities have been trained in the Department’s zero-tolerance policy for sexual abuse or harassment and their responsibilities to prevent, detect, report, and respond to incidents of sexual abuse or harassment of inmates in the jail.

12.1.1 Actual training of medical and mental health staff is the responsibility of the respective employing agency.

Screening for Risk of Victimization and Abusiveness

13.0 Inmate Screening (28 C.F.R. §115.41)

13.1 During the initial intake classification assessment, inmates will be assessed for potential victim vulnerabilities or predator tendencies of acting out with sexually aggressive behavior.

13.2 Upon transfer of an inmate between RSD jails, the inmate’s victim vulnerabilities and predator tendencies assessment will be reviewed and updated if necessary by the Classification staff of the receiving facility prior to the inmate being housed.

13.3 An inmate’s risk level shall be reassessed when warranted due to a referral, request, incident of sexual abuse, or receipt of additional information that bears on the inmate’s risk of sexual victimization or abusiveness.

14.0 Use of Screening Information (28 C.F.R. § 115.42)

14.1 Classification deputies will consider the inmate’s victim vulnerabilities and predator risk assessment information as part of all facility and housing unit assignments in an effort to provide for the inmate’s safety or to protect the safety of other inmates.

14.2 Facility and housing unit location for transgender or intersex inmates will be determined on a case-by-case basis and will require the approval of the facility commander or designee.

14.3 Placement and programming assignments for each transgender or intersex inmate shall be reassessed at least twice each year to review any threats to safety experienced by the inmate.

14.4 A transgender or intersex inmate’s own views with respect to his or her own safety shall be given serious consideration.

14.5 Lesbian, gay, bisexual, transgender, or intersex inmates will not be placed in dedicated housing units solely on the basis of such identification or status.
14.6 Transgender or intersex inmates shall be given the opportunity to shower separately from other inmates.

15.0 Protective Custody (28 C.F.R. § 115.43)

15.1 Inmates at high risk for sexual victimization shall not automatically be placed in involuntary Protective Custody or other segregated housing unless an assessment of all available housing alternatives has been made, and a determination has been made that there is no available alternative means of separation from likely abusers.

15.2 If a facility cannot conduct such an assessment immediately, the facility may house the inmate in Protective Custody or segregated housing for less than 24 hours while completing the assessment.

15.3 Inmates placed in segregated housing for this purpose shall have access to programs, privileges, education, and work opportunities to the extent possible. If the facility restricts access to programs, privileges, education, or work opportunities, the facility shall document:

- The opportunities that have been limited;
- The duration of the limitation; and
- The reasons for such limitations.

15.4 The facility shall assign such inmates to involuntary Protective Custody or segregated housing only until an alternative means of separation from likely abusers can be arranged, and such an assignment shall not ordinarily exceed a period of 30 days.

15.5 If an involuntary segregated housing assignment is made, the facility shall clearly document:

- The basis for concern for the inmate’s safety; and
- The reason why no alternative means of separation can be arranged.

15.6 Every 30 days, a review shall be conducted to determine whether there is a continuing need for separation from the general population.

Reporting

16.0 Reporting of Incidents (28 C.F.R. § 115.51 & 115.54)

16.1 Inmates can privately report incidents of sexual assaults, abuse, and harassment, retaliation by other inmates or staff for reporting sexual assaults, abuse and harassment, and staff neglect or violation of responsibilities that may have contributed to such incidents. Such reports can be done verbally, in writing, anonymously, or by third-parties to any staff member, volunteer, or contractor employee.

16.1.1 No staff member, volunteer, or contractor may refuse to accept any such
16.1.2 Inmates and staff remain free of retaliation from other inmates or staff for reporting incidents.

16.2 Inmates may report the incident privately to any jail medical or mental health staff member.

16.3 Inmates or members of the public can report incidents of sexual abuse, harassment, or retaliation by calling the National Rape Crisis Hotline or through the Department’s public website. Any such report may be made anonymously and will be referred to the appropriate commander for prompt investigation.

16.4 Staff shall immediately report any incident of sexual assault, sexual abuse or sexual harassment of any inmate to a supervisor.

17.0 Grievances Regarding Sexual Abuse or Harassment (28 C.F.R. § 115.52)

17.1 There is no time limit imposed on when an inmate may submit a grievance regarding an allegation of sexual abuse or harassment.

17.2 Any grievance regarding sexual abuse or harassment will be brought to the immediate attention of a supervisor. The Facility Commander will ensure an administrative investigation is conducted, and/or if there’s potential for criminal conduct, a criminal investigation will be conducted.

17.2.1 At the conclusion of the administrative investigation, the inmate will be notified in writing of the findings, i.e., Unfounded, Sustained, Not-Sustained, or Exonerated.

18.0 Inmate Access to Support Services (28 C.F.R. § 115.53)

18.1 The toll-free phone numbers and addresses to the local rape crisis centers and other victim support and advocacy services will be listed in the Inmate Orientation Pamphlet, as well as in other PREA education materials.

18.2 The Corrections Division designee overseeing the inmate telephone system contract shall ensure the phone system will allow inmates to call these phone numbers free of any charge or fee.

18.3 The Inmate Orientation Pamphlets will be posted in each housing unit.

18.4 PREA education material will be kept stocked on all facility book carts and made available to all inmates.

18.5 The Inmate Orientation Pamphlet and other PREA education material shall inform inmates of the extent to which communications to victim support and advocacy services will be monitored and the extent to which reports of abuse will be acted on in accordance with mandatory reporting laws.

19.0 Third-Party Reporting (28 C.F.R. §115.54)

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19.1 The Department’s PREA Coordinator will ensure the Department’s PREA Policy and an online reporting mechanism is posted to the Department’s public website for third-party report of sexual abuse or harassment on behalf of an inmate.

Response Following a Reported Incident

20.0 Staff Reporting Duties (28 C.F.R. § 115.61)

20.1 All staff, volunteers, or contractor employees shall report immediately to a supervisor any knowledge, suspicion, or information regarding an incident of sexual abuse or sexual harassment; retaliation against inmates or staff who reported such an incident; and any staff neglect or violation of responsibilities that may have contributed to an incident or retaliation.

20.2 Staff shall not reveal any information related to a sexual abuse report to anyone other than to the extent necessary to make treatment, investigation, and other security and management decisions.

20.3 The Facility Commander shall immediately be notified, via the chain of command, of any reported allegations of sexual abuse or sexual harassment, including third-party and anonymous reports.

20.3.1 The commander shall ensure the allegations that involve potential criminal conduct are promptly investigated by Sheriff’s personnel who have received training in conducting sexual abuse criminal investigations.

20.3.2 The commander shall ensure an administrative investigation is completed on all allegations.

21.0 Staff Responsibility to Protect (28 C.F.R. § 115.62)

21.1 When any staff member learns that an inmate is subject to a substantial risk of imminent sexual abuse, the staff member shall take immediate action to protect the inmate and immediately report the matter to a supervisor.

22.0 Reporting to other Agencies (28 C.F.R. § 115.63)

22.1 Any staff member, volunteer, or contractor’s employee receiving an allegation that an inmate was sexually abused while confined at another agency shall promptly report that allegation to a supervisor.

22.1.1 The supervisor shall report the allegation to the Facility Commander, via the chain of command.

22.1.2 The Facility Commander shall notify the head of the facility or appropriate office of the agency where the alleged abuse occurred.

➢ Such notification shall be provided as soon as possible, but no later than 72 hours after receiving the allegation.
22.1.3 The notification shall be documented in an Incident Report and retained by

23.0 Staff First Responder Duties (28 C.F.R. § 115.64)

23.1 Upon learning of an allegation that an inmate was sexually abused, the first custody staff member, e.g., deputy sheriff, correctional deputy, etc., to respond to the report shall immediately do the following:

23.1.1 Separate the alleged victim and suspect;

23.1.2 Preserve and protect any crime scene;

23.1.3 If the abuse occurred within a time period that allows for the collection of physical evidence, request the alleged victim not wash, shower, brush teeth, change clothes, urinate, defecate, drink, or eat.

23.2 If the first staff member is not a custody staff member, the responder shall request the alleged victim not to do anything that could destroy physical evidence, such as wash, shower, brush teeth, change clothes, urinate, defecate, drink, or eat; and then immediately notify custody staff.

23.3 If the alleged suspect is another inmate, secure the suspect in a separate and monitored location away from the victim and other inmates.

23.3.1 If the abuse occurred within a time period that still allows for the collection of physical evidence, ensure the suspect inmate does not take any action to destroy possible evidence, including washing, showering, brushing teeth, change clothes, urinating, defecating, eating or drinking.

23.3.2 A deputy shall remain with the suspect until determined otherwise by the case agent responsible for the criminal investigation.

23.4 Refer to Department Policy 501.24 Attachment #1 (PREA Employee Reference Guide) for additional information.

24.0 Coordinated Response (28 C.F.R. § 115.65)

24.1 The Department's response to an allegation of sexual abuse of an inmate requires a coordinated response between jail staff first responders, medical and mental health practitioners, investigators, and facility command staff.

24.1.1 The Department PREA Coordinator, in cooperation with the Facility PREA Compliance Managers, shall develop a written plan to coordinate actions taken in response to an incident of sexual abuse.

25.0 Protecting Inmates from Contact with Abusers (28 C.F.R. § 115.66)

25.1 The Facility Commander shall ensure any staff member who is the subject of an allegation of sexual abuse or harassment of an inmate does not have contact with the alleged victim pending the outcome of an investigation or of a determination of whether and to what extent discipline is warranted.
26.0 Protection Against Retaliation (28 C.F.R. § 115.67)

26.1 No inmate or staff member who report sexual abuse or sexual harassment or cooperate with sexual abuse or sexual harassment investigations shall be retaliated against by other inmates or staff.

26.2 Facility PREA Managers will ensure multiple protection measures, such as housing changes or transfers for inmate victims or abusers, separation of victims from contact with alleged staff or inmate abusers, and emotional support services for inmates or staff that fear retaliation for reporting sexual abuse or sexual harassment or for cooperating with investigations.

26.3 For at least 90 days following a report of sexual abuse, the Facility PREA Manager shall monitor the conduct and treatment of inmates or staff who reported the sexual abuse and of inmates who were reported to have suffered sexual abuse to see if there are changes that may suggest possible retaliation by inmates or staff, and shall act promptly to remedy any such retaliation.

26.3.1 In the case of inmates, such monitoring shall also include periodic status checks.

26.4 The responsibility to monitor is terminated if the allegation is unfounded.

27.0 Post-Allegation Protective Custody (28 C.F.R. §115.68)

27.1 Any use of Protective Custody or segregated housing to protect an inmate who is alleged to have suffered sexual abuse shall be subject to the requirements of section 17.0 of this policy (28 C.F.R. § 115.43).

INVESTIGATIONS

28.0 Criminal and Administrative Investigations (28 C.F.R. § 115.71)

28.1 Facility Commanders will ensure investigations into allegations of sexual abuse and sexual harassment, shall be done promptly, thoroughly, and objectively for all allegations, including third-party and anonymous reports.

28.2 Where sexual abuse is alleged, the Department shall use personnel who have received special training in sexual abuse investigations pursuant to 28 C.F.R. § 115.34 and as provided in Section 13.0 of this policy.

28.3 The credibility of an alleged victim, suspect, or witness shall be assessed on an individual basis and shall not be determined by the person’s status as inmate or staff.

28.3.1 The inmate who alleges sexual abuse will not be required to submit to a polygraph examination or other truth-telling device as a condition for proceeding with the investigation of such an allegation.

28.4 Administrative investigations:
28.4.1 Shall include an effort to determine whether staff actions or inactions contributed to the abuse; and
28.4.2 Shall be documented in a personnel investigation that includes a description of the physical and testimonial evidence, credibility assessments, and investigative facts and findings.

28.5 Criminal investigations shall be documented in an incident report.

28.6 Substantiated allegations of conduct that appear to be criminal shall be referred for prosecution.

28.7 The Department shall retain all written reports for as long as the alleged abuser is incarcerated or employed by the Department, plus five years.

28.8 The departure of the alleged abuser or victim from the employment or control of the facility or Department shall not provide a basis for terminating an investigation.

28.9 When outside agencies investigate sexual abuse, the facility shall cooperate with outside investigators and shall endeavor to remain informed about the progress of the investigation.

**Evidentiary Standard for Administrative Investigations**

29.0 Evidentiary Standard for Administrative Investigations (28 C.F.R. §115.72)

29.1 The Department shall impose no standard higher than a preponderance of the evidence in determining whether allegations of sexual abuse or sexual harassment are substantiated.

**Reporting to Inmates**

30.0 Report Findings to Inmates (28 C.F.R. §115.73)

30.1 Following an investigation into an inmate’s allegation that he or she suffered sexual abuse in a facility, the Facility PREA Manager shall inform the inmate as to whether the allegation has been determined to be sustained, not sustained, or unfounded.

30.2 If the Facility did not conduct the investigation, it shall request the relevant information from the investigative agency in order to inform the inmate.

30.3 Following an inmate’s allegation that a staff member has committed sexual abuse against the inmate, the Facility PREA Manager shall subsequently inform the inmate (unless the investigator has determined that the allegation is unfounded) whenever:

30.3.1 The staff member is no longer posted within the inmate’s unit;
30.3.2 The staff member is no longer employed at the facility;
30.3.3 The Facility PREA Manager learns that the staff member has been indicted on a charge related to sexual abuse within the facility; or
30.3.4 The Facility PREA Manager learns the staff member has been convicted on
a charge related to sexual abuse within the facility.

30.4 Following an inmate’s allegation that he or she has been sexually abused by another inmate, the Facility PREA Manager shall subsequently inform the alleged victim whenever:

30.4.1 The Facility PREA Manager learns that the alleged abuser has been indicted on a charge related to sexual abuse within the facility; or
30.4.2 The Facility PREA Manager learns that the alleged abuser has been convicted on a charge related to sexual abuse within the facility.

30.5 All such notifications or attempted notifications shall be documented.

30.6 The Facility PREA Manager’s obligation to report under this standard shall terminate if the inmate is released from the Department’s custody.

33.0 Disciplinary Sanctions for Inmates (28 C.F.R. §115.78)

33.1 Inmates shall be subject to disciplinary sanctions pursuant to a formal disciplinary process following an administrative finding that the inmate engaged in inmate-on-inmate sexual abuse or following a criminal finding of guilt for inmate-on-inmate sexual abuse.

33.2 The disciplinary process shall consider whether an inmate’s mental disabilities or mental illness contributed to his or her behavior when determining what type of discipline, if any, should be imposed.

33.3 The Department may discipline an inmate for sexual assault with staff only upon a finding that the staff member did not consent to such contact.

33.4 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.

MEDICAL AND MENTAL HEALTH CARE

34.0 Medical and Mental Health Screenings (28 C.F.R. §115.81)

34.1 If during the Intake, Classification, or Medical screening indicates that an inmate has experienced prior sexual victimization or perpetrated sexual abuse, whether it occurred in an institutional setting or in the community, staff shall ensure that the inmate is offered a follow-up meeting with a medical or mental health practitioner within 14 days of the intake screening.

34.2 Any information related to sexual victimization or abusiveness that occurred in an institutional setting shall be strictly limited to medical and mental health practitioners and other staff, as necessary, to inform treatment plans and security and management decisions, including housing, bed, work, education, and program assignments, or as otherwise required by Federal, State, or local law.

35.0 Access to Emergency Medical and Mental Health Services (28 C.F.R. PREA §115.82)

35.1 Inmate victims of sexual abuse shall receive timely, unimpeded access to emergency medical treatment and crisis intervention services, the nature and scope of which are determined by medical and mental health practitioners according to their professional judgment.

35.2 If no qualified medical or mental health practitioners are on duty at the time a report of recent abuse is made, corrections staff first responders shall take preliminary steps to protect the victim pursuant to 28 C.F.R. § 115.62 (and as provided in Section 23.0) and shall immediately notify the appropriate medical and mental health practitioners.

35.3 Inmate victims of sexual abuse while incarcerated shall be offered timely information about and timely access to emergency contraception and sexually transmitted infections prophylaxis, in accordance with professionally accepted standards of care, where medically appropriate.

35.4 Treatment services shall be provided to the victim without financial cost and regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident.

36.0 Ongoing Medical and Mental Health Care for Victims and Abusers (28 C.F.R. §115.83)

36.1 The facility shall offer medical and mental health evaluation and, as appropriate, treatment to all inmates who have been victimized by sexual abuse in any prison, jail, lockup, or juvenile facility.

36.2 The evaluation and treatment of such victims shall include, as appropriate, follow-up services, treatment plans, and, when necessary, referrals for continued care.
following their transfer to, or placement in, other facilities, or their release from custody.

36.3 The facility shall provide such victims with medical and mental health services consistent with the community level of care.

36.4 Inmate victims of sexually abusive vaginal penetration while incarcerated shall be offered pregnancy tests.

36.4.1 If pregnancy results from sexual abuse victims shall receive timely and comprehensive information about and timely access to all lawful pregnancy-related medical services.

36.5 Inmate victims of sexual abuse while incarcerated shall be offered tests for sexually transmitted infections as medically appropriate.

36.6 Treatment services shall be provided to the victim without financial cost and regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident.

36.7 All facilities shall attempt to conduct a mental health evaluation of all known inmate-on-inmate abusers within 60 days of learning of such abuse history and offer treatment when deemed appropriate by mental health practitioners.

DATA COLLECTION AND REVIEW

37.0 Sexual Abuse Incident Reviews (28 C.F.R. PREA §115.86)

37.1 The Facility PREA Manager shall ensure a sexual abuse incident review is conducted at the conclusion of every sexual abuse investigation, including where the allegation has not been substantiated, unless the allegation has been determined to be unfounded.

37.2 Such review shall ordinarily occur within 30 days of the conclusion of the investigation.

37.3 The review team shall include upper-level management officials, with input from line supervisors, investigators, facility personnel, and medical or mental health practitioners.

37.4 The review team shall:

37.4.1 Consider whether the allegation or investigation indicates a need to change policy or practice to better prevent, detect, or respond to sexual abuse;

37.4.2 Consider whether the incident or allegation was motivated by race; ethnicity; gender identity; lesbian, gay, bisexual, transgender, or intersex identification, status, or perceived status; or gang affiliation; or was motivated or otherwise caused by other group dynamics at the facility;

37.4.3 Examine the area in the facility where the incident allegedly occurred to assess whether physical barriers in the area may enable abuse;
37.4.4 Assess the adequacy of staffing levels in that area during different shifts;
37.4.5 Assess whether monitoring technology should be deployed or augmented to supplement supervision by staff; and
37.4.6 Prepare a report of its findings, including but not necessarily limited to determinations made pursuant to the previous listed subsections, and any recommendations for improvement and submit such report to the facility commander and the PREA compliance manager.

37.5 The facility shall implement the recommendations for improvement or shall document its reasons for not doing so.

38.0 Data Collection (28 C.F.R. §115.87)

38.1 The Department PREA Coordinator shall collect accurate, uniform data for every allegation of sexual abuse at facilities under its direct control using a standardized instrument and set of definitions.

38.2 The Department PREA Coordinator shall aggregate the incident-based sexual abuse data at least annually.

38.3 The incident-based data collected shall include, at a minimum, the data necessary to answer all questions from the most recent version of the Survey of Sexual Violence conducted by the Department of Justice.

38.4 The Department PREA Coordinator shall maintain, review, and collect data as needed from all available incident-based documents, including reports, investigation files, and sexual abuse incident reviews.

38.5 Upon request, the Department PREA Coordinator shall provide all such data from the previous calendar year to the U.S. Department of Justice no later than June 30.

39.0 Data Review for Corrective Action (28 C.F.R. §115.88)

39.1 The Department PREA Coordinator shall review data collected and aggregated pursuant to 28 C.F.R. §115.87(and as provided in Section 40.0 of this policy) in order to assess and improve the effectiveness of its sexual abuse prevention, detection, and response policies, practices, and training, including by:

- Identifying problem areas;
- Taking corrective action on an ongoing basis; and
- Preparing an annual report of its findings and corrective actions for each facility, as well as the Department as a whole.

39.2 Such report shall include a comparison of the current year’s data and corrective actions with those from prior years and shall provide an assessment of the Department’s progress in addressing sexual abuse.

39.3 The Department PREA Coordinator’s report shall be approved by the Corrections Chief, and thereafter submitted via the chain of command to the Sheriff for final approval. Upon final approval, the report shall be made readily available to the public.
through its website.

39.4 The Department may redact specific material from the reports when publication would present a clear and specific threat to the safety and security of a facility but must indicate the nature of the material redacted.

40.0 Data Storage, publication, and Destruction (28 C.F.R. §115.89)

40.1 The Department PREA Coordinator shall ensure that data collected pursuant to 28 C.F.R. §115.87 (and as provided in Section 40.0 of this policy) are securely retained.

40.2 The Department shall make all aggregated sexual abuse data, from facilities under its direct control, readily available to the public at least annually through its website.

40.3 Before making aggregated sexual abuse data publicly available, the Department PREA Coordinator shall remove all personal identifiers.

40.4 The Department shall maintain sexual abuse data collected pursuant to 28 C.F.R. §115.87 (and as provided in Section 40.0 of this policy) for at least 10 years after the date of the initial collection unless Federal, State, or local law requires otherwise.

AUDITS

41.0 Audits of PREA Standards (28 C.F.R. § 115.93)

41.1 During each three-year cycle, the Department shall ensure that each facility is audited at least once.

41.2 The U.S. Department of Justice may send a recommendation to the Department for an expedited audit if the U.S. Department of Justice has reason to believe that a particular facility may be experiencing problems relating to sexual abuse.

41.2.1 The recommendation may also include referrals to resources that may assist the Department with PREA-related issues.

41.2.2 The Department shall bear the burden of demonstrating compliance with the standards.

41.3 Inmates, residents, and detainees shall be permitted to send confidential information or correspondence to the auditor in the same manner as if they were communicating with legal counsel.

41.4 Each audit shall include a certification by the auditor that no conflict of interest exists with respect to his or her ability to conduct an audit of the Department under review.

41.5 Audit reports shall state whether Department-wide policies and procedures comply with relevant PREA standards.

41.6 For each PREA standard, the auditor shall determine whether the audited facility reaches one of the following findings: Exceeds Standard (substantially exceeds requirement of standard); Meets Standard (substantial compliance; complies in all
material ways with the standard for the relevant review period); Does Not Meet Standard (requires corrective action).

41.6.1 The audit summary shall indicate, among other things, the number of provisions the facility has achieved at each standard level.

41.7 The Department shall ensure that the auditor's final report is published on the website.

41.8 A finding of “Does Not Meet Standard” with one or more standards shall trigger a 180-day corrective action period.

41.8.1 The auditor and the agency shall jointly develop a corrective action plan to achieve compliance.

41.8.2 After the 180-day corrective action period ends, the auditor shall issue a final determination as to whether the facility has achieved compliance with those standards requiring corrective action.

41.8.3 If the Department does not achieve compliance with each standard, it may request a subsequent audit once it believes that is has achieved compliance.

41.9 The Department may lodge an appeal with the U.S. Department of Justice regarding any specific audit finding that it believes to be incorrect. Such appeal must be lodged within 90 days of the auditor's final determination.

41.9.1 If the U.S. Department of Justice determines that the Department has stated good cause for a re-evaluation, a re-audit may be conducted.

41.9.2 The findings of the re-audit shall be considered final.
TITLE: Enforcement Activity  

NUMBER: 501.25

POLICY: Jail deputies shall notify a sergeant prior to becoming involved in law enforcement activity involving members of the public unless it is in self-defense, the defense of another person, due to an immediate threat to jail security or an escape attempt, or as otherwise directed by a sergeant or person of higher rank.

REFERENCE: Field Operations Manual 402.09 and 403.08; Department Policy 501.07 and 504.20

GUIDELINES

1.0 Enforcement Activity Outside Correctional Facility

1.1 The primary intent of this policy is to reduce Department liability and officer safety risks by providing guidelines for how correctional staff (sworn and non-sworn) may perform enforcement activities. This policy recognizes the facts that the majority of sworn deputies assigned to the Corrections Division are recent academy graduates who have not completed the Field Training Program and lack training and experience in performing enforcement activities in a field setting. There are laws of arrest and training limitations for correctional deputies. Corrections staff members becoming involved in enforcement activities outside of correctional facilities are taken away from the primary mission of the Corrections Division.

1.2 Each facility will establish a procedure on how staff members are to conduct on-site investigations, on-site arrests, warrant arrests, or other enforcement actions occurring at a facility or in the public.

1.3 This policy does not prohibit authorized staff members from conducting warrant checks on facility visitors.

1.4 Corrections staff should be aware that suspicious or illegal activity occurring near correctional facilities, or at other locations where inmates are under the control of corrections staff, might be a diversion for escapes or other illegal activity.

2.0 Citizen Contact

2.1 When a citizen contact occurs that may lead to enforcement action, a sergeant shall be immediately notified.

2.2 If there is a need to take immediate action, a sergeant shall be notified as soon as it is safe and reasonable to do so.
3.2 Verify proper officer safety techniques are used.

3.3 Provide on-scene supervision, guidance, and direction to staff members.

3.4 Verify the arrest or enforcement action is in accordance with the Department Standards Manual, Department Policy, and California Statutes.

3.5 No arrest, citation, or booking will occur without the sergeant's approval.
TITLE: Vacation Requests/Seniority  

POLICY: Each employee is entitled to receive a primary vacation during each calendar year. Primary vacation requests in the Corrections Division will be scheduled based on seniority, within each job classification.

REFERENCE: DD #13-053 (7/18/13), Department Standards Manual, RSA MOU Article VIII Section 1A

DEFINITIONS

Seniority – a combination of job class, time in class and continuous length of service (i.e. the longest continuous time, not cumulative with the Sheriff’s Department, equating to a numerical factor).

GUIDELINES

1.0 Primary Vacation Requests

1.1 Primary vacation is the vacation time each employee is entitled to during a calendar year. An employee’s primary vacation is based on the needs of the Department, as well as seniority.

1.2 The order of an employee’s primary vacation request will be determined by the employee’s numerical seniority factor which can be obtained through AgencyWeb.

1.3 AgencyWeb has been programmed with the formula and contains all the data necessary to calculate seniority for the Department. Two seniority reports within the system may be generated: seniority within their job classification at current facility as well as within the entire Department.

1.5 Employees within each job classification will have the opportunity to select their primary vacation, based upon their seniority within their job classification.

1.6 Whenever more than one employee has the same numerical seniority factor, the seniority of each employee, as it relates to the others, will be determined by the facility commander.

1.7 Corrections Division deputy sheriffs, armed correctional corporals, correctional corporals, armed correctional deputies and correctional deputies will initially be limited to the amount of time that is accrued annually by the individual, as defined
in RSA MOU Article VIII, Section 1A.

1.8 Additional vacation time beyond an employee’s primary vacation dates, up to the amount accrued annually will be considered after all other team members have had the opportunity to submit primary vacation requests. This shall not preclude employees from making additional vacation requests throughout the year; however, these additional vacation requests will be handled based on the following considerations:

- Operational needs of the Department
- Annual vacation accrual amounts available
- Seniority

1.9 There will be designated time periods to allow the members of each classification an opportunity to request vacation time off before the end of the calendar year. The job classifications shall be separated within the different time periods, based upon their seniority and the number of members within each specific classification. Those with the highest amount of seniority will be at the top of their respective list, and each list will be in a descending order based upon seniority.

1.10 Each team member will have the opportunity to select one primary vacation. Primary vacation time shall be taken in continuous one-week blocks of time. The number of personnel allowed to take vacation at any one time will be determined by the facility commander. Consideration will be given to the operational needs of the Department, the operational needs of the facility/bureau, and the requesting employee’s specific skill set.
POLICY: The central control position is the communication center of the facility. Staff members assigned the central control position shall constantly monitor jail activity through the visual display monitors. Each facility will establish detailed operating procedures based on the design and needs of the facility.

GUIDELINES

1.0 Central Control Responsibilities

1.1 Central Control stations are responsible for a variety of security related functions, many of which are accomplished by viewing visual display monitors.

1.2 Monitoring and allowing entry into and exit from the facility.

1.3 Monitoring and allowing movement within the facility.

1.4 Monitoring the fire panels and computers located in Central Control.

1.5 Monitoring the facility radios and acting as a dispatch station.
TITLE: Contraband  
NUMBER: 502.02

POLICY: Weapons, illegal drugs, and other items which pose a threat to staff or inmates or to the security of the jail are considered contraband. Jail staff shall routinely search prisoners and areas occupied by prisoners for such items. Inmates possessing contraband shall be subject to administrative discipline ("disciplinary marker") and may be subject to criminal prosecution.

REFERENCE: Title 15, section 1081; PC 4502, 4573.

GUIDELINES

1.0 Contraband Defined

1.1 Anything not issued through the Riverside County Jail system or expressly prohibited by the jail rules.

1.1.1 EXCEPTION: Legal mail is not considered contraband.

1.1.2 Legal mail includes correspondence from any member of the state bar, any public office holder, and the California Department of Corrections.

1.1.3 Inmate mail is considered “issued” if a staff member has screened it and forwarded it to an inmate.

1.2 Anything issued through the Riverside County Jail system which has been altered.

1.3 Dangerous property including both an actual item or instructions on how to make any drug, weapon, explosive, poison, or destructive device.

1.4 Anything in excess of permitted quantity.

1.5 Anything not specifically described in this section, but if retained by the inmate, would present a security or safety risk.

2.0 Contraband Searches

2.1 Inmates shall be routinely searched for contraband.

2.2 Any areas of the facility to which inmates have access or traverse through shall be periodically searched for contraband.

3.0 Recovered Contraband

3.1 Staff members recovering a controlled substance or suspected controlled substance shall, in all cases, prepare a police report in which the contraband recovery is documented.
3.1.1 The controlled substance or suspected controlled substance shall be placed in evidence for analysis, storage, or destruction.
3.1.2 This procedure shall be followed even if there is no prosecution anticipated.

3.2 Staff members recovering a weapon shall notify a supervisor.

3.2.1 The supervisor may delegate a staff member to document the recovery in a police report.
3.2.2 The supervisor may choose not to file a police report.
3.2.3 A supervisor shall ensure the weapon is either placed in evidence or destroyed and disposed of properly. In cases in which prosecution is anticipated, the weapon should be placed in evidence.
3.2.4 A supervisor may retain a contraband weapon to use as a training aid with a memo signed by the Facility Commander.

3.3 Miscellaneous contraband.

3.3.1 Items in excess of the quantity permitted, which are the personal property of an inmate and are not otherwise considered contraband, shall be placed in the inmate’s storage box/bag in the property storage room.

EXCEPTION: Newspapers and other periodicals.

3.3.2 Placement of an inmate’s property (as described in 3.3.1) in a property storage room shall be appropriately documented.
3.3.3 Jail-owned items in excess of the quantity permitted, which are not otherwise considered contraband (like clothing), may be returned to jail stock.
3.3.4 Excess food, trash, broken personal items, and destroyed clothing and bedding may be thrown away.

4.0 Discipline

4.1 Any inmate found in possession of contraband may be given a disciplinary marker in accordance with Department Policy 504.09 (Inmate Discipline).

4.2 Criminal charges may be filed against any inmate who is found with contraband which is in violation of any state, federal or local law or ordinance (see penal code sections 4502 and 4573).

4.3 An inmate charged with such a criminal violation may also be given a disciplinary marker for the appropriate jail rules violation.

4.4 As a disciplinary marker is an administrative action and not a means of bringing a criminal charge, there is no “double jeopardy” in such a case.
POLICY: The Department shall utilize uniform methods for preventing and documenting escapes from Riverside County Correctional Facilities. All escapes and attempt escapes shall be documented by a Riverside County Sheriff's Department investigation utilizing prescribed reporting methods.

REFERENCE: P.C. 835a, 836.3, 836.5, 836.6, 4004, 4133, and 4532

GUIDELINES

1.0 General

1.1 Escapes from custody are considered emergency conditions because of the identified danger to the public, whether the escape involves one or more prisoners, the method of escape is by force, violence or trick and device.

1.2 Escapes usually occur during some type of inmate movement.

1.3 Escapes can also be the result of an errant release.

1.4 Many escapes occur because of improper procedures or failure to utilize restraint equipment.

1.5 Each facility shall provide in-service training in escape response and procedures, including practical exercises. Each shift will conduct at least two drills on a yearly basis.

2.0 Training Exercises

2.1 A sergeant shall perform a safety inspection of all areas, weapons, and equipment to be used prior to the training exercise. They will also verify audio signals are established so everyone knows when to halt the exercise.

2.2 Loaded weapons shall not be used. All firearms shall be stored in an appropriate manner and not be utilized during training.

2.2.1 Red guns shall be used in place of actual firearms for all training outside the secure area of the facility.

2.3 If training utilizing role players is conducted appropriate signage (Training Scenario in Progress) shall be posted in the area.

2.3.1 At no time, shall staff dress in inmate jail clothing during role playing scenarios without commander’s approval.
2.3.2 All personnel throughout the jail shall be notified on the radio and signage will be posted of the training exercise. This will prevent staff from accidentally walking into a training scenario unaware of the exercise.

2.4 After the completion of each drill, the drill will be annotated on the Supervisor’s Pass-On Log and a written report will be submitted to the Shift Lieutenant for review (Refer to Department Policy 503.06 Attachment #2).

3.0 Escape Notifications

3.1 All escapes and attempted escapes shall be immediately reported to the on-duty supervisor who shall direct the immediate action to ensure the security of the facility and attempt recapture of the escapee.

3.2 Immediate actions include “Locking Down” a correctional facility, conducting headcount, interior and/or exterior inspection of the facility, and advising local law enforcement agencies.

3.3 Actions for escapes during movements outside of a facility shall include immediate notification to Sheriff’s Dispatch, informing them of description of the inmate(s), direction of travel, and if any weapons were involved.

4.0 Handling of Escapee Files and Property

4.1 The handling of escapee files and property will be coordinated with the Business Office supervisor at the effected facility. The file and inmate funds will be shipped to the business office supervisor at The Robert Presley Detention Center to be kept for three months. After three months, the file will be forwarded to Sheriff’s Records.

5.0 Documentation

5.1 All police reports of an attempted escape or escape may be taken by corrections staff at the discretion of the watch commander. Factors to consider are the seriousness of the crime and the likelihood that the crime will require a protracted investigation that would be too time consuming for corrections staff or which would require a greater level of experience. Crimes of this nature should be referred to a patrol/investigation bureau at the discretion of the Watch Commander.

5.2 All reports of an attempted escape or escape written by correction staff are to be turned in to the on-duty supervisor for approval prior to the end of shift, on the day the incident occurred.

5.2.1 The on-duty supervisor must approve overtime or “holding” a report.
POLICY: Sanitation and safety inspections of custodial facilities shall be conducted in order to maintain a high degree of cleanliness, sanitation, and safety.

REFERENCE: Title 15 Section 1280 P.C. 6031.1, 101045 H & S, 13146.1 H&S

GUIDELINES

1.0 Staff Responsibility

1.1 All Corrections Division employees will cooperate with those persons conducting inspections. The inspections shall not interfere with the normal operations of the facilities. The inspection will NOT in any manner be allowed to breach the security of the facilities. Any problem brought about by an inspection or a person who is conducting an inspection shall immediately be brought to the attention of the Facility Commander.

2.0 Informal Inspections

2.1 The Housing officers will inspect their respective housing areas each shift. Any cleanliness or maintenance problems will be immediately corrected. The Housing Officer will notify the shift supervisor and maintenance. The appropriate action will be taken.

2.2 The shift supervisor will inspect all housing areas and other areas under their control at least once per shift. Cleanliness or maintenance problems will be brought to the attention of the Housing Officer and the appropriate action taken.

2.3 The Food Service Supervisor, or other food service staff designated by the food service supervision, will inspect the kitchen and staff dining area each shift. Cleanliness or maintenance problems will be corrected as soon as possible. Repair requests will be forwarded to maintenance personnel.

2.4 Medical staff will inspect their work areas at least once per shift. Cleanliness or maintenance problems will be brought to the attention of the shift supervisor and Building Maintenance Services.

3.0 Formal Inspections

3.1 The facilities may be inspected annually by the Riverside County Sheriff's Department Command Staff.

3.2 The facilities will be inspected biennially by the Board of State and Community Corrections as specified in section 6031.1 of the Penal Code.
3.3 The facilities will be inspected annually by the County Public Health Department as specified in section 101045 of the Health and Safety Code.

3.4 City/County Fire Departments will provide fire protection service for the Custodial Facilities and will inspect the facilities biennially for compliance with safety and fire prevention standards.

3.5 The County Grand Jury may make inspections of all Detention Facilities. They will normally arrange to inspect in advance, but may make unannounced inspections, at their discretion.

3.6 The Riverside County Safety Department may make inspections annually.

3.7 The Quality Assurance Team (QAT) may make monthly inspections of all facilities to verify that each facility is in compliance with Department Policy and state regulations.

4.0 Vermin/Pest Control Inspections

4.1 The Facility Commander will designate one person to deal with the Plant Operations issues within each Facility.

4.2 The designee will ensure that vermin/pest control issues are dealt with as they arise in the facilities. Regular monthly inspections will be conducted to identify any such conditions, and to eradicate by whatever means is necessary.

5.0 Archive of Inspection Records

5.1 The results of all facility inspections, including findings and/or remedial action taken or recommended, shall be reported, in writing, to the Facility Commander. The Facility Commander may review and note on the findings any further remedial action which may be warranted.
TITLE: Hostage Plan

POLICY: Hostage incidents will be dealt with in a manner that will help with the safe release of the hostage, safeguard the lives of staff and visitors, and the return the violator to safe custody.

REFERENCE: Penal Code 4532, Title 15 section 1029

DEFINITIONS

Hostage - Any staff member, citizen, or inmate held against their will by an inmate for the purpose of escape, monetary gain, or any reason which may place the individual in danger of losing life or suffering injury.

CNT - The Sheriff's Department Crisis Negotiation Team. The team works with SEB and will act as the liaison between the hostage taker and facility command staff.

SEB - The Sheriff's Department Special Enforcement Bureau. The team works with CNT and provides the tactical ability to neutralize the hostage taker or rescue the hostage.

GUIDELINES

1.0 Containment

1.1 Each facility shall establish a procedure for containment of hostage situations.

1.3 The watch commander shall immediately notify the facility commander.

1.4 The facility commander or watch commander shall immediately notify the Division Chief Deputy.

2.0 Notifications

2.1 Each facility shall establish a procedure for notifications.

2.1.1 The watch commander shall immediately notify the facility commander.

2.1.2 The facility commander or watch commander shall immediately notify the Division Chief Deputy.

2.1.3 CNT and SEB shall be requested upon determination of the Division Chief Deputy that such action is warranted.
TITLE: Housing Searches

POLICY: Jail staff shall search inmate housing areas routinely, but irregularly for contraband and other unauthorized items. These searches are intended to help with the safety of officers and inmates, prevent escapes, maintain sanitary standards and eliminate fire and safety hazards.

REFERENCE: Department Policy 50.35, 507.01, Title 15 Section 1029, Penal Code. 4021

GUIDELINES

1.0 Housing Searches

1.1 All areas of correctional facilities which inmates have access shall be searched periodically to control the amount of contraband, or unauthorized items, the inmates possess.

1.2 A housing search may be conducted by any staff member at any time.

1.3 Housing searches may be conducted to search for specific items of contraband in a specific housing unit.

1.5 Inmates shall be moved in accordance with Department Policy 502.07 (Inmate Movement).

2.0 Housing Searching Criteria

2.1 When an inmate is present in a cell, at least one employee entering the cell shall be the same sex as the inmate in the cell (P.C. Section 4021).

2.2 Once the inmate has been removed from the cell, the deputies entering the cell to conduct the search do not have to be the same sex as the inmate.

2.3 P.C. 4021 does not preclude deputies of either sex from assisting each other or excuse them from ensuring a housing unit / cell search is completed safely.

3.0 Maximum Amount of Personal Property Possessed by Inmates

3.1 All of an inmate’s personal property must fit inside one property box. If an inmate is Pro-Per, he may possess a maximum of two additional property boxes. Refer to
Department Policy 504.35 (Pro Per Inmates) for additional information.

3.2 Any excess personal property in possession of an inmate is to be placed in the inmate’s property in the jail, property storage room. Excess property that is not the personal property of the inmate’s, such as jail issued clothing, is to be removed from the housing unit. Staff shall determine excess property in accordance with Department Policy 507.01 (Commissary).

4.0 Documentation

4.1 All searches shall be recorded on a “Cell Search Log” (P502.06 Attachment 1) and noted in the Housing Unit Pass-on Log.

4.2 Items such as weapons or narcotics found during the housing unit search should be handled as evidence and documented in disciplinary markers, or criminal reports, as appropriate.
RIVERSIDE COUNTY SHERIFF’S DEPARTMENT
CORRECTIONS DIVISION
CELL SEARCH LOG

Date: ________________  Shift: ________________  Time Requested: ________________

Requesting Officer: ___________________________________  ID #: __________________

Cell/Dayroom to be searched: ________________  Reason for Search: ___________________________________

Supervisor Review

☐ Search Request Approved  ☐ Search Request Denied  Date/Time: ________________

Reason: ____________________________________________

__________________________

Supervisor Name: ___________________________________  ID #: __________________

K-9 Use

Person Sniff:  ☐ Yes  ☐ No  Admonishment given:  ☐ Yes  ☐ No  Results:  ☐ Yes  ☐ No

K-9 Handler/ID#: ____________________________  K-9 Name: ____________________________

K-9 Used/Sergeant present during the use of K-9: ____________________________  ID#: ____________________________

Time search started: ________________  Time search completed: ________________

Results of search: ____________________________________________

__________________________

Were any markers written?  Yes  No  (If yes, list inmate name/booking number)

1. ____________________________  3. ____________________________  4. ____________________________
2. ____________________________  4. ____________________________

Were any Use of Force reports written as a result of this search?  Yes  No
(If yes, list inmate name/booking number)

1. ____________________________  3. ____________________________  4. ____________________________
2. ____________________________  4. ____________________________

List the names and ID numbers of each deputy who assisted in the search:

1. ____________________________  7. ____________________________
2. ____________________________  8. ____________________________
3. ____________________________  9. ____________________________
4. ____________________________ 10. ____________________________
5. ____________________________ 11. ____________________________
6. ____________________________ 12. ____________________________

IV-4 08/18/2021
TITLE: Inmate Movement  
NUMBER: 502.07

POLICY: Inmate movement inside and outside of the correctional facilities will be accomplished in a manner to provide adequate safety and security for both staff and the inmates.

REFERENCES: Department Policy 502.11

GUIDELINES

1.0 Physical Movement of Inmates (Inside/Outside Facility)

1.1 The physical movement of inmates inside or outside a facility shall be accomplished in a safe and secure manner.

1.2 Staff shall confirm the identity of all inmates, absent exigent circumstances, before he/she is moved throughout the facility.

1.2.1 Confirmation will be made by the inmate's wristband and stat card.

1.3 Inmates walking within the jail shall be required to place their hands behind their back.

1.4 During movement inmates will not be allowed to talk to other inmates or staff, unless given permission by the officer in charge.

1.6 All holding cells will remain closed when they are empty. This includes but not limited to Transportation, Court, Medical, Intake, and Release holding cells. In addition, prior to placing an inmate in a holding cell, the staff member shall confirm the cell is empty prior to placing him/her in the cell. If the cell is occupied, the staff member shall confirm the classification/sex of the inmate(s) prior to placing them together.

1.7 All inmates are to be searched for contraband both upon exiting or entering any area of the jail. This includes but is not limited to: holding cells, attorney booths, housing units, visiting areas, nursing areas, recreation areas, court, etc.

1.7.1 If an inmate exits the facility refer to Department Policy 502.11 (Strip Searches) for guidelines.
1.8 Different inmate classifications must be maintained during inmate movement.

2.0 Movement Conflicts

2.1 These are basic guidelines and subject to the reasonableness of circumstances, need for movement, persons involved, type of restraints to be utilized, purpose of movement and related factors. Specific conflicts over inmate movements are to be resolved at the operational level with the greatest weight being given to safety and security.
The Department shall maintain a uniformed system of keeping an accurate account of all keys issued to employees throughout each correctional facility. Correctional facility employees shall follow the guidelines established below for the safety and security of each facility.

**GUIDELINES**

1.0 Employee Issued Keys/Access Cards
   1.1 Employees are issued specific keys and/or access cards for employee entrances and other secured areas of the facility based on their access level.
      1.1.1 Missing or lost employee issued keys and/or access cards shall be immediately reported to a sergeant.
      1.1.2 Employee keys shall not be duplicated without approval from the Facility Commander or his designee.

2.0 Jail Security Keys
   2.1 Each facility shall maintain jail security keys used to access inmate housing units and other secured areas of the facility within a secured electronic locking cabinet.
      2.1.1 Each set of security keys are locked into individual slots within the cabinet that may only be released to authorized employees.
   2.2 Each employee will select security keys designated to their assigned area.
      2.2.1 In order to remove security keys from the cabinet, employees will be identified by the biometrics of their right thumb.
   2.3 Once an employee is in possession of their assigned security keys, they are solely responsible for their safekeeping.
      2.3.1 At the end of each shift, or whenever an employee leaves the facility for any reason, security keys shall be returned to the same electronic locking cabinet they were removed from.
      2.3.2 In order to return security keys, employees will be required to use the biometrics of their right thumb to access the cabinet.
   2.4 Security keys shall not be taken outside the unauthorized areas established by each facility. In the event this occurs, an electronic alert will be sent to Central Control.
      2.4.1 Central Control staff will contact the employee responsible for these keys to obtain their status and to verify the keys are returned to the secure portion of the facility.
2.4.2 Central Control staff will notify a supervisor in the case of an emergency.
2.4.3 The employee shall immediately return the keys to the facility.

3.0 Jail Security Key Maintenance

3.1 The Floor Operations Sergeant will be responsible for monitoring the key report daily, before, during and after each shift. The key report records all details of each transaction, including:

- Current Key Tag
- Location of keys
- Current Key Tag holder
- All events this month
- User data

3.2 All security key rings are secured with a security seal and tamper-proof key ring to prevent unauthorized key removal.

3.3 Any broken or damaged security keys shall be reported immediately to the Floor Operations Sergeant. The floor operations Sergeant shall report the keys to the designated Sergeant at each facility for repair or replacement.

4.0 Missing/Lost Jail Security Keys

4.1 Missing or lost security keys shall be reported immediately to the Floor Operations Sergeant.

4.2 The Floor Operations Sergeant will check the key report to determine who the keys were last issued to. The sergeant will attempt to locate the lost or missing key within the facility by using the Key Tracer system.

4.3 If the keys cannot be located, the shift Lieutenant and Facility Commander shall be notified, and a jail lock down may be initiated to complete the search for the missing keys.

4.4 In the event the keys are not located and determined to be lost, a complete report shall be submitted to the Facility Commander, via chain of command. This report shall explain in detail the circumstances of the loss and actions taken to locate the keys.

5.0 Emergency Procedures

5.1 If the electronic locked cabinet does not open, the employee shall contact the Floor Operations Sergeant immediately.

5.2 The Floor Operations Sergeant shall manually unlock the cabinet and assign keys to each authorized employee.

5.2.1 The Floor Operations Sergeant shall notify the shift Lieutenant and begin a paper log. (Refer to P502.08 Attachment 1 (Key Log)).
5.2.2 The Floor Operations Sergeant will be responsible for the distribution and tracking of keys until the electronic locking cabinet is operating properly.
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TITLE: Radios

POLICY: Each facility shall establish a procedure for the proper distribution and tracking of hand-held radios.

REFERENCE: Department Standards Manual sections 212 and 700

GUIDELINES

1.0 Distribution

1.1 Each facility shall maintain a sufficient supply of functioning hand-held radios to ensure the safety and security of the facility.

1.2 Each facility should identify the positions/assignments where personnel will be required to carry a hand-held radio.

1.3 Any assignment responsible for the safety and security of inmates is required to have a hand-held radio.

1.4 Department vehicles used for inmate transportation shall be equipped with a two-way radio.

1.4.1 In the absence of a functioning two-way radio in an inmate transport vehicle, personnel shall carry a functioning hand-held radio.

2.0 Improper Use of Radios

2.1 Deliberate mishandling of any department radio which results in damage to the radio may result in disciplinary action.

2.2 Use of the radio shall be in accordance with Federal Communications Commission regulations, applicable state law, department directives, and county communications procedures.

3.0 Maintenance

3.1 Each facility’s radio procedure shall include guidelines for the timely reporting of radio problems and their subsequent repair.

3.2 Each facility’s radio procedure shall include guidelines to ensure additional radio batteries are available and charged.
TITLE: Security Logs/Checks

NUMBER: 502.10

POLICY: Security checks shall be completed to ensure there is direct visual supervision of all inmates housed within a jail facility in accordance with Title 15 guidelines. Security checks are a fundamental duty of corrections staff and a high priority shall be placed on their completion by each facility within the Corrections Division.

REFERENCE: California Code of Regulations: Title 15; Sec. 1027.5, 1055, 1056, 1058; P.C. 6030, 6030.1, 6031. P.C. 4021; PREA § 115.15; Department Policy 506.14 and 501.24.

GUIDELINES

1.0 Security Checks

1.1 It is the responsibility of assigned personnel to conduct a physical security check in accordance with the following Title 15 guidelines:

1.1.2 Employees assigned to complete security checks will ensure direct visual supervision occurs on all inmates at the jail except those who are absent due to court or other official business. The whereabouts of all inmates not present such as those who have court or other custody commitments, shall be accounted for.

1.1.3 Sobering Cells shall be physically checked at least once every thirty minutes. The Sobering Cell Log will be posted at the cell. Refer to Department Policy 504.05 (Sobering Cells) for additional information and requirements.

1.1.4 Safety Cells and inmates in the Emergency Restraint Chairs shall be physically checked at least twice every thirty minutes. The Safety Cell Log will be posted at the cell. Refer to Department Policy 504.24 (Safety Cells) for additional information and requirements.

1.1.5 Whenever possible security checks in each of these areas will occur more frequently.

1.1.6 Facilities will use a computer-generated Security Check Log to document security checks. A paper log will only be used in the event of a computer failure or unavailability (P502.10 Attachment 1).

1.1.7 In the event an employee believes a security check will be late or cannot be accomplished, a sergeant will be notified immediately. Sergeants shall provide adequate staff to complete the required security check.

1.2 Security checks will encompass a thorough facility inspection for preventable safety issues, such as doors, lighting, water leaks, or maintenance repair problems.

1.2.1 Security checks will include; assault victim identification, interior cell, housing unit checks, inmate complaints, or other unusual activity, which may affect the safety and security of the facility.
1.2.2 Problems found during the completion of security checks will be immediately reported to a supervisor.

2.0 Exterior Perimeter Checks

2.2 Each facility shall establish a procedure for exterior and perimeter security checks, including but not limited to the specific areas to be checked and the frequency of the checks.

2.3 Perimeter security checks shall also be conducted in compliance with Department Policy 501.25 (Enforcement Activity).

2.4 Exterior and perimeter security checks will encompass a thorough inspection for facility security breaches, preventable safety checks, such as doors, gates, fences, lighting, water leaks, or maintenance repair problems.

2.5 Problems found during the completion of exterior and perimeter security checks will be immediately reported to a supervisor.

3.0 Documentation

3.1 Security Check Logs are official documents and shall be documented accurately, annotating the activity that took place at the time of the security check.

3.2 It is understood that security checks may be delayed due to emergency situations. At all times when a security check is delayed, or unable to be completed, a supervisor must be notified. The Security Check Log will be properly documented to note the reason for the delay, and who was notified.

3.3 Security checks of inmates will be documented on the Security Check Log. The Security Check Log will contain the date, time, employee initials, shift assigned, and supervisors review and approval of documented information.

3.4 If a paper log is used (P502.10 Attachment 1), the Security Check Logs will be kept at the deputy’s assigned workstation and changed at 0001 hours daily.

3.5 The Security Check Logs completed on paper shall be collected and forwarded, monthly, to the assigned staff member responsible for maintaining the archived records.

3.6 Completed Security Check Logs shall be entered into REDS (Retention of Electronics Document System). Refer to Department Policy 506.14 (Purging of Records).

4.0 Security Checks/P.C. 4021

4.1 When an inmate is in a cell, at least one employee entering the cell shall be the
same sex as the inmate in the cell (P.C. Section 4021).

4.2 During a security check, when inmates are locked in their cells, the deputy entering the dayroom, tier or housing unit to conduct a security check, does not have to be the same sex as the inmates; however, jail staff of the opposite gender entering housing units shall announce their presence (PREA).

4.3 P.C. 4021 does not preclude deputies of either sex from assisting each other or excuse them from ensuring a housing unit security check is completed.

5.0 Special Circumstances

5.1 A staff member of the opposite sex may enter the housing unit or cell of an inmate under emergency circumstances to perform life saving measures when needed. For example, but not limited to:

- Medical Emergencies
- Riots/Assaults
- Natural Disasters
- Attempt Suicide
- Or any other life-threatening situation

6.0 Security Check Audits

6.1 Security checks are a fundamental duty of corrections staff and a high priority shall be placed on their completion by each facility within the Corrections Division.

6.2 Each shift, a designated sergeant will randomly audit two security checks from the prior shift. In this audit, the sergeant will review the applicable security log and observe the applicable DVR footage to assess whether the documentation and security checks were completed properly, as described in subsection 1.2.

6.3 Lieutenants assigned to Floor Operations will conduct two random security check audits for each team, each week, where the security log is compared to the actual DVR footage for accuracy.

6.4 Commanders shall conduct two random security check audits each month per team where the security log is compared to the actual DVR footage for accuracy.

6.5 Each Facility shall maintain a Security Check Audit Log for the required supervisory and administrative compliance checks.

6.6 Discrepancies located during security check audits will be reported in writing via chain of command to the facility commander. Staff shall make immediate verbal notification to the facility commander when appropriate.

7.0 Site Visits

7.1 Sergeants assigned to Floor Operations duties, shall conduct at least two site visits of housing unit areas per shift. During these visits, sergeants shall verify the proper
functioning of the audible alarm system and equipment, if equipped. The sergeant shall also verify all security checks have been completed on time. The Security Check Log shall be reviewed for late checks and sergeant notifications.

7.2 Site visits of housing unit areas shall be completed two times per week by a lieutenant.

7.3 Site visits of housing unit areas shall be completed once per week by the commander or acting commander of the facility.

8.0 JIMS Security Check Audit

8.1 Weekly, each facility compliance deputy will generate a JIMS security check audit report with late checks delineated by team and/or area where security checks are completed. This report will be forwarded to the facility commander and lieutenants for review.

8.2 Lieutenants will be responsible for addressing late checks with their assigned team(s) utilizing appropriate corrective measures aimed at reducing the amount of late checks. Examples of corrective measures include additional training, mentoring, verbal reprimand, memorialized discussion, or additional methods deemed appropriate by the facility commander.

9.0 Reporting

9.1 Facility commanders shall generate a memorandum twice annually, in January and June, which summarizes their security check auditing methods and indicates that late and/or improper security checks were addressed. The summary memorandum will be sent to the Quality Assurance and Compliance Unit for archiving with a copy to the chief deputy who oversees the compliance unit.
RIVERSIDE COUNTY SHERIFFS DEPARTMENT
CORRECTIONS DIVISION POLICY MANUAL

TITLE: Strip Searches  NUMBER: 502.11

POLICY: Strip and body cavity searches play an important role in interdicting the introduction of weapons, drugs, and other potentially dangerous contraband into correctional facilities. Strip searches, body cavity searches, and contraband watch can be utilized to recover contraband to ensure the safety and security of staff, inmates, and the facility. Corrections facility personnel shall follow the guidelines established for inmate strip searches, body cavity searches, and contraband watch.

REFERENCE: 4030 PC, 4573.5 PC, DM# 84-019.
CROSS REFERENCE: Attorney General Opinion Number 88-1201, 508.08, 507.05, Attorney General Opinion Number 17-302, PREA 115.15

DEFINITIONS

Strip Search: A search which requires a person to remove or arrange some or all of his or her clothing so as to permit a visual inspection of the underclothing, breasts, buttocks, or genitalia and shall include a visual body cavity search of such person for contraband.

Body Cavity: The stomach or rectal cavity of a person, and vagina of a female person.

Physical Body Cavity Search: A physical intrusion into a body cavity, such as the mouth, stomach, rectum, or vagina for the purpose of discovering any object concealed in the cavity. This type of search requires a valid search warrant and must be conducted by medical personnel.

Pat Search: A search consisting of a pat down or body frisk of a clothed person, including examination of pockets, shoes and socks. A pat search includes the removal and examination of outer clothing including, but not limited to, hat, wigs, coats, jackets, and multiple layers of bulky clothing.

Non-intrusive Sensor and Scanning Device Search: A search conducted on a clothed person using either a hand-held or walk-through mechanical device or metal detector or other non-intrusive detection device.

Reasonable Suspicion: Reasonable suspicion is knowledge sufficient to induce an ordinarily prudent and cautious person under the circumstances to believe criminal activity is or has taken place. A “hunch” or a “guess,” without more, does not constitute reasonable suspicion. Concerning strip searches, reasonable suspicion must be based upon specific and articulable facts that the inmate is concealing a weapon or contraband and a strip search may reveal it.

Contraband Watch: Contraband watch is the process of monitoring an inmate’s bowel movements to locate secreted contraband. When a staff member develops reasonable suspicion that an inmate is in possession of secreted contraband, contraband watch can be initiated after the inmate has been transported to the hospital for examination and the treating physician has determined the object concealed is not life threatening and there is no health risk to the inmate. Contraband watch shall only be approved by a sergeant or higher.
Contraband: Contraband is any item possessed by inmates that is declared illegal by law or not specifically approved for inmate possession. Examples of contraband include weapons, escape devices; drugs and/or drug paraphernalia; syringes, tobacco, marijuana, lighters, matches, kites; or authorized items that are possessed in excessive quantities or altered to be utilized in a manner not intended.

GUIDELINES

1.0 Intake Responsibilities

1.1 No inmate will be booked into the facility when it is known that the arrestee has secreted contraband inside their body. When facts are present that indicate an arrestee has secreted contraband inside of a body cavity an “Okay to Book” will be required prior to booking.

1.2 All newly booked inmate searches will be conducted using a pat search and/or non-intrusive sensor and scanning device search.

   1.2.1 Pat down searches of transgender or intersex inmates shall be done by the gender the inmate feels most comfortable with. The inmate should be questioned before the pat down search begins to assist in making this determination.

1.3 Every newly booked inmate, including an inmate booked for a court commitment or bail surrender, may be subjected to a strip search in addition to a pat search and/or non-intrusive sensor and scanning device search if they meet one or more of the following criteria:

   1.3.1 Persons booked in on all felony and misdemeanor crimes that involve weapons, controlled substances or violence. (Excluding inmates who are being “booked and released”, or cite released, refer to Section 2.3).
   1.3.2 Persons charged with parole violations or who have parole/ Marshall holds.
   1.3.3 Persons booked for flash incarcerations (3454 PC), Post Release Community Supervision (3455 PC) and/or State Prison hold(s).

   ➢ The on-duty supervisor must approve all strip searches for newly booked inmates using the Strip Search Request Form (RSD Form 545).
   ➢ All strip searches will be conducted with reasonableness in mind relative to the circumstances of the arrest, person arrested, and booking charges. These factors should be taken into consideration when authorizing a strip search.

1.4 All other newly booked inmates shall NOT be subjected to a strip search prior to placement into any general housing areas, unless reasonable suspicion exists and written authorization from a custody supervisor is obtained. The following criteria must be met in order to obtain approval for the strip search of a newly booked inmate that does not meet the above criteria:
1.4.1 Custody staff may request a strip search or visual body cavity search of an inmate, based on a reasonable suspicion that the inmate is concealing a weapon and/or contraband.

1.4.2 The search must be authorized by a sworn custody sergeant if a Correctional Deputy is the person requesting the search (4030 PC).

1.4.3 The written authorization shall include the specific and articulable facts and circumstances upon which the reasonable suspicion determination was made by the sergeant.

1.4.4 The authorized and signed original Strip Search Form (RSD Form 545) will be placed in the inmates booking file and a copy forwarded to the Jail Administrative Lieutenant for data collection.

1.5 The arresting/transporting officer will be encouraged to stay at the booking desk until the strip search is complete.

1.5.1 If during the strip search, weapons, or drugs, or items of value are found, the arresting/transporting officer will be notified of the findings and given first right of refusal. If the arresting officer does not take possession of the contraband, or if the arresting agency is non-law enforcement (e.g., Bail Bond agency), a jail deputy will take possession of the item(s) and complete the necessary reports.

1.6 When contraband is discovered during a booking strip search, the booking deputy finding the contraband will record the incident on a Strip Search Form (RSD Form 545). The following information will be recorded:

- Inmate's booking number
- A complete description of what was found
- The location of concealment
- Disposition of the item(s), e.g., booked into evidence or inmate's property
- File number (if applicable)

1.6.1 If the contraband is a weapon or controlled substance, a criminal report will be completed, and the contraband will be booked into evidence.

1.6.2 If the contraband is not a weapon or drugs, but of value, e.g., jewelry, lighter, etc., the property will be stored with the inmate’s booking property.

2.0 General Housing Searches

2.1 Once an inmate has been housed and mixed within the general housing population, strip searches or visual body cavity searches may be conducted for the safety and security of the jail and to minimize the movement and possession of contraband in the facility.

2.2 At a minimum, inmates returning to housing units from other areas of the jail (e.g., visiting, recreation, programs, etc.) are subject to a pat search and/or non-intrusive sensor and scanning device search.

- All cross-gender pat searches of female inmates shall be documented on the supervisor log.
2.3 Inmates going to or returning from court are subject to a pat search and/or non-intrusive sensor and scanning device search. Strip searches may be conducted on inmates going to court or prior to being rehoused.

2.4 Inmates returning to housing areas from any medical appointment outside the facility, officer sign out, or contact visit, shall be strip-searched for jail security.

2.5 Inmates assigned to work crews shall be strip searched prior to returning to their housing area.

2.5.1 Before an inmate can be given the status of an inmate worker, a signed inmate worker contract (RSD Form 534) must be signed and placed in the inmate’s booking file.

2.6 Strip searches shall be conducted on all inmates returning from a slotted attorney booth and/or inmate who have the opportunity for direct contact with visitors (attorney or otherwise) who do not have jail security clearances.

2.7 Once an inmate has been removed from the general housing population and begins the process of being released from custody, he or she shall not be strip searched without reasonable suspicion.

3.0 Strip Search Conditions

3.1 Custody staff will take all reasonable measures to minimize the extent to which strip searches/visual body cavity searches intrude on an inmate’s privacy.

3.1.1 Personnel conducting a strip search or visual body cavity search on an inmate shall positively identify the inmate prior to conducting the search. This can be achieved by the following:

- Intake screening
- Checking the wristband and comparing the photo to the inmate to be searched.
- Via biometric device

3.1.2 All staff conducting searches will wear protective gloves.

3.1.3 All strip searches/visual body cavity searches shall be conducted in a private location. Custody staff not participating in the search and nearby inmates should not be in a position to observe the inmate being searched.

3.1.4 Strip searches/visual body cavity searches shall not be videotaped nor done in an area under video surveillance.

3.1.5 In most cases, custody staff present during a strip search shall be of the same sex as the inmate being searched, except under the following circumstances:

- Transgender or intersex inmates shall be strip searched by the gender the inmate feels most comfortable with. The inmate should be questioned before the search begins to assist in making this
determination. The search shall be documented on Strip Search Form (RSD Form 545).

- Staff shall not strip search or physically examine a transgender or intersex inmate for the sole purpose of determining the inmate’s genital status.

3.1.6 Only those custody staff members required for officer safety during the search itself shall be present.

3.1.7 Custody staff shall not touch the breasts, buttocks, genitalia, or body cavities of the inmate being searched.

3.1.8 If contraband, other than a **weapon**, is observed in any body cavity, the inmate will be instructed to remove the item(s) in such a manner as to provide for officer safety and the preservation of evidence.

3.1.9 If the inmate refuses to remove the item, custody staff members **shall not** attempt to remove the item(s) themselves. This would constitute an unauthorized physical body cavity search. Arrangements should be made to obtain a search warrant based on the observations of the searching officer.

3.1.10 If a **weapon** is observed on an inmate or in any body cavity, the inmate shall be secured in a manner as to provide for officer safety and a sergeant shall be notified immediately.

3.1.11 If an inmate attempts to swallow contraband, custody staff will not use force to attempt to retrieve it. In the event this occurs, medical staff shall be notified immediately.

4.0 Refusals

4.1 Inmates directed to submit to a strip search under guidelines of this policy do not have the right to refuse. The custody staff member attempting to conduct the search will explain the strip search process and the reason for the search.

4.2 An inmate refusing to submit to a strip search will be given a thorough pat search and/or non-intrusive sensor and scanning device search. The inmate will be placed in a cell to prevent contact with staff or other inmates.

4.3 A sergeant will be notified of the inmate’s refusal. The inmate will not be processed, relocated, or allowed access to the telephone until the search has been completed.

4.4 Refusal may be grounds for inmate disciplinary action.

4.5 The sergeant will attempt to convince the inmate to comply. If he or she still refuses, the facility commander will be notified. The facility commander must approve the forced strip search.

4.6 If commander approval for a forced strip search is obtained, the sergeant will have a sufficient number of same-sex custody staff as the inmate, to safely conduct the search. Absent exigent circumstances, cross gender strip searches are prohibited (An exigent circumstance means any set of temporary and unforeseen circumstances that require immediate action to combat a threat to the security or institutional order of a facility).
4.7 The inmate will be restrained with handcuffs or other suitable restraints during the conduct of the search.

4.8 Custody staff will use only that force necessary to affect the search, to control the inmate and reveal all external body parts to visual inspection.

4.9 A sergeant will monitor the conduct of the search. If a same-sex sergeant is not on duty, that sergeant shall designate a same-sex custody staff member to take a lead role in the monitoring of the search.

4.10 The sergeant will evaluate the behavior of the inmate during the search (if same-sex), and assign staff members to complete the appropriate Use of Force documentation.

4.11 The inmate will be evaluated by medical staff as soon as possible after the search.

4.12 The conduct of the search, the results, the names of the participants, and sergeant(s) present will also be entered in the Supervisor’s Log and RSD Form 545 (Strip Search).

4.13 If at any time during the forcible search, the inmate indicates that he/she wishes to comply, the custody staff will allow the inmate to do so.

5.0 Physical Body Cavity Searches

5.1 The secretion of contraband in a body cavity by an inmate can be a potentially life-threatening medical condition. When jail staff develops reasonable suspicion that an inmate has secreted contraband in a body cavity, a sergeant or above shall be contacted and informed of the situation.

5.2 As previously indicated, custody staff will refuse to accept newly booked inmates in need of a physical body cavity search. The search must be conducted prior to acceptance into the facility.

5.3 Physical body cavity searches shall only be conducted by qualified medical personnel.

5.4 The sergeant will give the inmate an opportunity to remove the contraband from their body cavity. If the inmate refuses to remove the contraband, or is deliberately indifferent regarding the placement of contraband, then the inmate shall be seen by jail medical staff and transported to the hospital for immediate medical attention.
6.6.1 When an inmate is placed on Contraband Watch, the inmate will be placed by themselves and unrestrained in a cell with video/DVR footage, if possible.

6.6.2 The inmate will receive an initial medical evaluation and medical will determine what type of medical follow-up/monitoring the inmate will receive.

6.6.3 Staff will complete the Safety Cell/Specialty Housing log and document each check within every 15 minutes.

6.6.4 The water to the toilet should be turned off and flushed to void it of any water, and a plastic bag will be placed over the toilet to collect any waste.

6.6.5 The inmate will be offered a cup of water no less than every two hours.

6.6.6 The intake sergeant will assign a staff member to supervise and observe the inmate.

6.6.7 The inmate will remain on Contraband Watch until the inmate is able to produce a bowel movement.

6.6.8 If the inmate begins to show any signs of distress, facility medical staff will be called and outside emergency responders will be summoned.

6.7 Contraband Collection

6.7.1 When an inmate produces a bowel movement, it will be searched thoroughly for contraband using appropriate safety equipment. Refer to Department Policy 508.08 (Exposure Control Plan).

6.7.2 Before handling the contents of any bowel movements, staff will put on gloves, a mask, and a face shield.

6.7.3 The contraband will be collected, booked into evidence at a patrol station, and a criminal report documenting the incident will be completed when applicable.

6.7.4 A log entry will be made on the Supervisor's Log, Classification Log, and in the inmate's Classification Notes.

6.7.5 Disciplinary marker(s) will be written to document any rule violations.

6.0 Data Collection for Strip Searches

6.1 It will be the responsibility of each correctional facility to document each intake (booking) strip search on a spreadsheet with the following information:

- Date of Search
- Inmate’s last name, first name, and booking number
- Facility
- Reason (e.g., drug charges, weapon charges, reasonable suspicion)
- Supervisor who signed form (Last name and ID#)
- Employee who searched inmate (Last name and ID#)
- Contraband found (e.g., drugs, weapons)
- Criminal report number (If initiated)

6.2 The original Strip Search (RSD Form 545) shall be retained in the inmates booking file.
TITLE: Video Recording

POLICY: Correctional facilities are equipped with video recording capabilities, either through fixed closed-circuit cameras or hand-held video cameras. Each facility shall establish procedures for the use of the video recording systems, so they may properly document and review incidents that occur within the interior and exterior of the facility.

REFERENCE: California Government Code 34090.6 (a) (c)

GUIDELINES

1.0 Digital Video Recording

1.1 Video recording systems have the ability to record activity and can be used as a supplemental source of information regarding activity within the facility. These incidents may become the basis for Use of Force Memorandums, Inmate Accident Reports, informational memorandums, complaints, criminal investigations, civil lawsuits, and other similar investigations or queries.

2.0 Video, Digital, and/or Audio Media – Criminal Investigations

2.1 Video, digital, and/or audio media submitted as evidence requires specific procedures and guidelines for their submission, retention, and management. Refer to Crime Reports policy 501.07 for further direction.

3.0 Video, Digital, and/or Audio Media– Non-criminal Investigations

3.1 When, in the opinion of the investigating employee or their supervisor, it would be beneficial to use digital devices to document a non-criminal incident such as the use of force, inmate accident scene, an ERT use, staff injury, or similar occurrence, the following protocol and procedure shall apply to such digital documentation.

3.2 Factors for supervisors to consider when deciding to use digital photography, video, or audio recording to investigate and document such incidents include: significant inmate injury or complaint of pain, damage to jail property, jail security or training value, potential for civil liability, and/or high potential for follow-up action.

3.3 As soon as possible, digital video, photographs, or audio shall be downloaded to only one CD-R or DVD-R disc and shall not be unnecessarily viewed or “ran” on the source device to prevent accidental deletion or alteration.

3.4 Informational or investigational “working” copies may be made of digital photographs or video with a supervisor’s approval, and only to the extent necessary to assist in the investigation or for jail security purposes. All such copies shall be destroyed when no longer needed.
3.5 After such data is transferred to CD-R or DVD-R format, the disc shall be checked to verify proper function before any camera memory is erased or overwritten.

3.6 No staff shall make any changes, alterations, or otherwise change any image from its original condition through the use of any software programs or by any other means.

3.7 The disc shall be immediately labeled with the appropriate Department approved self-adhesive label with the following information (502.12 Att #1):

- Date and time
- Location of photograph and short description of what is shown
- Name and ID # of photographer
- Name and ID # of downloader
- Any file # associated with incident

3.8 Supervisors shall attach the original disc with all After Action Reports and consider including any original CD-R and/or DVD-R disc with written reports regarding any other significant events. For example, Use of Force Memorandums, Inmate Accident Reports, etc.

3.8.1 All media shall be retained as long as the accompanying document is retained.

4.0 Video, Digital, and/or Audio Media-Duplication

4.1 Recorded video, digital, and/or audio media that is recorded via any departmental recording device shall not be duplicated and/or copied in any media format without the approval of a supervisor.

4.2 Video, digital, and/or audio media that is recorded, duplicated, and/or copied at the approval of a supervisor shall not be removed and/or e-mailed out of the facility without the approval of a Lieutenant.

5.0 Viewing of Facility Digital Video Recording (DVR) Footage

5.1 Staff shall not have unrestricted access to any facility DVR system for the purpose of viewing recorded incidents.

5.2 Supervisors shall approve all use of the DVR system for criminal and non-criminal investigations and ensure that the system is only accessed for related purposes.

5.3 Supervisors shall consider the future uses of any incident recorded on the DVR when deciding to grant access to non-supervisory staff.

6.0 Outside Agency Requests for Facility DVR Footage

6.1 Staff shall not make copies of any DVR footage or still images without approval from
6.2 A classification sergeant shall be made aware of any request for such media as soon as possible.

6.3 A classification sergeant will evaluate each request and determine if the needs of the requestor justify any release of digital documentation. If so, the release must be approved by a Lieutenant.

7.0 Duplication of Facility DVR Footage

7.1 In the event it is necessary to copy recorded video and/or audio footage from a facility DVR system, it shall be copied onto a CD-R or DVD-R type media within a reasonable amount of time following the event with the appropriate Department approved self-adhesive label. Examples of when it may be necessary are described in section 1.0.

7.2 All DVR recordings shall utilize the Milestone DVR System to download recorded facility video.

8.0 Service/Maintenance of Facility DVR

8.1 In the event the DVR system is not working properly, telephone the current contracted vendor.

9.0 Archiving DVR Footage/Video Recording

9.1 Per California Government Code Section 34090.6 (a) and (c), video recording and DVR files in jail observation and monitoring systems, must be retained for one year. They may be destroyed after one year at the discretion of the Division Chief.
TITLE: Electronic Scanning Devices NUMBER: 502.13

POLICY: Electronic searches are used to detect weapons and other potentially dangerous contraband. These searches are conducted to ensure the safety of staff, visitors, and inmates. Corrections personnel shall follow the guidelines established for these searches.


DEFINITIONS:

**Tech84 Body Scanner** - The Tek84 body scanner is an X-ray imaging system used to detect contraband and other security threats hidden under the clothing, inside the body of an individual, and used to detect contraband within inanimate objects (e.g., property boxes, assistive devices, etc.) The body scanner acquires images by using extremely low levels of X-rays and operates at extremely low radiation levels. Radiation levels outside the footprint of the device are extremely low which allows for its operation without personal radiation monitoring.

GUIDELINES

1.0 General

1.1 The Department operates a variety of Electronic Scanning Devices that shall be used to supplement a physical search of an inmate or visitor. Electronic Scanning Devices are designed to detect contraband and other objects hidden on a person or their property. Electronic Scanning Devices include the use of a body scanner, walk-through metal detector, hand-held metal detector, and a belt driven X-ray imaging system.

**Note:** Electronic Scanning Devices pose no danger for people with medical devices (e.g., heart pacemakers). The Tek84 body scanner shall not be used on inmates who are pregnant or may be pregnant.

1.2 Use of an Electronic Scanning Device should be used by those staff members who have been trained on their operation.

1.3 All newly booked inmate searches will be conducted using a minimum of a pat search and are subject to a scanning device search. Additionally, inmates returning to or leaving housing areas are subject to a pat search and/or scanning device search.

2.0 Tek84 Body Scanner

2.1 In most cases, the operation and subsequent viewing of results from the body scan device shall be conducted by custody staff of the same sex. If contraband or anomalies are detected on a scan, staff of the opposite sex may view the scan if a
secondary option is needed.

- Operation of the body scan device on transgender or intersex inmates shall be conducted by the gender the inmate feels most comfortable with.
- Results of the scan shall not be viewed by unauthorized persons, photographed, or videotaped unless part of an official investigation.
- The body scanner shall not be used to determine an individual’s gender, conduct medical examinations, or to diagnose an illness or injury.
- Refer to Department Policy 502.11 (Strip Search) for guidelines on what one should do when contraband is found.

2.2 Multiple scans of an inmate can be taken to ensure the detection and removal of possible contraband.

2.3 Scans from intoxicated or potentially combative subjects shall be conducted after the individual has time to sober or is able to safely participate in the scanning process.

2.4 If due to ADA or other mobility concerns that prevents the inmate from remaining in a standing position for the scanning process, the inmate can be seated in a plastic resin chair to assist.

- An inmate will not be removed from their wheelchair if they cannot safely transfer on their own. If necessary, two separate body scans can be obtained while the inmate remains in their wheelchair.

2.5 Each facilities’ Compliance Deputy shall be responsible for the following:

2.5.1 Completion of weekly system checks.

- If any discrepancies to the overall safety and functionality are discovered, the device shall be turned off and immediately reported to the on-duty supervisor.
- Maintenance to the Tek84 body scanner shall only be conducted by an authorized service technician.

2.5.2 Verify annual evaluations and inspections are performed in accordance with applicable State and Federal regulations.
2.5.3 Verify yearly training is completed for all users.
2.5.4 Retention of survey, service, inspection, and instrument calibration records.
2.5.5 Submission of required notifications to the California Department of Public Health when the device is moved out of the facility or taken out of service (Form rh2261 series).

3.0 Hand-Held Metal Detector

3.1 The hand-held metal detector is an Ultra-high sensitivity, fully automatic metal detector capable of detecting very small pieces of metal.

3.2 Each-hand held metal detectors should be calibrated before each shift.
3.3 When searching, sweep the target with a gentle movement. Outline the body surface, making sure not to touch the surface with the handheld detector.

4.0 Walk-Through Metal Detector

4.1 The walk-through metal detector is used to detect metallic objects on inmates and visitors.

4.2 The device will register a false alarm if anyone touches the sides of the unit. As a result, in order to prevent a false reading, the scanning deputy should ensure the sides of the unit are not touched during its use.

4.3 To avoid unnecessary interference, the scanning deputy should stand no closer than five feet in front of the unit. The individual to be scanned should stand, no closer than three feet behind the unit. If a deputy is to stand adjacent to the unit, they should stand no closer than three feet to the unit. These distances are approximate and need to be adhered to as to not cause interference to the units.

4.4 On the top of each unit is a set of small square green bars, which signify interference to the unit. The small green bars have a rating of zero to eight. If the bars indicate zero through three, the unit is detecting minimal interference, which is appropriate to send an individual through. A reading above three is considered maximum interference, which a false reading may be obtained.

4.4.1 Before use, the scanning deputy should look at the small green bars before allowing the individual to walk through the unit. If the minimal interference is not obtained after several minutes, the scanning deputy should ensure there are no items close to the unit to cause the interference. If a reading for the minimal interference is still not obtained, the scanning deputy should an alternative method to search the individual and contact the facility representative responsible for recalibrating the unit.

4.5 Each walk-through metal detector has eight detection zones. Each zone is signified by a group of red circular lights (bars) on the right front side of the unit. These zones pinpoint an area a metal object might be located.

4.5.1 If a person registers a red zone bar, have the individual walk through the unit again. The use of a hand-held metal detector can be utilized for final confirmation.

5.0 X-Ray Imaging System (XIS)

5.1 The XIS is a conveyor belt driven x-ray imager with protective curtains made operational by connecting the power cord to an AC power outlet.

5.2 The XIS is to be used to scan items such as inmate mattresses, boxes, mail, and clothing.

5.3 When operating the XIS, the following safety precautions should be used.
5.3.1 Clear the x-ray tunnel of all items before starting the unit.
5.3.2 Verify sharp objects do not cut the x-ray curtains or conveyor belt.
5.3.3 If an item becomes jammed in the inspection tunnel, stop the x-ray generator and conveyors before attempting to clear and ensure one of the following steps have been taken.

- Press the Emergency Stop button
- Turn the main AC switch to the OFF position
- Turn the key-switch to the OFF position
- Unplug the machine.

5.4 To maintain a safe working environment, operators of the XIS shall refrain from the following:

5.4.1 Operating the device in an outdoor environment in order to protect it from moisture, precipitation, and extremes of temperature.
5.4.2 Operating the XIS when any of the x-ray curtains are torn or missing.
5.4.3 Utilizing any part of the body to reach in or inspect the inspection tunnel before the device has been turned off.
5.4.4 Sit, stand, or ride on the conveyor.
5.4.5 Leave the device turned on while unattended.
5.4.6 Place any objects that contain liquids on top of the machine as any spill could create a potential shock hazard.

5.5 Maintenance for the XIS device shall only be conducted by an authorized service technician.

6.0 Documentation

6.1 Items such as weapons, narcotics, or other forms of contraband found, should be documented on RSD Form 528 (Inmate Disciplinary Action and Hearing Report), and/or incident report, and Supervisors Pass-on Log.
TITLE: Corrections Canine Program  
NUMBER: 502.14

POLICY: The Department established a Corrections Canine Program to provide an enhanced level of security and safety using Narcotic Detection Dogs to proactively search for narcotics and other contraband within the Corrections Division.

REFERENCE: Riverside County Sheriff’s Department Standards Manual, Riverside County Sheriff’s Department Canine Operations Manual, Riverside County Sheriff’s Department Police Service Dog Orientation Manual, Department Policy 502.02 and 502.06.

GUIDELINES

1.0 Detection Dogs

1.1 To reduce the amount of narcotics, cell phones, and other contraband entering or maintained within correctional facilities, Department Detection Dogs shall be used to search inmates and facilities (interior and exterior). Detection Dogs shall also be used to search transportation vehicles, delivery vehicles, and inmate mail.

1.1.1 Detection Dogs trained in the detection of narcotics may be used to assist with a search for contraband in secured and unsecured areas under the control of the Corrections Division. Unsecured areas include, but are not limited to, parking lots, visiting, lobbies, and other “public” areas.

1.1.2 Detection Dogs are not apprehension canines and are only able to conduct “person” and “barrier sniffs.”

1.1.3 Detection Dog searches will be conducted on a pre-scheduled and random basis.

2.0 Detection Dogs Entering the Facility

2.1 Upon arrival at a correctional facility for a search, the canine handler shall notify the sergeant of their arrival and obtain input regarding the area intended for search. It shall be the sergeant’s responsibility to make chain of command notification, if needed.

2.2 Prior to a Detection Dog entering any facility, inmate movement may be restricted in the search area. Inmates housed in areas directly affected by a search, may be removed or secured within their cells.

2.3 Detection Dogs may be near inmates to conduct “person sniffs.” Detection Dogs shall not be used as guard dogs, for ruses, or engage in general inmate interactions.

2.4 When Detection Dogs enter a facility, Central Control shall not announce the arrival of the team which could possibly alert inmates of their presence. The sergeant will make direct notification to the housing unit or area to be searched, if needed.
2.5 The Detection Dog should always remain on lead when traveling through facilities; however, the lead may be removed by the handler whenever the canine conducts a search of a specific cell or area. When conducting “person searches” the Detection Dog shall be on lead.

2.6 At the discretion of the sergeant, visitors in the public and visiting area of the jail facility may be subject to search by a Detection Dog.

2.7 A sergeant shall be present during all searches within a correctional facility. A designated staff member shall assist in the processing of contraband or other evidence and complete any required disciplinary markers or criminal reports.

2.8 When a Detection Dog search is in progress, the canine handler shall have their body worn camera and/or a hand-held camera recording at all times.

2.9 If a Detection Dog alerts on an employee, contractor, or member of the public, a sergeant shall immediately coordinate the investigation.

3.0 Detection Dog Requests

3.1 A Detection Dog may be used to assist in a search for specific items where information has been developed to suggest contraband is present. A sergeant should request the assistance of a Detection Dog via Sheriff’s Dispatch.

3.2 The availability of the Detection Dog shall be determined by the program’s facilitator (Special Enforcement Bureau’s Canine Team Sergeant). All after-hours requests for a Detection Dog shall be first approved by the requesting facility’s lieutenant (or above).

4.0 Use of Field Operations’ Canine Teams within a Correctional Facility

4.1 If the corrections canine is unavailable, other Department canines trained in the detection of narcotics and other contraband may be used to assist in a search, with the facility commander’s approval.

4.1.1 Upon receiving authorization, the requesting sergeant shall contact Sheriff’s Dispatch and request a “no-bite” detection trained canine with no past bite experience from the Special Enforcement Bureau’s Canine Team.

➢ All procedures applicable to the corrections canine shall apply to field canines deployed in a correctional facility.

5.0 “Person Sniffs” with Detection Canine

5.1 An Admonishment will be given by the canine handler

5.1.1 Admonishment:

➢ The detection dog may contact your person during the search.
The dogs are passive and not aggressive.
Remain still while the search is conducted.

5.2 "Person sniffs" on inmates will be conducted at a five to one deputy ratio.

5.3 Inmates will be instructed to face away from the canine handler, feet together, with hands behind their backs.

5.4 "Person sniffs" may also be conducted on persons other than inmates.

5.5 Inmates, who are in their cells, will be instructed to lie face down, ankles crossed and their hands behind their backs.

6.0 Use of Corrections Detection Dogs Outside a Correctional Facility

6.1 Corrections Detection Dogs may be used for searches in support of a Field Operations’ mission.

6.2 This request shall be coordinated through the Special Enforcement Bureau’s Canine Team.

6.3 At no time shall a Corrections Team Handler be placed in an unsecured or volatile situation.

7.0 Documentation

7.1 A completed Cell Search Log (P502.06 Att. #1) shall be routed to the facility commander for final review and disposition.

7.2 All searches shall be recorded on a cell search log and noted in the Supervisor Pass-on Log.

7.3 Weapons, cell phones, narcotics, or other contraband found during searches should be handled as evidence and documented in disciplinary markers and/or incident reports, as required.
TITLE: Fraternization Policy

POLICY: Fraternization and unprofessional relationships between Riverside Sheriff’s Department employees and inmates and/or their friends and family members is forbidden.

REFERENCE: Department Directive #92-046; DSM sections 101, 102, 103 and 340, Department Policy 501.24

DEFINITIONS

Department/Staff Member - Includes any employee of the Department and any non-compensated volunteer associated with the Department.

Fraternization - Any unduly familiar personal relationship between Department/staff members and any inmate, or the friends or family of an inmate.

GUIDELINES

1.0 Rationale

1.1 Fraternization between inmates, their family, and members of the Department, can potentially expose a security threat to other inmates and staff, and to the mission of the Riverside County Sheriff’s Department. Institutional control of inmates, and staff safety within any correctional facility, is dependent on the staff maintaining a professional demeanor and position of authority. Fraternization may foster an attitude of equality between inmates and staff, which undermines the staff's position of authority. It may also expose the involved staff member to coercion, divide staff loyalties, and create the appearance of favoritism that threatens the institutional control of the facility.

1.2 To achieve the mission of the Riverside Sheriff's Department, supervisors/managers shall be responsible for providing guidance to staff in the enforcement of this policy. Each member of the Riverside County Sheriff's Department shall be responsible for abiding by and enforcing this policy. A breach of this responsibility may result in adverse performance comments and/or discipline, up to and including termination from employment, or removal from a volunteer status.

1.3 This policy addresses conduct and relationship occurring both on and off duty. Members of the Department are reminded that their conduct is expected to meet the standards set forth in the Law Enforcement and Correctional Deputy Code of Ethics, the Department’s Value Statement, and the Department Standards Manual. Fraternization, as defined in this policy, is a violation of the Code of Ethics, the Value Statement and the Department Standards Manual.
2.0 General

2.1 Any member of the department, who becomes aware of an unprofessional relationship between an inmate and another Department member shall immediately notify a supervisor.

2.2 The Department maintains a zero-tolerance policy regarding sexual assault, sexual abuse, or sexual harassment toward any inmate. All Department members and staff are responsible for the prevention, detection and reporting of any sexual misconduct.

2.3 Members shall not engage in undue familiarity with inmates, their families or friends. Members shall maintain a helpful but professional attitude and shall not discuss their own, or another person's personal affairs with an inmate.

2.4 Members shall not take, send, or otherwise convey verbal or written communications from, or to an inmate except as necessary in the performance of his/her duties. The same restrictions shall apply to any items, article or substance.

2.5 Members shall not assist any inmate in the preparation of any legal document or give legal advice or service, except as specifically authorized by the Commander as a recognized element of assigned duties.

2.6 If a Department member becomes aware that a relative or close friend is an inmate of the Facility, this fact shall be brought to the attention of the on-duty supervisor.
TITLE: Grooming/Dress Standards

POLICY: Corrections personnel will maintain a professional appearance at all times while on-duty. They will only wear authorized uniforms and clothing, and follow Department grooming standards outlined in this policy.

REFERENCE: RSD Uniform Manual, DD# 20-072, DMS section 1045 and 1046
CROSS-REFERENCE: RSD Field Operations Manual

DEFINITIONS:

Body modification - A deliberate altering of the human anatomy or human physical appearance.

Brand - A picture, design, or other marking that is burned into the skin or other areas of the body. Body markings are pictures, designs or other markings as a result of using means other than burning to permanently scar or mark the skin.

Extremist - Extremist tattoos or brands are those affiliated with, depicting, or symbolizing extremist philosophies, organizations, or activities. Extremist philosophies, organizations, and activities are those which advocate hatred or intolerance based on race, ethnicity, national origin, gender, gender identity, sexual orientation, religion, economic status, age, or disability; advocate, create, or engage in illegal discrimination based on race, ethnicity, national origin, gender, sexual orientation, gender identity, religion, economic status, age or disability; or advocate violence or other unlawful means of depriving individuals rights infer the U.S. Constitution, and Federal or State law.

Indecent - Indecent tattoos or brands are those that depict nudity or are offensive to modesty, decency, propriety, or professionalism.

Political - Relating to the symbols, causes, ideas or strategies of a particular party or group in politics, including special interest groups.

Racist - Racist tattoos or brands are those that advocate a philosophy that degrades or demeans a person or group of people based on race, ethnicity, or national origin.

Sexist - Sexist tattoos or brands are those that advocate a philosophy that degrades or demeans a person or group of people based on gender.

Tattoo/Body Art - A picture, design, or making made on the skin or other areas of the body by staining it with an indelible dye, or by any other methods including pictures, designs, or markings only detectable or visible under certain conditions (as in an ultraviolet light or invisible ink tattoo). The term tattoo and body art are interchangeable.

GUIDELINES

1.0 Intent
1.1 The intent of this policy section is to establish dress and grooming standards that will reflect a professional image and provide for the personal safety of employees. While on-duty, Corrections staff are expected to present a neat, clean, and professional appearance.

1.2 Corrections staff shall only wear authorized uniforms and equipment outlined in the Department Uniform Manual.

2.0 Expectations

2.1 All Uniformed Corrections staff shall be issued and will maintain, in a clean and serviceable condition, such articles of uniform as are prescribed for their rank and for the duty assignment to which they are assigned.

2.2 All Corrections staff shall maintain, ready for immediate use, the uniform, equipment and other required articles prescribed by the Sheriff.

2.3 Uniforms shall be made of the material and in the style prescribed in the Department Uniform Manual, and shall not be altered or changed, other than for fit, in any manner unless authorized by the Sheriff.

2.4 Only those articles authorized by the Sheriff, shall be affixed to any part of the uniform.

3.0 Civilian Attire

3.1 All Corrections staff, when on-duty and not required to wear a department uniform, shall present a neat, clean, and professional appearance.

3.1.1 The following are unacceptable items of dress:

- Any clothing item that shows excessive wear and/or that detracts from a professional business appearance.
- All T-shirts, tube, or tank tops.
- Shorts and running suits (except when required for training purposes).
- Sandals, sneakers, or any footwear which constitutes a safety hazard.

3.2 Corrections staff, while inside a Department facility and dressed in civilian attire, shall display their department identification or Visitor’s Badge.

4.0 Court Attire

4.1 Male staff shall wear a complete uniform or business suit, sport coat with dress slacks, dress shirt and tie whenever their appearance in court is required.

4.2 Female staff shall wear a complete uniform or conservative business attire appropriate to the courtroom setting.

4.3 Corrections staff shall not wear their uniform when reporting for Jury Duty or in
instances when their court appearance is not directly related to their employment.

4.4 At no time shall casual attire such as shorts, sandals, denim, or corduroy slacks, etc. be worn in the courtroom.

5.0 Identification Cards and Driver License

5.1 While on-duty, all Corrections staff shall have immediate access to their Sheriff’s Department identification card and their valid California driver license.

5.1.1 Identification and driver licenses may be kept in the employee’s locker or equipment bag.

5.1.2 Employees driving vehicles shall maintain their identification and drivers license on their person.

6.0 Hats and Cold Weather Headgear

6.1 Corrections staff will only wear authorized headgear (refer to Department Uniform Manual).

6.2 Headgear shall not be worn indoors.

6.3 Helmets

6.3.1 The standard issue duty helmet shall be fiberglass in construction with an integral visor, 20 to 30 ounces, and a detachable heavy-duty plastic face shield that flips up or down and may be used for riot or tactical duty.

6.3.2 As an option, a military style kevlar helmet with a black cloth cover and plastic face shield may be issued or available for use and training.

6.3.3 All helmets in this category are to be used for emergency response team responses and training.

6.3.4 Supervisors may require the wearing of helmets by all personnel on specific occasions when the need is apparent.

7.0 Uniforms

7.1 The Class C uniform has been authorized as an optional uniform.

7.2 The Class C Uniform shall not be worn when testifying in court.

7.3 A Corrections Division supervisor may require the class A uniform to be worn for inspection purposes.

8.0 Grooming Standards

8.1 An employee shall maintain a neat, clean, and professional appearance while on-duty unless they receive special exemption due to an authorized specialty assignment.

8.2 A Supervisor may direct an employee to correct an item of personal grooming.

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8.3 **HAIR** – Hairstyles of all members shall be conservative and neat in appearance. Hair Color shall be limited to naturally occurring shades.

8.3.1 For male members, hair must not extend below the top edge of the uniform collar while assuming a normal stance.

8.3.2 For female members, hair must be no longer than the horizontal level of the top of the uniform shoulder patch when the employee is standing erect. Long hair shall be worn up or in a tightly wrapped braid or ponytail. Hair shall be worn in a manner that minimizes officer safety hazards. For non-uniformed female members, hair shall not hang in such a manner as to cover or obstruct the view of the area where identifying insignia or nameplates are worn.

8.4 **SIDEBURNS** - Sideburns shall not extend below the bottom of the outer ear opening (the top of the earlobes) and shall be trimmed and neat.

8.5 **MUSTACHES** - A mustache, absent other facial hair (beard or goatee), provided the mustache is well groomed, professional in appearance and does not extend lower than ½ inch below the corners of the mouth. Mustaches that are curled, twisted or heavily waxed are not allowed.

8.6 **FACIAL HAIR** - Facial hair in the form of a groomed and maintained goatee, or beard is authorized. Facial hair must not be longer than one-half (1/2) inch in length. Distinct cheek and neck lines are mandatory. All facial hair will be worn in a matter that reflects a professional image on the department while in civilian attire and uniform.

8.7 **FINGERNAILS** - Fingernails shall not be so long as to interfere with the duties assigned or pose a safety hazard to the employee or the public. Department members shall not wear fingernails that extend more than one-fourth (1/4) inch from the tip of the finger. Nail polish may be worn only if it is kept well manicured; chipped polish must be removed. Only conservative colors may be worn that do not detract from a professional appearance. No fluorescent or iridescent colors are permitted. Fingernail jewelry, whether glued or pierced through the nail, will not be allowed.

8.8 **JEWELRY AND ACCESSORIES (UNIFORMED PERSONNEL)**

8.8.1 Visible jewelry, other than those items listed below, shall not be worn unless specifically authorized by the Sheriff or designee.

- Wristwatch with a band of black or brown, material, or yellow or white metal no wider than one inch.
- Wedding ring(s), class rings, or other rings worn must be of a design that does not present a safety concern. A maximum of one ring/set may be worn on each hand.
- Medical alert bracelet
- Female employees may wear a pair of stud earrings, no larger than 5mm or 3/16 inches in diameter, in the lower lobe of each ear.
- Jewelry, if worn around the neck, shall not be visible above the shirt collar.
8.8.2 Employees should evaluate the wearing of any ornamentation against the possible safety hazard and the possibility of such items being lost or damaged during the course of duty.

8.8.3 Female sworn and uniformed civilian employees may have pierced ears; however, regardless of gender, body piercing of the face, head, neck, nose, mouth, and hands is prohibited. For all employees, any visible piercing or alteration to any areas of the body that is distracting, inconsistent with a professional appearance, or noticeably distorts normal anatomical features (i.e., that is not a reasonable elective cosmetic surgery performed by a licensed physician or medically required) is prohibited. Such prohibited body alterations include, but are not limited to:

- Tongue splitting or bifurcation
- Complete or transdermal implantation of any objects other than hair replacement or other reasonable elective cosmetic surgery performed by a licensed physician
- Abnormal shaping of the ears, eyes, or nose
- Outlandish or unnatural contact lens colors or color variations that detract from a professional appearance
- Gauging or gradually increasing the radius of a surgically induced opening in the flesh in areas such as the earlobes or lips
- Abnormal filling of the teeth
- Dental jewelry or unnatural appearing covers such as “grills”
- Extraocular implants

**NOTE:** Procedures medically necessary because of illness, deformity, or injury (and performed by a licensed physician) shall not be considered body modifications for the purpose of this policy.

8.8.4 Refer to DSM section 1045 (Personal Appearance Standards) for additional information.

9.0 Tattoos

9.1 Tattoos or brands that are detrimental to good order are prohibited. While on or off-duty in uniform or on-duty civilian attire, staff are prohibited from exhibiting tattoos, body art, or brands that are offensive or demeaning to persons of ordinary sensibilities. This may be rescinded or modified at any time by the Sheriff.

9.2 The following tattoos, brands, or scarifications are prohibited regardless of visibility:

- Extremist
- Indecent
- Sexist
- Racist

9.2.1 Any tattoo/body art or brand that implies a negative bias towards any group will cause the employee to be subject to disciplinary action, up to and including termination.

9.2.2 No group, station, shift assignment, team, or other collection of employees,
may display the same tattoo or markings if the theme message, content, or mere existence as a group tattoo or marking, is viewed by the Sheriff or his designee to be in conflict with our mission, professional image, or otherwise in violation with any other part of General Orders or Department Policy. Staff are encouraged to consider the impact that such group tattoos may have upon their image, testimony in official proceedings, and upon our role as an unbiased law enforcement organization.

9.3 All staff are prohibited from having tattoos on any part of the hands, face, head, eyelids, mouth and ears with the following exceptions:

- Tattoo of a wedding band on the ring finger
- Permanent facial make-up on the eyebrows, and lips that is conservative

9.4 The Department reserves the right to require employees to conceal their tattoos/body art or brands if deemed necessary to comport with evolving standards. This policy and its exceptions do not grant permanent approval to display any tattoos/body art or brand subsequently deemed unacceptable for display, and employees may be required to cover them at any time.

9.5 The following tattoos/body art and brands must be concealed in accordance with this policy while in uniform or on duty in civilian attire:

- Symbols or markings likely to elicit a strong negative reaction in the workplace or public or that are inconsistent with the Department’s values or community relations objectives including, but not limited to, symbols or markings that promote or are associated with violence or weaponry
- Anything contrary to the purpose of law enforcement including, but not limited to, depictions symbolizing or indicative of alcohol or narcotics, illegal or gang related activity, or symbols suggestive of activity that undermines the purpose of law enforcement
- Illustrations, references, symbols, acronyms or the like that denigrate the United States, State of California, or the Department
- Symbols or markings that represent political beliefs, political parties, political slogans, or that cast any political group in a negative light.

**NOTE:** Concealment for areas not naturally covered by the uniform or plainclothes attire shall be accomplished with flesh-color matched bandages or wraps.

9.6 Refer to Department Standards Manual section 1046 (Tattoos, Brandings, and Scarifications) for additional information.
TITLE: Less Lethal Weapons and Munitions

POLICY: The purpose of this policy manual is to detail and outline the standards for use and operation of special weapons deployed within the Corrections Division.

REFERENCE: P.C. 147, 673, 4574; Department Standards Manual Section 300, and 308 Department Directive #10-032, Departmental Memorandum #13-133, Department Directive #13-006, Department Directive #13-007

CROSS-REFERENCE: Exposure Control Plan (508.08), Restraint Devices (503.08), O.C. Spray (503.04), Hostage Plan (502.05), Use of Force (503.09), Critical Incident Debriefing (501.23) Critical Incidents (505.01) and Riot/Facility Disturbance (505.07)

DEFINITIONS

Less Lethal Force
- A force applied with the intention to subdue threatening subjects which over a given number of occurrences, the statistical probability exists that death can occur.

Lethal Force
- That force which is used with the purpose of causing or is known to create a substantial risk of death.

Launchable Baton
- An extended range impact weapon, performing the same function as a straight stick baton or a Rapid Containment Baton (RCB), except at extended ranges.

37 MM Primary Target Areas
- These are the areas where the potential injuries, in most cases, will be minimal. Additionally, the goal of targeting these areas is to incapacitate without causing serious, life-threatening injuries. These areas include:
  - Forearm
  - Lower Abdomen
  - Shin
  - Shoulder
  - Thigh
  - Upper Arm
  - Wrist
  - Buttock
  - Calf
  - Shoulder Blade

37MM Secondary Target Areas
- The secondary target areas should be engaged only after contact with the primary target areas have failed to be effective, or the threat level has correspondingly increased. Injuries in these areas may be more serious. These areas include:
  - Collarbone
  - Upper Abdomen
Knee
Rib Cage
Groin
Elbow

37MM Final Target Areas -
THESE AREAS SHOULD NOT BE TARGETED UNLESS THE
THREAT LEVEL HAS RISEN TO THE POINT THAT THE USE OF LETHAL FORCE IS
JUSTIFIED.

These areas include:

Head
Neck
Kidney Area
Spine
Tail Bone

PepperBall Primary Target Areas -
These are the areas where the resulting trauma, in most cases will be minimal.

See attached diagram

PepperBall Final Target Areas -
THESE AREAS SHOULD NOT BE TARGETED UNLESS THE THREAT LEVEL HAS RISEN TO THE POINT THAT THE USE OF LETHAL FORCE IS JUSTIFIED.

These areas include:

Eyes
Face
Throat
Spine

Department Standards Manual

300.03 Deputies shall use only that amount of force that reasonably appears necessary given the fact and totality of the circumstances known to or perceived by the deputy at the time of the event to accomplish a legitimate law enforcement purpose (Penal Code 835a).

300.3.3 The application of any pain compliance technique shall be discontinued once it is determined that compliance has been achieved.

300.4 The use of deadly force is only justified when the deputy reasonably believes it is necessary in the following circumstances (Penal Code 835a):

- A deputy may use deadly force to protect him/herself or other from what he/she reasonably believes in an imminent threat of death or serious bodily injury to the deputy or another person.
- The deputy may use deadly force to apprehend a fleeing person for any felony that threatened or resulted in death or serious bodily injury, if the deputy reasonably believes that the person will cause death or serious bodily injury to another unless immediately apprehended.
GUIDELINES

1.0 Authorization

1.1 The Sheriff authorizes special weapons that present a formidable psychological advantage to the user and may eliminate the need for the actual deployment of the weapons systems.

1.2 Less lethal weapon systems will only be used when force is necessary in self-defense, defense of another, prevention of escape or serious injury to persons or property.

1.3 The authorized use of these weapons systems during any disturbance or riotous situation within the Corrections Division will have a primary objective of attaining one or more of the following.

- Prevention of violence – physical harm to staff or other inmates.
- Suppression and dispersal of riotous assemblies of inmates with a minimum hazard to the inmates and staff.
- Incapacitation and restraint of violent inmates who are endangering life, property and/or the security of the facility.

1.4 Staff shall exercise good judgment when deploying any less lethal device.

1.5 The staff member must consider if an immediate articulable need exists for deployment of such devices. The need for less lethal deployment should be considered when an immediate threat to the safety of staff or inmates is present. Absent any immediate risk to staff or inmate, staff shall seek direction from a supervisor prior to the use of a less lethal device.

1.6 Less lethal weapons systems may only be deployed by authorized personnel. There are two categories:

- 1.6.1 Does not require prior authorization from a supervisor when there is an immediate need for the deployment of the weapon system:
  - PepperBall Launcher
  - MK-4 OC Canister
  - MK-9 OC Canister
  - MK-46 OC Canister
  - Taser

- 1.6.2 Requires prior authorization and direct supervision from a sergeant or higher prior to the deployment of the weapon system:
  - Ace 37mm Launcher
  - Deuce 37 mm Launcher
  - BML 37 mm Launcher
  - Stinger Grenade
1.7 A Lieutenant shall be notified within a reasonable amount of time following the deployment of these weapon systems.

2.0 Training

2.1 No employee shall carry or use these weapon systems unless that employee has attended and successfully completed a Department authorized training session on the weapon systems.

2.2 A certified instructor will consider personnel trained in the use of this weapon system only after successful completion of a course of instruction approved by the Riverside Sheriff's Department.

2.3 No employee shall carry or use the MK-4, MK-9, MK-46 unless that employee has attended and completed the POST/STC approved Oleoresin Capsicum Spray course.

3.0 Ace, Deuce, and Box Magazine Launcher (BML) Multi-Role Projectile Launchers

3.1 Description – Ace, Deuce, and BML Multi-Role Projectile Launchers, KO1 LE and KO1 Rounds

3.1.1 The KO1 LE and the KO1 37mm rounds are fired from the Ace, Deuce, and BML Multi-Role Projectile Launchers. The KO1 LE and the KO1 rounds consist of an aluminum casing containing a rubber baton projectile designed to accurately deliver a body blow to individual targets. The propelling charge comprises a small quantity of black powder contained within a modified .44 magnum cartridge case.

3.1.2 Both the KO1 LE and the KO1 rounds are designed to be direct fired. Both the KO1 LE and the KO1 rounds fire a 4.4-inch hard rubber baton projectile weighing 2.7 ounces.

3.2 Classification

3.2.1 The KO1 LE and the KO1 round along with the Ace, Deuce, and BML Multi-Role Projectile Launchers used within the Corrections Division are classified as “Control Device” according to Department Standards Manual Section 308.1.

3.3 Application

3.3.1 Extremely effective at incapacitating and restraining of violent inmates who are endangering life, property, and/or the security of the facility.

3.3.2 Target areas (primary, secondary, final) should be selected based on minimum distances and level of threat.

3.3.3 After the application of the KO1 LE or the KO1 round, all inmates who were struck, will receive an immediate medical evaluation.
3.4 Deployment Tactics and Considerations

3.4.1 Unless approved by a supervisor, personnel deploying the Ace, Deuce, and BML Projectile Launchers shall wear protective gear, including eye protection, riot vest, and a riot helmet.

3.4.2 To reduce the possibility of serious injury or death, the following standards of deployment shall be used regarding the KO1 LE and the KO1 rounds.

3.4.3 The KO1 LE round can be used indoors or outdoors. The KO1 round shall only be used when different types of barricades/situations call for its higher velocity. The Sergeant leading the ERT team will decide when the weapon will be deployed. When deployed, several tactical considerations must be addressed to provide for the safety of the deputies involved and to reduce the danger to the intended target. These are:

- Assign a cover deputy in the event the inmate(s) escalate the need for greater force.
- The KO1 LE and the KO1 rounds are designed to be direct fired.
- Trained personnel on scene armed with the Ace, Deuce, or BML may need to exercise the option of utilizing the KO1 round at a close distance under certain conditions. These conditions may include but are not limited to an inmate that is not responding to the force generated by the KO1 LE round, those situations where physical contact to control a violent or potentially violent subject is likely, inmates physically attacking other inmates or staff members, inmates wearing multiple layers of clothing or other padding, or inmates shielding themselves with one or more mattresses.
- Extreme caution should be used to avoid striking the head, neck, spine, liver, and kidney as intended targets.

3.5 Stinger Grenade

3.5.1 Description - Stinger Grenade “Sting Ball” Rubber pellet only

3.5.2 The Stinger Grenade is a rubber ball grenade containing an explosive charge and containing approximately 180 rubber pellets, which upon detonation disperse the 32 Caliber pellets in a circular 50-foot radius. Detonation occurs approximately two seconds after activation and separation of the fuse mechanism.

3.5.3 Detonation occurs through a time delayed, mechanical fuse, which separates from the grenade body before detonation. The time delay is approximately 1.5 seconds. Detonation of the grenade body is caused by 8 grams of flash powder stored in the center of the grenade body and surrounded by the rubber pellets.

3.6 Classification

3.6.1 The Stinger Grenade is classified as a “Control Device” according to Department Standards Manual Section 308.1.

3.7 Application
3.7.1 Extremely effective against individual or multiple selected targets or subjects who display violence or aggression. Effective for dispersing or routing of individuals in crowd control or civil disturbance situations. Effective as a distraction device when used with other means to gain compliance of an assaultive/resistive individual.

3.7.2 After the application of Stinger Grenades all inmates affected will receive a medical evaluation.

3.8 Deployment Tactics and Considerations

3.8.1 Unless approved by a supervisor, personnel deploying the Stinger Grenade shall wear protective gear, including eye protection, hand protection (Nomex gloves), riot vest and a riot helmet.

3.8.2 To reduce the possibility of serious injury or death, the following standards of deployment shall be used regarding the Stinger Grenade.

3.8.3 The Stinger Grenade can be used indoors or outdoors. When deployed, several tactical considerations must be addressed to provide for the safety of the deputies involved and to reduce the danger to the intended target. These are:

 Assign a cover deputy in the event the inmate(s) escalate the need for greater force.

 The Stinger Grenade is designed to be hand thrown.

 OUTDOOR USE - Toss the grenade with a sufficient arch to cause the device to detonate 8-10 feet above the target area, which should be between 30-40 feet away. This will ensure that detonation will occur and achieve the maximum dispersion of the rubber pellets.

 The supervisor on the scene will consider the deployment area before throwing the device. Without sufficient overhead clearance (8-10 feet) above the heads of the intended target(s), the device may not be completely effective.

 INDOOR USE - Should the need arise for the deployment of the grenade inside the facility, the device can either be rolled or tossed to the area desired. Since using the device inside will be confined to smaller areas, additional caution should be used concerning officer safety. This may include hitting fixed objects and having the device bounce back toward the officer. By not having the device rolled or tossed a sufficient distance, it could be thrown back at the officer.

 When deploying the Stinger Grenade into a single cell or dayroom area, consideration should be given to obstacles such as toilets, tables, sinks, and bunks, which might deflect the rubber pellets and lessen the effectiveness of the device.

 After the deployment of any Stinger Grenade, weather the grenade was used in training or disturbance, a supervisor will notify the Department of Alcohol Tobacco and Firearms (ATF) of the deployment of an explosive device. The notification will include the serial number of every grenade deployed and a brief description explaining the nature of the deployment.

4.0 PepperBall Launcher
4.1 Description

4.1.1 The PepperBall Launcher is a semi-auto action compressed air rifle, which launches projectiles (Pepper Balls). It has a maximum capacity of 180 projectiles with a firing rate of 6 projectiles per second. It fires at the rate of 280-325 feet per second and have a Kinetic impact of approximately 10 to 12 pounds of force. The PepperBall is a kinetic impact projectile filled with a pepper powder inhibitor.

4.1.2 The PepperBall Launcher operates by high-pressured air (HPA), which is stored within the HPA bottle at the rear of the weapon. The HPA bottle is charged with compressed air at 3000 psi when filled. The HPA bottles are equipped with a pressure gauge.

4.2 Classification

4.2.1 The PepperBall Launcher is intended for use in those situations where physical contact to control a violent or potentially violent subject is likely. The launchers used within the Corrections Division are classified as "Control Devices" according to Department Standards Manual Section 308.1.

4.3 Application

4.3.1 The PepperBall Launchers are extremely effective at incapacitating and restraining of violent inmates who are endangering life, property, and/or the security of the facility. The weapons residual effects are minimal. Injuries include bruising and redness.

4.3.2 Target areas, excluding the neck and head, can be engaged between the distances of 0-60 feet for direct fire and up to 150 feet for area pepper powder saturation.

4.3.3 After the application of the PepperBall Launcher, all affected inmates will be medically evaluated.

4.4 Deployment Tactics and Considerations

4.4.1 Personnel deploying the PepperBall Launcher should wear protective gear, including eye protection.

4.4.2 The PepperBall Launcher can be used indoors or outdoors, under the following circumstances:

- When a subject exhibits violent or potentially violent behavior that threatens the safety of others.
- To control inmate disturbances, fights, and riots inside correctional facilities.
- Jail cell extraction.
- Crowd control / used to disperse in civil disobedience situations.

4.4.3 The supervisor in control of the incident should not be the individual using the PepperBall Launcher. The intent of this suggestion is that the employee responsible for control of the incident remains as the supervisor and decision-maker.
Whenever possible, verbal war warnings shall be given to the target subject before deploying the PepperBall Launcher.

4.4.4 Proximity shots (saturation rounds) may be fired near a subject to either deploy a cloud of OC powder, or to encourage the subject to comply with directives without striking the subject with projectiles.

4.4.5 Large dayroom areas may not initially provide an environment that is conducive to proximity shots due to combative inmates in the middle of dayrooms with extremely high ceilings. In those instances, it is an effective tactic to fire projectiles directly at identified instigators and combatants, with the resultant effect of driving all non-compliant inmates into corners and walled areas of the dayroom, where proximity shots can be made against walls and upper tiers to effectively control the non-compliant inmates.

4.4.6 If it becomes necessary to deploy projectiles at a subject, it may be necessary to fire multiple shots to achieve compliance; however, personnel deploying the launcher at a subject should continuously reassess if compliance has been achieved or the situation has changed.

5.1 MK-4, MK-9 and MK-46 OC Projectors

5.1.1 Description – MK-4, MK-9 and MK-46 Oleoresin Capsicum (OC) Projector

5.1.2 The MK-4 OC Projector is a 3-oz dispenser, which projects a stream of oleoresin capsicum 15-20 feet. The MK-4 was designed for use with individuals, small crowds or small spaces.

5.1.3 The MK-9 Projector is a 16-oz dispenser, which projects a stream of oleoresin capsicum 25-30 feet. The MK-9 was designed for use with individuals, small to moderate size crowds or moderate size spaces.

5.1.4 The MK-46 OC Projector is a 46-oz dispenser, which projects a stream of oleoresin capsicum a distance of 25-30 feet. The MK-46 was designed for use with large crowds or with the detachable wand, for spraying under doors, through windows or around corners.

5.2 Classification

5.2.1 The MK-4, MK-9 and MK-46 OC Projector are classified as a “Control Device” according to Department Standards Manual Section 308.01.

5.3 Application

5.3.1 Extremely effective against individual or multiple selected targets or subjects who display violence, aggression or resistance. Effective for the dispersing or routing of individuals in crowd control or civil disturbance situations.

5.3.2 After the application of OC spray from the MK-4, MK-9 or MK-46, all affected inmates will receive a medical evaluation and be allowed to de-contaminate. Water should be run over the face and eyes of the inmate(s) until a majority of the pain is gone.

5.3.3 Once the MK-4 or MK-9 Projectors have been completely discharged, they can be given to the facility training unit and then disposed of in a normal landfill manner.

5.3.4 Once the MK-46 Projector has been completely discharged, it will be given
to the facility training unit for refilling. Each facility will be responsible for purchasing the refilling agent and having the projectors serviced.

5.4 Deployment Tactics and Considerations

5.4.1 When practical, employees should wear either the N95 or Gas Mask during and after the deployment of this chemical agent.

5.4.2 When safe and practical, employees should make every effort to ventilate the contaminated area after the deployment of this chemical agent to minimize affecting noninvolved inmates in adjacent areas.

5.5 Operation

5.5.1 The MK-4 operates by raising the flip-top safety and depressing the actuator.

5.5.2 The MK-9 operates by pulling the trigger safety pin and depressing the trigger.

5.5.3 The MK-46 operates on the same basic design as the common fire extinguisher. The safety pin on the handle prevents accidental discharges when not in use. The handle of the projector acts as the trigger mechanism. Located on the side handle is a gauge, which shows how much pressure used to propel the contents is left in the projector.

6.0 OC Aerosol Canister

6.1 Description – Oleoresin Capsicum (OC)

6.1.1 The 4.3 oz OC aerosol canister projects a pressurized mist/aerosol of active agent. This size canister is designed for use in small and large areas, like a jail cells or dayrooms.

6.2 Classification

6.2.1 The OC aerosol canister are classified as a “Control Device” according to Department Standards Manual Section 308.1.

6.3 Application

6.3.1 Extremely effective against individual or multiple selected targets or subjects who display violence, aggression or resistance. Effective for the dispersing or routing of individuals in crowd control or civil disturbance situations.

6.3.2 After the application of the OC aerosol canister and after the situation is stabilized, prescribed first aid shall begin. Either floor staff or medical staff can accomplish this. Medical staff shall examine the inmate for any signs of primary or secondary injuries.

6.3.3 Once the OC aerosol canister has been completely discharged, it can be given to the facility training unit and then disposed of in a normal landfill manner.
6.4.1 When practical, employees should wear either the N95 or Gas Mask during and after the deployment of this chemical agent.

6.4.2 When safe and practical, employees should make every effort to ventilate the contaminated area after the deployment of this chemical agent to minimize affecting noninvolved inmates in adjacent areas.

6.5 Authorization, Use, Training and Definitions

6.5.1 Authorization – OC aerosol canister may be deployed with the authorization of a sergeant or higher. In addition, they will not be used without the direct supervision of a sergeant or higher.

6.5.2 A Lieutenant shall be notified within a reasonable amount of time following the deployment of these weapon systems.

6.6 Operation

6.6.1 The OC aerosol canister operated by depressing the actuator on the top of the grenade. If partially depressed, a burst of chemical agent will be dispersed for as long as the actuator is depressed. If the actuator is fully depressed into the locked position, the aerosol canister will disperse the entire contents of the canister (approximately 28 seconds).

6.7 Decontamination

6.7.1 Subjects, who are exposed to OC, either powdered, mist, or aerosol will be given appropriate first aid and medical care. The steps taken to decontaminate the subject will be documented in the criminal and/or use of force report prepared following the incident.

6.7.2 Exposed areas to OC, either powdered or aerosol will be decontaminated as soon as safe and practical. Liquid chemical agents, OC should be allowed to dry either by normal air exchange or by the use of a fan system. If a fan system is used, staff should ventilate the contaminated air out of the facility in a safe manner, being cautious not to recirculate the contaminated air throughout the facility. OC Powder is non-toxic, biodegradable and water soluble. It can be swept and disposed of through any sewage drain. All exposed surface areas can be cleaned with normal disinfectant cleaning solution.

7.0 Stun Shield

7.1 Description - Stun Shield - Electronic Restraint Device

7.2 Electronic Restraint Devices are devices capable of emitting an electronic charge that can effectively repel, stun, disorient, or momentarily incapacitate an individual without causing permanent physical injuries. The electronic pulse technology in these devices has been determined to be non-lethal.

7.2.1 The Department authorized the use of two sizes of the Stun Shield.

 The Standard size shield (20” x 36”) in the Concave (capture)
The Convex configuration is manufactured with one aluminum, rubber-sleeved handle and one breakaway Velcro arm strap. The trigger-switch is a rocker style and is mounted within the aluminum handle. The handles are mounted in parallel, approximately 14" apart.

The Institutional size shield (24" x 48") is available in both the Concave (capture) and the Convex configuration. This shield utilizes two, aluminum, rubber-sleeved handles, mounted in parallel approximately 16" apart. As a result of the size and weight of the institutional shield, each shield comes with two handles regardless of configuration. This shield has the same trigger-switch as the Standard shield.

7.2.2 When activated, the Stun Shield will deliver 40,000-50,000 volts/4-6 milliamps of electricity on the intended target.

7.3 Classification

7.3.1 The Stun Shield is classified as a "Control Device" according to Department Standards Manual Section 308.1.

7.4 Application

7.4.1 Extremely effective in repelling or incapacitating inmates when activated and contact is made with at least two contact points.

7.4.2 As a psychological deterrent when the trigger is depressed, and visible electricity is displayed.

7.4.3 If possible, the following body areas shall be avoided when applying an electronic restraint device to an individual:

- Head
- Neck-Throat area
- Genitals
- Open wounds
- Female Breasts

7.4.4 The electronic restraint device will not be used on persons with the following conditions:

- Pregnant women
- People in wheelchairs
- Persons under 80 lbs. in body weight.
- People with known neuro-muscular diseases.
- Multiple Sclerosis
- Muscular Dystrophy
- Metal body braces

7.4.5 The user will not use the device when the following conditions are present:

- Volatile chemicals or gases.
- If the odor is strong enough to detect, or the user would not smoke in the
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7.4.6 Length of application:

- In most cases, 2 to 6 seconds of application will gain compliance from an individual.
- The length of each application is not to exceed 8 seconds without any noticeable effects.
- In the event the subject does not show any noticeable effects from the application of the device within 8 seconds, the user will discontinue application of the device and utilize alternative methods to gain control and compliance.

7.5 Deployment Tactics and Considerations

7.5.1 Except under emergency conditions where risk of injury is imminent to the employee or another person, employees deploying the Stun Shield shall attempt the following:

- Exhaust all reasonable means of defusing the situation by speaking with the hostile inmate to gain control and compliance without use of force.
- Tell the hostile inmate that jail personnel shall use a Stun Shield(s) to gain compliance.
- Display the Stun Shield to the hostile inmate and depress the activator switch, causing the electricity to arc. The employee will again ask for the inmate's compliance.
- After failing to gain voluntary compliance, the employee, using proper safety precautions, will apply the Stun Shield to the hostile inmate until the subject complies, or for no longer than eight continuous seconds.

8.0 Conducted Energized Weapon/Taser

8.1 Description

8.1.1 The Conducted Energized Weapon (Taser) is an electro-muscular disruption weapon that disrupts the body's ability to communicate messages from the brain to the muscles causing temporary motor skill dysfunction to a subject.

8.1.2 All personnel deploying the Taser shall be aware of all Departmental policies and regulations pertaining to its use.

8.1.3 Authorization – The Taser may be deployed with the authorization of a sergeant or higher. In addition, absent exigent circumstances and a threat to staff or other inmates, the Taser will not be used without the direct supervision of a sergeant when an inmate is in a closed cell or secured in a housing unit.
8.2 Deployment Considerations

8.2.1 The Taser will only be used when force is necessary in self-defense, defense of another, prevention of escape or serious injury to another person. The authorized use of this weapon will have a primary objective of attaining the following.

- Prevention of violence – physical harm to staff or other inmates.
- Incapacitation and restraint of violent inmates who are endangering life, property and/or the security of the facility.

8.3 Use of Force Guidelines

8.3.1 Only personnel who have successfully completed the Department approved training course by a certified Taser instructor may carry and use the Taser.

8.3.2 A Sergeant will assign trained staff to carry the Tasers during their shift.

8.3.3 The Taser may be used for the purpose of compelling an individual to cease his or her refusal to comply.

8.4 Corrections Personnel shall evaluate each circumstance requiring the use of the Taser including, but not limited to:

- The threat level.
- Any additional information immediately available such any potential medical/mental health issues, age, or any other reason the Taser may not be appropriate for use.
- Employees should not use the Taser on inmates who are under physical restraint unless the inmate is still violently resisting and lesser means of controlling the inmate cannot be reasonably employed and/or failed.

8.5 The Conducted Energized Weapon Taser shall be carried on the person in a department approved holster.

8.5.1 The holster will be worn on the Department member's non-primary side in a cross-draw configuration only. This includes duty belt holster, tactical vest and drop-down holster configurations.

8.5.2 Personnel will use an authorized Taser holster only. Taser holsters can be approved by a Department rangemaster or defensive tactics instructor.

8.5.3 Tactical thigh holsters designed for the Taser may be authorized for personnel with limited access to a belt-worn holster. Consideration will be given to personnel wearing a ballistic outer vest, safety concerns due to waist size and arrangement of the equipment on the duty belt, and the nature of the assignment. These exceptions will be approved by the employee's station or bureau commander.

8.6 Inspection

8.6.1 Personnel should inspect the Taser for operational readiness at the
beginning of his shift.

8.6.2 Personnel will check the battery status and conduct a spark test prior to carrying the Taser. If the Taser is not operating properly, and a battery replacement will not remedy the problem, contact the Ben Clark Training Center. Each facility will designate an area for spark testing.

8.7 Deployment Considerations

8.7.1 The upper chest, face, eyes and genital area should not be targeted.

8.7.2 Consideration should be taken when the inmate is in a position where a fall may cause substantial injury or death.

8.7.3 Absent exigent circumstances, the Taser should not be deployed when the inmate is elderly, physically disabled, visibly pregnant, individuals with known physical or mental health problems, subjects who have received multiple discharges, on an individual who could fall from an elevated position, on an individual who is in, or who could fall into, a pool or body of water, on handcuffed inmates unless they pose an immediate threat to themselves or others, to stop subjects from swallowing potential evidence or to retrieve evidence a subject is attempting to swallow.

8.7.4 The Taser should not be deployed at an inmate if there is a concentration of flammable or combustible liquid or material in the area.

8.7.5 Deployment at a stationary target is desirable; however, staff should recognize an inmate's actions might not always make this possible. If the target becomes mobile, staff should exercise caution when deploying the Taser against moving targets.

8.7.6 The Taser may be used in a “drive stun” mode. A drive stun is performed by removing the air cartridge from the firing bay and aggressively driving the Taser into the inmate with it activated. It may also be performed with a spent cartridge in the firing bay. The most effective areas to be targeted are the forearm, outer thigh and the calf muscle. The face, neck, spine, genitals and upper chest should be avoided.

8.8 Medical Treatment

8.8.1 The deploying staff member will have the inmate, that was struck with the Taser probes, seen and treated by medical personnel.

8.8.2 The probes are to be removed ONLY by medical personnel.

8.8.3 Spent Taser probes will be handled as a biohazard and will be disposed of in a sharps container.

8.9 Taser Documentation

8.9.1 The mere drawing or displaying the Taser does not require documentation. If Taser is deployed, makes contact with the inmate or not, the staff member will write a Use of Force report. Refer to Department Policy 503.09 for Use of Force documentation.

8.9.1 The deploying staff member must notify a supervisor Taser use as soon as practical.
each incident shall be forwarded to the Defensive Tactics Unit.

8.10 Annual Training Requirements:
8.10.1 All users must re-certify annually by an approved instructor
8.10.2 The user class will be a minimum of one hour and tracked by the training/administration section in each facility.
8.10.3 A roster will be generated and forwarded to the Defensive Tactics Unit at the Clark Training Center.
8.10.4 The re-certification class will be completed in-house and include the following areas:
    Deploy a minimum of two Taser Cartridges.
    Complete a Taser functions check.
    Tactics overview
    Overview of all Department Policy/Procedure, DD's and DM's referencing the Taser and any new bulletins from Taser international.
8.10.5 The certified instructor will follow the Department approved lesson plan.
8.10.6 The instructor will ensure course rosters are legible and filled out properly.
8.10.7 Rosters will be forwarded immediately to the Training and Education Bureau following each course of instruction.

9.0 Tracking/Maintenance
9.1 The primary responsibility for maintaining and caring for the Tasers will rest with the Facility's Training Unit. The Training Unit will be responsible for the following:
9.1.1 Log and track all Tasers and munitions to minimally include the daily issuance of each weapon and the employee assigned to that weapon.
9.1.2 Upon notification of a Taser discharge, download the discharge memory of the involved Taser for record keeping purposes.
9.1.3 Maintain records for all discharges and annual audits at the station level.
9.1.4 Order and maintain adequate munitions and maintenance supplies through the station budget.
9.1.5 Conduct bi-weekly inspections of the Tasers.
9.1.6 Verify the Tasers are not put into service when battery life is below twenty percent until a new battery is installed. Old batteries will be sent to the Defensive Tactics Unit at the Ben Clark Training Center for training use and disposal.
9.1.7 At a minimum, each Taser will be audited annually. The audits will occur from January 1st to January 31st of each year for the previous year. The audit consists of each facility downloading all data from every Taser in inventory. The results from these audits will be electronically forwarded to the Training and Education Bureau at the Ben Clark Training Center no later than February 15th of the reporting year. The Training and Education Bureau, along with the originating station/bureau, is responsible for maintaining records of the annual audits.
9.1.8 Verify that all Department members who carry the Taser have attended the initial training and subsequent re-certification training.
10.1 Cleaning, Storage, and Maintenance

10.1.1 Failure to properly clean and inspect the respirator may result in it providing little or no protection on next use and may expose the user to substances that can cause personal injury.

10.1.2 Clean the respirator after each use, using the following suggested procedure:

- Remove the canister (if the canister becomes waterlogged then it must be replaced immediately. A canister becomes ineffective if immersed in, or heavily soaked in water.)
- Remove the front module front cover.
- Remove the microphone if fitted.
- Remove the vision connection frame and outserts, if fitted.
- Immerse the respirator in warm water containing a weak solution of mild disinfectant or a mild, non-allergic soap. *Do not use detergent, spirit, or solvent cleaner*.
- Gently agitate the respirator in this solution, wiping with a soft, lint-free cloth (face cloth) particularly under the reflex seal and nose cup.
- Lift out the respirator and shake off excess solution.
- Immerse the respirator in clean warm water ensuring that all trace solution is removed.
- Lift out the respirator and shake off excess water as before and dry with clean, dry cloth, or air dry. Take extra care that the fabric head harness is dry before final stowage.
- Separately clean the vision correction system and outsert, if fitted.
- Replace the front module cover and vision correction system, microphone and outsert, if fitted.

10.2 Storing the Respirator

10.2.1 Store the carrier in a cool dry environment away from direct sunlight away or direct heat sources (e.g. radiator).

10.2.2 Do not store sharp objects with the respirator.

10.2.3 Do not store the respirator where it could be crushed by external objects.

10.3 Routine User Maintenance

10.3.1 Always clean the respirator as soon as practicable following use.

10.3.2 Inspect all components for damage. Do not use respirator unless all components are in good condition.

10.3.3 Clean and inspect the lenses for scratches. Do not use the respirator if vision is impaired.

10.3.4 Clean and inspect inlet and outlet valves and valve seats.

11.0 Medical Treatment and Follow-up

11.1 Following the use of any device mentioned in this policy, and after the control
of the situation, an immediate assessment shall be made to verify that no injuries have been sustained. If injuries have occurred, appropriate medical treatment shall be obtained.

12.0 Reporting and Documentation

12.1 A Use of Force Report will be required whenever any Less Lethal Device, Chemical Agent, or Electronic Restraint Device is used. Each employee involved or witnessing the use of force will submit an Incident Report thru the LEFTA Systems on the Departments Intranet.

12.2 When safe and practical, photographs will be taken of all inmates who have been involved in any Use of Force. Particular attention shall be given to photographing marks or injuries sustained from the use of any of these weapons systems. All photographs will be attached to the LEFTA Systems Incident Report.

12.3 The use of any force with these weapon systems is subject to review as in any use of force.

12.4 The sergeant or lieutenant will notify the Jail Commander as soon as possible, of any use of these weapon systems.

12.5 The Jail Commander or designated staff will notify the Division Chief Deputy of the incident, as soon as practical.

12.6 A sergeant or higher will make notification to the Professional Standards Unit after the use of any less lethal weapon system, if an inmate is seriously injured or killed. This notification will be done as soon as possible. Refer to Department Policy 501.12 (Inmate Deaths) for further information.
TITLE: Oleoresin Capsicum (OC)  

POLICY: All Correctional personnel certified in the use of Oleoresin Capsicum (OC) spray may carry it while on-duty in Riverside County Correctional Facilities. Oleoresin Capsicum spray is designed to incapacitate combative or actively-resistant individuals without causing serious injury.

REFERENCE: Penal Code 12403.9, Department Policy 503.09

GUIDELINES

1.0 Oleoresin Capsicum (OC) Applications

1.1 OC spray shall never be used to intimidate, punish, or retaliate against an individual.

1.2 Any staff member who uses OC spray will complete the appropriate Use of Force documentation. Refer to Department Policy 503.09 (Use of Force).

1.3 OC spray should only be used in situations where a staff member perceives an imminent threat to their safety or the safety of another. It should not be used in situations where the resistance or threat may be overcome by a lower level of force, such as passive-resistance situations.

1.4 The use of Oleoresin Capsicum requires the approval of a supervisor, unless a situation requires immediate action. In these situations, the staff member is required to notify a supervisor as soon as possible after the application.

1.5 All inmates exposed to Oleoresin Capsicum shall be provided medical assistance as soon as possible after an exposure.

2.0 Training

2.1 All deputies assigned to the Corrections Division will complete the P.O.S.T./S.T.C. approved training for OC spray. Deputies who have successfully completed the approved Department training course will be issued a canister of OC spray and will be authorized to carry it while on-duty.
TITLE: Practice Ammunition

POLICY: Personnel assigned to the Corrections Division shall follow the guidelines outlined in this policy regarding Department practice ammunition.

REFERENCE:

GUIDELINES

1.0 Department Practice Ammunition

1.1 Every Deputy Sheriff is authorized 50 rounds (38, 357, 9mm, 40, and 45) of practice ammunition per calendar month. No practice ammunition will be issued during the months when qualifications are being held.

1.2 Personnel assigned to: Larry D. Smith Correctional Facility, Robert Presley Detention Center, and Cois Byrd Detention Center will obtain their monthly practice allotments directly from the Ben Clark Training Center (BCTC).

1.4 Personnel assigned to the Indio Jail will obtain their monthly practice allotments directly from Lake Cahuilla range staff.

1.5 Personnel assigned to the Blythe Jail will obtain their monthly practice allotments directly from the Colorado River Station/Blythe Jail range staff.

2.0 Range Procedures

2.1 Range Personnel will determine the range availability for use of practice ammunition and will distribute ammunition to Department members for their primary handgun only. No Department practice ammunition will be removed from the range facility. Department members may bring their own ammunition to supplement practice ammunition provided.

2.2 In each instance, Department members will be required to show their Department identification card to obtain their practice ammunition allotment.

2.3 At the discretion of the facility commander, Department members who reside beyond the listed station boundaries may obtain practice ammunition and utilize a private range more conveniently located to the Department member's residence. Facility commanders should communicate this information directly to range personnel at the numbers previously listed.

2.4 Supplementary requests for ammunition must be made by the facility commander and forwarded directly to the Ben Clark Training Center. All supplementary ammunition requested must be used for training purposes only.
POLICY: The Riverside County Sheriff’s Department shall meet or exceed the minimum training standards for corrections personnel defined in Title 15 of the California Administrative Code.

REFERENCE: Title 15, sections 1020, 1021, 1023, 1024, and 1025; 6035 PC; 832.3 PC, Title 22, Chapter 1.5

CROSS REFERENCE: Department Standards Manual section 208, and Department Policy 501.24

GUIDELINES

1.0 Basic Training

All corrections division personnel who manage inmates, or supervise employees who manage inmates, shall complete one of the following within one year of employment:

1.1 Correctional Deputies: Corrections Officer Core Course offered through the RSD Training and Education Bureau or other recognized training provider.

1.2 Deputy Sheriffs (peace officers):

   1.2.1 Basic academy as defined in 832.3 PC and provided by RSD or other recognized California entity, AND

   1.2.2 The Corrections Officer Basic Academy Supplemental Core Course as defined in 1020(b) CCR.

2.0 First Aid and Cardio-Pulmonary Resuscitation (CPR)

2.1 All corrections division personnel who manage inmates, or who supervise employees who manage inmates, shall complete first aid and CPR training within one year of employment.

   2.1.1 The first aid/CPR course may be provided by the RSD Training and Education Bureau or approved provider.

2.2 All corrections division personnel who manage inmates, or who supervise employees who manage inmates, shall renew their first aid and CPR training every two years. The RSD Training and Education Bureau shall provide this training.

3.0 Suicide Prevention Training

3.1 All corrections division personnel who manage inmates, or who supervise employees who manage inmates, shall be trained in Suicide Prevention. The RSD Training and Education Bureau shall provide and approve this training.
3.2 The initial training will occur in the Sworn and Correctional Academies. After which, it will be the respective jail’s responsibility to track and ensure staff are in compliance.

4.0 PREA Training (28 C.F.R. § 115.31)

4.1 All Department employees who may have contact with inmates shall receive PREA training.

4.2 Each Facility PREA Manager shall track required employee PREA training and provide employees with the required training.

4.3 Employee training will be conducted during new employee orientation, selected Annual Jail Training courses, and Intensified Format Training (IFT). In addition, it will also be included in the curriculum of the Correctional Deputy Academy, and the Deputy Sheriff Supplemental Course.

4.4 Employees shall receive refresher PREA training every two years.

4.5 In years which the employee does not receive any PREA training, the Department will provide refresher information on current sexual abuse and harassment policies.

4.6 Employees shall receive additional training if the employee is reassigned from a facility that houses only male inmates to a facility that houses female inmates, or vice versa.

4.7 The Facility PREA Manager shall ensure the training is documented and includes either the employee’s signature that the employee understands the training they have received.

5.0 Annual Required Training

All facility/system administrators, managers, supervisors and custody personnel shall participate in the “annual required training” specified in Section 184 of Title 15, CCR.

5.1 All correctional deputies, corporals, deputy sheriffs, correctional sergeants, and sergeants in the corrections division shall attend a minimum of 24 hours of such training yearly.

5.1.1 This training may be provided by the RSD Training and Education Bureau or other entity approved by the RSD Training and Education Bureau.

5.2 Correctional lieutenants and lieutenants in the corrections division and either assigned to a correctional facility or assigned to supervise employees who supervise inmates shall attend a minimum of 24 hours of such training yearly.

5.2.1 This training may be provided by the RSD Training and Education Bureau or other entity approved by the RSD Training and Education Bureau.
5.3 Commanders in the corrections division either assigned to a correctional facility or assigned to supervise employees who supervise inmates shall attend a minimum of 24 hours of such training yearly.

5.3.1 This training may be provided by the RSD Training and Education Bureau or other entity approved by the RSD Training and Education Bureau.

6.0 Jail Supervisory Training

All corrections supervisors, regardless of job title, shall complete 80 hours (or more) of jail supervisor’s course as defined in 1021 CCR.

6.1 This course may be provided by the RSD Training and Education Bureau or other entity approved by the RSD Training and Education Bureau.

6.2 This course must be completed within the first year of the supervisor’s assignment to the jail.

7.0 Jail Management Supplemental Training

All correctional lieutenants, lieutenants, and those corrections division administrators above these ranks shall complete an 80-hour (or more) jail management course as defined in 1023 CCR.

7.1 This course may be provided by the RSD Training and Education Bureau or other entity approved by the RSD Training and Education Bureau.

7.2 This course must be completed within the first year of the administrator’s assignment to the jail.

8.0 Corrections Training Officer Program for New Personnel

8.1 New correctional deputies or deputy sheriff’s will be assigned a correctional training officer to teach them their facilities operations, procedures, and the management of inmates.

8.2 Each facility shall follow the curriculum established for the corrections training program (Outlined in the Corrections Training Officer Manual).

8.3 A facility commander and/or their designee shall choose experienced personnel to act as corrections training officers to provide the one-on-one training to new employees.

8.3.1 Candidates for the corrections training officers should display an aptitude for training and managing new employees.

8.3.2 Candidates for corrections training officer shall complete the RSD Training and Education Bureau’s Corrections Training Officer course before formal assignment as a corrections training officer.
8.3.3 In the absence of a designated and trained corrections training officer, the watch commander may assign a sufficiently experienced staff member to temporarily act as training officer.

9.0 Facility Specific Training: Specialized

9.1 Fire Suppression Preplanning
- Each shift will conduct training in fire drill procedures, including practical exercises. Each shift will conduct at least one drill per month. Refer to Department Policy 505.06 (Fire Suppression Preplanning). After completion of each drill, the drill will be annotated on the Supervisor's Pass-On Log and a written report will be submitted to the Shift Lieutenant for review (See Attachment #2).

9.2 Riot/Facility Disturbance
- Each shift will conduct training in disturbance response, including practical exercises. Each shift will conduct at least two drills per month. Refer to Department Policy 505.07 (Riot/Facilities Disturbances). After completion of each drill, the drill will be annotated on the Supervisor's Pass-On Log and a written report will be submitted to the Shift Lieutenant for review (See Attachment #2).

9.3 Escapes
- Each shift will conduct training in escape response and procedures, including practical exercises. Each shift will conduct at least two drills on a yearly basis.

9.4 Training Exercises
   9.4.1 Before each training exercise, a sergeant shall perform a safety inspection of all areas, weapons, and equipment. He or she will also ensure audio signals are established so everyone knows when to halt the exercise.
   9.4.2 Loaded weapons shall not be used. All firearms shall be stored in an appropriate manner and not be utilized during training.
   9.4.3 Red guns shall be used in place of actual firearms for all training outside the secure area of the facility.
   9.4.4 If the training involves role players (e.g., Red Man Suit, FIST Suit, or other training aids) appropriate signage (e.g., “Training Scenario in Progress”) shall be posted in the area.
   9.4.5 At no time during role playing scenarios shall staff dress in inmate jail clothing, without commander’s approval.
   9.4.6 All personnel throughout the jail shall be notified of the training exercise, and signage will be posted of the training exercise. This will prevent staff from accidentally walking into a training exercise and being unaware of the exercise.
10.0 Briefing Training

10.1 As time permits, a sergeant should give daily briefing training but may delegate the responsibility to a deputy/correctional deputy under their supervision. The sergeant shall be present during the presentation.

10.1.1 Exception: If there is no sergeant on duty, a corporal, senior deputy, or experienced deputy may provide the training with a sergeant’s approval.

11.0 Training and Information Bulletins

11.1 The intent of training and information bulletins are to provide personnel with pertinent information directly related to their classification, duties, and/or assignments.

- Bulletins may provide additional or updated information on prior training subjects, officer safety issues, operational instructions for equipment, or any other topics deemed appropriate by a facility commander or designee.

11.2 Personnel seeking to create a training or information bulletin should contact their corresponding facility’s Training Sergeant, or equivalent, for initial approval and to avoid any redundancies.

- After appropriate research has been concluded, a training or information bulletin will be created using a template provided by Sheriff’s Planning and Research Unit.
- The completed bulletin will be forwarded to Sheriff’s Planning and Research with a list of who is to receive this training via DocRead.
- The Training Unit will forward the bulletin to the Division Chief for final approval before distribution to personnel via DocRead.

12.0 Continued Education for Department Policies and Forms

12.1 Each Supervisor shall be responsible to provide training of the revision(s) to all personnel as part of roll-call training.

12.2 To track employee notification, supervisors shall ensure all employees complete the Shift Training Log (P503.06 Attachment #2).

12.3 Each employee signing the Shift Training Log will be accepting responsibility for reading their e-mail and making themselves aware of the changes made.

12.4 If an employee on any shift or specialty assignment is in training, on vacation, on sick leave, or for any other reason does not complete the Shift Training Log, it is the responsibility of the employee’s supervisor to ensure the employee is aware of the policy and procedure changes within 15 days. The supervisor will have the
employee sign a copy of the synopsis memorandum and forward the signed copy to the Facility Appointed Committee Chair. The committee member shall maintain the memorandum for current year plus two.

12.5 Once the Continued Education for Department Policies and Forms training is disseminated to all shifts and specialty assignments, supervision will assign the corporal to begin training staff on the shift. Once the training is completed, the course rosters will be forwarded to BCTC.

13.0 Other Training

13.1 A facility commander or their designee, may allow a corrections division employee to attend training in addition to the above-listed mandated training. (This training must be approved by the RSD Training and Education Bureau.)

13.2 A facility commander, their designee, supervisor, or supervisor’s designate may provide in-service training.

13.2.1 This training may not conflict with Department policy or procedure.

14.0 Employee Evaluations

14.1 All corrections employees shall have their job performance evaluated on an annual basis.

14.2 Prior to employees reviewing their performance evaluations with their supervisors, they shall be given a copy of the Corrections Division Performance Evaluation Review & Training Booklet.

➢ The employee shall be given an opportunity to review this booklet prior to signing the acknowledgement form.

14.3 Supervisors shall review and sign the Supplemental to Employees Evaluation Report Form (SEER) with the employee during the performance review discussion. (P503.06 Attachment 1, RSD Form 216C).

➢ Supervisors should not hesitate to ask questions to ensure the employee's understanding of the material.

➢ Employees should not hesitate to ask about any item that they do not understand.

14.4 Supervisors shall pay attention to the responses to Section A.

➢ If an employee indicates they have been a victim of sexual harassment or discrimination, the supervisor shall immediately notify their chain of command for further direction.

15.0 Exceptions

15.1 The above standards may be suspended during an emergency.
Example: Deputy sheriffs not trained in jail operations and/or officers from another police agency (non-department employee) may be used to help staff a jail in case of an emergency.
**SHIFT TRAINING**

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<th>ASSIGNMENT OR TEAM:</th>
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**Jail:**

**Training Subject:**

**CHS/MHS Attending:**

If yes, please fill out the sections below.

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**Critique:**

IV-4 08/18/2021
POLICY: The Emergency Restraint Chair (ERC) is designed to humanely restrain violent or self-destructive inmates.

REFERENCE: Title 15, Sections 1055 and 1058; Department Standards, section 300, 340; Department Policy 503.08 and 504.24

GUIDELINES

1.0 Applications

1.1 The Emergency Restraint Chair (ERC) is to be used as a supplement to the safety cell, leather restraints, waist and leg chain restraints, and handcuffs.

1.2 A Sergeant must approve any use of the ERC.

1.3 The ERC may be used preemptively to restrain inmates who have a propensity for violence or present a significant security risk during movement. A sergeant shall be present in these situations.

1.4 The ERC may be used to prevent injury to staff or inmates pursuant to the administration of emergency or involuntary medications. Refer to Department Policy 508.22 (Emergency Psychotropic Medication Orders).

2.0 Restrictions

2.1 Use of the ERC as punishment is strictly forbidden. A violation of this policy will result in disciplinary action and could result in criminal prosecution.

2.2 An inmate shall not remain in the ERC for more than two hours, unless a sergeant or mental health staff determines the inmate is still violent or self-destructive and medical staff has determined that remaining in the ERC is not detrimental to the inmate’s health.

2.3 Only custody staff who have received formal training on the use of the ERC may use it.

2.4 Use of the ERC for “horseplay” by staff members is forbidden.

3.0 Documentation

3.1 A Safety Cell/Specialty Housing Log (RSD Form 531a/531b) shall be started and maintained for every inmate restrained in the ERC.

3.2 If force was used to place the inmate in the ERC, staff shall complete the appropriate “Use of Force” documentation. Refer to Department Policy 503.09 (Use of Force).
4.0 ERC Placement

4.1 If the inmate is handcuffed, the handcuffs shall be secured using the handcuff tether on the back of the chair. It is preferable to remove the handcuffs at the first possible opportunity.

4.2 The armrests have straps which fit snugly over the inmate's wrist. The inmate's hand is passed through the strap, and the deputy pulls down on the strap to tighten to a secure fit.

4.3 The two chest straps fasten securely over the inmate's shoulders and under their arms. The straps are fastened to the rear box on the metal brace and tightened to fit snugly.

4.4 The waist and leg restraint straps are applied across the ankle or waist, slipped over the chair hook, and tightened with the opposite end of the strap to fit snugly.

4.5 Inmates who are secured in the ERC and spitting at staff members may have the department approved Protective Hood/'Spit' Shield placed over their heads. Refer to Department Policy 503.08 (Restraint Devices) for proper application of the Protective Hood/'Spit' Shield.

4.6 Staff members shall use caution when securing an inmate in the ERC and when allowing the inmate to exercise their limbs because the inmate may try to bite, head butt, or kick staff.

5.0 Circulation

5.1 Staff members shall apply the ERC restraints in a manner that provides the inmate with adequate circulation.

5.2 After an inmate is placed in the ERC, the inmate will be allowed to exercise each of their limbs at least once every 30 minutes. Each unrestrained limb will be exercised one at a time.

5.3 If removing the wrist straps, handcuffs, or leg restraints poses a danger to the inmate or staff, the restraints may be left on. This requires a sergeant's approval and a notation on the Safety Cell/Specialty Housing Log.

6.0 Observing and Monitoring an Inmate in an ERC

6.1 All observations and evaluations by custody staff, medical staff, mental health staff, and supervision shall be documented on the Safety Cell/Specialty Housing Log, including the time the check or evaluation occurred.

6.2 Medical staff will evaluate the inmate upon initial placement in the ERC and every hour thereafter. The initial evaluation must occur within one hour of placement.

6.2.1 Medical staff shall review the inmate's health record for any health concerns
regarding the inmate's placement and retention in the ERC. Any identified concerns will be immediately communicated to a sergeant.

6.2.2 The sergeant will determine if the inmate needs to remain in the ERC. A notation will be made on the Safety Cell/Specialty Housing Log by the sergeant if it is determined the inmate's violent or self-destructive behavior warrants the inmate remaining in the ERC.

6.2.3 The watch commander will determine if the inmate can be restrained in some other fashion that will provide for the inmate and staff's safety while minimizing the inmate's health concerns.

6.3 Mental Health staff will evaluate the inmate as soon as possible, but in no case longer than four hours from the time of placement in the ERC.

6.4 Custody staff shall visually check the inmate twice every 30 minutes for the inmate's safety and well-being.

6.5 Any physical signs of injury or distress shall be reported immediately to on-duty medical staff and/or mental health staff.

6.6 The inmate shall be given the opportunity to use the toilet periodically and upon request, unless a sergeant determines it is unsafe.

6.6.1 If the inmate becomes violent as the restraints are being removed, the staff member(s) shall not release the inmate and shall try again in thirty minutes.

6.7 Inmates will be offered a cup of water periodically and upon inmate request. Offers of water will be documented on the "Safety Cell/Specialty Housing Log" to include refusals.

7.0 Removal from ERC

7.1 Every hour a sergeant shall evaluate and document the need for keeping an inmate in the ERC.

7.2 The inmate shall be released from the ERC as soon as their behavior is such that they can be safely removed.

7.3 Only a sergeant can approve the removal of an inmate from the ERC. This decision will be based on the sergeant's observations of the inmate's behavior, and their determination that the inmate can be safely removed from the ERC.

7.4 This review shall include consultation with on-duty medical staff and/or mental health staff.

7.4.1 If there is no mental health staff available to evaluate the inmate, a sergeant shall have medical staff evaluate the inmate's physical/medical condition.

7.4.2 If mental health staff or medical staff determine the inmate's physical/medical condition is in a state of regression and the level of care required is beyond what is available at the respective facility, the sergeant shall coordinate the transportation of the inmate, via ambulance, to the nearest medical facility for a medical evaluation and/or treatment.
7.4.3 If after consultation with medical health staff and medical staff, it is determined that an inmate cannot be safely removed from restraints after eight hours, the inmate shall be taken to a medical facility for further evaluation.

7.5 Inmates shall be medically evaluated upon release from the ERC.

7.6 Any complaint of pain or injury by an inmate after removal from the ERC shall be noted on the Safety Cell/Specialty Housing Log.

7.7 Once the determination has been made to remove an inmate from the ERC, they will remain in the safety cell under normal safety cell guidelines, until cleared by mental health staff.

8.0 Cleaning/Maintenance

8.1 The ERC will be cleaned prior to inmate placement. The sergeant will use the Safety Cell/Specialty Housing Log to document the ERC was cleaned prior to the inmate’s placement.

8.2 The ERC shall be properly maintained. All damaged, broken, worn parts will be reported to the facility administration. The damaged ERC will be taken out of use until all damaged parts are replaced.
POLICY: The movement of inmates shall be conducted in a manner that provides for adequate safety and security for both staff and inmates. Restraint devices are employed to help staff safely move inmates. Approved restraint devices are varied and include handcuffs, leg restraints, waist restraints, hobbles, leg braces, medical restraints, electronic restraint devices, and the protective hood/"Spit" Shield.


CROSS REFERENCE: Department Policy 503.09, 508.19, 504.04, 504.01, & 502.07. 3407(a) PC

GUIDELINES

1.0 Restraint Device Applications

1.1 Custody staff are prohibited from using restraint devices for punishment or as a substitute for treatment. Refer to California Penal Code 673.

1.2 Custody staff are prohibited from "hog tying" or "cradling" anyone.

1.2.1 This refers to the attachment of a rope or chain restraint device to the hand restraints and leg restraints worn behind the back by an arrestee/inmate. Refer to Department Directive 95-046.

1.3 Custody staff may not use a backboard as a means of restraining an uncooperative inmate.

1.4 Prior to an inmate being moved, inside or outside a correctional facility, the deputy must assess the risk factor and any medical issues involved in the movement.

1.5 Custody staff will be aware of the inmate's classification, check Classification notes, and refer to notations made on transporting paperwork.

1.6 Restraint devices will be selected and applied based on the classification, medical condition, and risk factor of the inmate.

1.6.1 Pregnant Inmates. Refer to Department Policy 508.19 (Pregnant Inmates) for additional information.

1.7 Inmates will be restrained as minimally as possible while in transportation and court holding cells prior to and when returning from court. Refer to Department Policy 510.12 (Hall of Justice Court).

1.8 Inmates in restraints will be allowed to maintain proper hydration and sanitation while restrained.
2.0 Transportation Restraints

2.1 Inmates transported outside the facility will be restrained with waist restraints and leg restraints.

2.1.1 A supervisor may supersede this guideline if a medical condition or court order does not allow application of these restraints.

2.3 No more than four inmates shall be restrained together.

2.4 Custody staff may use the cross-chaining method when applying the standard waist-restraints to inmates who have shown a propensity of violence towards staff members.

2.5 Administrative custody inmates being transported will be restrained with waist restraints and leg restraints. Depending on individual threat assessment, inmates may be cross-chained or secured with a black box and security tubes.

2.6 With the consent of the court, custody staff may use a concealed leg brace restraint on an inmate in lieu of waist and/or leg chain. It may only be used when an inmate is appearing in court in non-jail clothing.

2.7 Custody staff may use medical restraints, typically "soft restraints," for inmates with medical or emotional problems when appropriate.

2.8 Inmates may be temporarily placed in cells while handcuffed; however, no handcuffed inmate shall be placed in a cell with any other inmate, unless that inmate is also handcuffed.

2.9 Custody staff may use a "one by four" nylon web hobble to immobilize the feet of an inmate when appropriate. Once applied, may never be attached to the handcuffs.

3.0 Band-it Electronic Restraint

3.1 Only those staff members who have completed a certified course in the use of the Band-It Electronic Restraint may use the device.

3.2 Custody staff may only activate the Band-It Electronic Restraint belt while it is on an inmate under the following circumstances:

3.2.1 Defense of a staff member or other person
3.2.2 Prevention of escape
3.2.3 Prevention of serious property damage

3.3 When possible, custody staff should try to reason with the inmate before activation of the Band-It Electronic Restraint.

3.4 Personnel may display an electronic device to an inmate without using it on the inmate or arrestee if such a display is likely to cause compliance.
3.5 With the approval of a supervisor, custody staff may place the Band-It Electronic Restraint on an inmate with a propensity for violence before moving the inmate, subject to the courtroom limitations outlined below.

3.6 Activation of an electronic restraint device resulting in contact with an inmate or arrestee shall be documented in a use of force memorandum.

3.7 Careless or playful use of an electronic restraint device is prohibited.

3.8 An inmate known to be pregnant while in custody shall not be restrained by any electronic restraint devices.

4.0 Court Appearances

4.1 Inmates appearing, as defendants in court in a jury's presence may not be subject to obvious physical restraints absent a "manifest need" for such restraints. (People v. Duran)

4.2 "Manifest need," per People v. Duran, exists "only upon a showing of unruliness, an announced intention to escape, or evidence of any non-conforming conduct or planned non-conforming conduct which disrupts or would disrupt the judicial process if unrestrained."

4.3 The district attorney, with information supplied by custody staff and RSD Court Services, shall meet with the presiding judge in a jury trial to determine the most appropriate type of restraint (if any) the inmate/defendant is to wear.

4.3.1 A judge may allow the use of certain concealed restraints.

4.3.2 Concealed restraints include the leg brace and the Band-It Electronic Restraint.

4.3.3 Because the Band-It Electronic Restraint is worn under clothing and is not visible to members of a jury, judges often allow its use for defendants with a propensity for escape or violence (People v. Duran).

5.0 Protective Hood/"Spit" Shield

5.1 Custody staff may use a protective hood/"spit" shield on violent inmates and arrestees who are either spitting or bleeding from the mouth or head.

5.2 The protective hood was designed to fit over the head with the mesh fabric positioned just below the nose and over the ears, while allowing unrestricted breathing and keeping expectorant or blood from contacting staff.

5.3 Once the protective hood has been applied, jail staff shall continuously monitor the inmate.

5.4 The protective hood shall be removed from the inmate when it is safe, at the direction of a supervisor, or at the direction of medical staff, for the treatment of injuries.
5.5 The routine placing of the protective hood on an inmate is not considered a use of force and will not require documentation unless actual force was used to overcome resistance. For example:

5.5.1 A compliant inmate has a bleeding head injury and the protective hood is used to protect others from blood borne pathogens. While placing the hood on the inmate no force is used. A use of force memorandum would not be needed.

5.5.2 A compliant inmate that has a history of spitting on others is always outfitted with a protective hood before movement. The inmate is compliant throughout the routine placing of the hood and no force is used. A use of force memorandum would not be needed.

5.5.3 A non-compliant inmate attempts to spit on a staff member. The inmate is put into a control hold and restraints are applied to the arms of the inmate. The protective hood is placed over the head of the inmate. A use of force memorandum would be needed.

5.5.4 Jail supervisors and administrators shall carefully review all incidents involving the use of the protective hood to determine if the action(s) taken were reasonable and appropriate. If the incident supervisor determines force was used in the placing or removing of the protective hood, a use of force memorandum will be required.

6.0 Black Box Restraint

6.1 The Black Box restraint should be used on inmates classified as escape risks or violent inmates as a means to further limit the inmate’s mobility.
TITLE: Use of Force

POLICY: Correctional facility staff are authorized to use force for self-defense, defense of another, prevention of escape, or serious injury to persons or property.

REFERENCE: Title 15, section 1058, 1052, 1055 P.C. 6030, 2652.5, 673, 147
Departmental General Orders, sections 503.06, 504.10, 1000.00 series
DD#16-001

GUIDELINES

1.0 Conditions of Force

1.1 Only that force necessary to overcome resistance will be used (refer to General Orders section 1000.04)

1.2 Force shall never be used as a form of punishment or retaliation.

1.3 Staff will not encourage inmate behavior that would result in the use of force, such as baiting.

1.4 Staff will not permit or encourage inmates to exercise force against staff, visitors or other inmates.

2.0 Use of Force Incidents

2.1 Any use of force shall be reported to a supervisor as soon as possible.

2.3 After a use of force incident, staff will have medical treatment offered to all inmates that force was used on.

2.3.1 If the inmate refuses medical treatment, they must refuse directly to medical staff.

2.4 All instances involving use of force will be carefully reviewed by a supervisor to determine if the action(s) taken were reasonable and appropriate.

3.0 Documentation

3.1 Each employee that used or witness force will complete the appropriate use of force documentation.
3.1.1 Each staff member that uses force on an inmate will complete an RSD Form 553.

3.1.2 If a staff member uses force on multiple inmates during the same incident, such as a dayroom disturbance or cell extraction, the staff member will complete one Form 553. However, in the narrative of the incident, they will list all inmates that they used force on, and detail the specific force used on each inmate.

3.1.3 RSD Form 553C will be completed if additional space is needed for the narrative detail of the incident.

3.1.4 RSD Form 553W will be completed by all staff that witness a force application.

3.2 Class notes will be completed on all inmates involved in the use of force.

3.3 Use of Force documentation shall be submitted to the employee's supervisor by the end of the shift on which the force was used, unless otherwise authorized by a sergeant.

4.0 Tracking

4.1 The Use of Force Tracking System was created to maintain accountability, statistics, and consistency for tracking use of force documentation.

4.2 Each force incident will be assigned an Internal Force Number (IFN) from Sheriff's Dispatch.

4.2.1 A sergeant or their designee will contact Sheriff's Dispatch to get an IFN after each force incident.

4.2.2 The IFN will be listed on each RSD Form 553 for the incident.

4.2.3 The IFN will be used for tracking purposes only.

4.3 Each facility will develop a procedure for tracking use of force incidents that occur within their facility.

5.0 Supervisor Responsibilities

5.1 Respond to all use of force incidents as soon as possible.

5.2 Confirm medical aid has been requested, as needed.

5.3 Photographs are to be taken in all incidents regardless if an injury, or a complaint of injury occurred. Refer to Department Policy 502.12 (Video Recording).
5.4 Detail use of force incidents in the Supervisor's Pass-on Log.

5.5 Collect and review all use of force documentation for accuracy, content, and grammar/punctuation.

5.6 Review and download all available DVR footage or hand-held camera footage of the incident, from onset to conclusion.

5.7 Use the documentation and video footage to review use of force to determine if the action(s) taken were reasonable and appropriate.
POLICY:  Weapons are not allowed in Riverside County Correctional Facilities, with the following exceptions: authorized less-lethal weapons, or when specifically authorized by the facility commander.

REFERENCE:  Penal Code section 4574 & 171(b)

CROSS REFERENCE:  Department Policy 502.01, 503.03, and 503.04

DEFINITIONS

Visitor - Any person entering a correctional facility who is not a department employee or a member of a law enforcement agency visiting a facility in an official capacity.

Law Enforcement - Any person employed by a law enforcement agency, acting in their official capacity, who is not assigned to the Riverside County Corrections Division.

Employee - Any person employed by a Riverside County agency and assigned to a Riverside County correctional facility.

GUIDELINES

1.0 Visitors

1.1 Visitors are not allowed to bring firearms, ammunition, or any other deadly weapons (including knives), explosive devices, or tear gas/pepper spray into any area of a correctional facility unless authorized by the facility commander.

1.2 Visitors and items being brought into the jail by visitors are subject to search.

1.3 Visitors violating policy are subject to prosecution and denied any future access to correctional facilities as a visitor.
2.4 Members of outside law enforcement agencies violating this policy may be subject to prosecution and can be denied future admittance to correctional facilities. Their agency will be notified of the violation.

3.0 Employees

3.1 Employees are not allowed to bring firearms, ammunition, or any other deadly weapons (including knives), into any secured area of a correctional facility unless authorized by the facility commander.
TITLE: Cellular Telephones and Personal Electronic Devices, Use in Facility

POLICY: The use or possession of cellular telephones and personal electronic devices within the secured area of the facility is prohibited unless specifically authorized as detailed within this policy.

REFERENCE: Penal Code Section 4575a

DEFINITIONS

Personal Electronic Device - Items that emit an audible or visual signal, display a message, or otherwise summons the possessor, including, but not limited to, cellular telephones, paging devices, electronic e-mailing devices, radios, tape players, CD players, DVD players, video cameras, iPods or other MP3 type players, laser pointers, portable video game players, laptop computers, personal digital assistants (PDAs), electronic digital book readers, and any device that provides or requires a connection to the Internet.

GUIDELINES

1.0 Electronic Devices

1.1 The intent of this policy is to prohibit carrying or use of cellular telephones and personal electronic devices within the secure areas of the facility by all personnel, including vendors, maintenance staff, medical staff, and/or any other support staff.

1.2 Cellular telephones and personal electronic devices will not be allowed inside the facility without proper approval.

   1.1.1 On a case by case basis, the Facility Commander can authorize the use of a cellular telephone and/or a personal electronic device within the secure area of their facility for staff assigned to their jail except for medical, mental health, maintenance and contracted vendors.

   1.1.2 On a case by case basis, the Assistant Sheriff can authorize the use of a cellular telephone and/or a personal electronic device within the secure area of all facilities for medical, mental health, maintenance and contracted vendors.

1.3 The rank of lieutenants and above working an assignment for which they have been assigned a Department cellphone, may carry that cellphone into the secure area of the facility as necessary to complete their assignment.
RIVERSIDE COUNTY SHERIFF’S DEPARTMENT
CORRECTIONS DIVISION POLICY MANUAL

TITLE: Deployment of .223 Patrol Rifles
NUMBER: 503.12

POLICY: Sworn deputies and armed Correctional deputies assigned to the Corrections Division may carry a patrol rifle when transporting inmates outside of the facility or as directed by a supervisor. Each correctional facility shall establish procedures regarding the deployment, handling, and maintenance of patrol rifles, congruent with Department standards, to meet the guidelines of this policy.

REFERENCE: Department Standards Manual Section 312, DD 98-043, all supplemental attachments to DD98-043, DD12-020

GUIDELINES

1.0 Patrol Rifles
1.1 Sworn deputies and armed Correctional deputies assigned to the Corrections Division may carry a personal or department authorized patrol rifle during transportation movements of inmates outside a jail facility or as authorized by a supervisor. Such transportation movements include but are not limited to the following: medical facilities, court appearances, inmate transfers between Riverside County jail facilities, out of county jail and prison transfers, and any other transportation movement deemed necessary by the facility commander.

1.2 All patrol rifles used during transportation runs, or as otherwise directed by a supervisor, shall require the deputy conduct a safety check of the firearm to be carried. Weapons deemed unusable shall be reported to a supervisor immediately.

1.3 All deputies carrying a patrol rifle during a transportation movement shall annotate it on RSD Form 566 (Transportation Log).

1.4 If a department assigned patrol rifle is carried, that rifle shall be signed in and out on the Patrol Rifle Sign Out Log (P503.12 Attachment #1).

1.5 If a department member chooses to carry their personal rifle it shall be signed in and out for accountability on the Patrol Rifle Sign Out Log (P503.12 Attachment #1).

1.6 All personnel carrying the patrol rifle shall ensure they have complied with all Department directed training, qualification schedule, maintenance and security of the rifle prior to carrying or deploying.

1.6.1 All deputies carrying the patrol rifle shall successfully qualify during each designated qualification to continue carrying the rifle.

1.6.2 All deputies carrying the patrol rifle shall provide their facility Training Unit with their quarterly qualification score.
3.0 Deployment

3.1 Prior to any deployment/discharge of the rifle all considerations mentioned in Department Standards Manual shall be made. Such considerations shall include, but are not limited to the following:

3.1.1 The perceived threat level by deputies, proximity of inmates/threat, and ability for the deputy to safely deploy the rifle without losing control of the weapon.
3.1.2 Surrounding environment where the incident is occurring.
3.1.3 The availability of additional resources and officers.
3.1.4 The appropriateness of the use of alternative weapons and/or tactics.
3.1.5 The ballistic capabilities of the .223 round and backdrop.
3.1.6 The range of the .223 round.

3.2 As soon as safe and practical, deputies shall notify their sergeant upon any discharge of the rifle, other than during range qualifications or other qualified training.

3.3 No patrol rifle shall be used within any correctional facility for any reason, unless authorized in an emergency situation, by the facility commander.
4.2 All firearms issued to Stations/Bureaus will be cleaned quarterly by a Department member who has attended the basic firearms cleaning and maintenance course developed by the Armory Unit at the Ben Clark Training Center. This will ensure the proper functionality of Department firearms. The Armory Unit will be immediately notified of firearms found during the inspection that need repairs or are otherwise unserviceable.

4.3 All Department firearms shall be made available to the Armory Unit during the annual firearms inspection. During this inspection, Department personnel assigned to logistics or a designated Department member will provide the Armory Unit with station documentation indicating all firearms under the Station's/Bureau's control were properly inventoried and cleaned quarterly.
<table>
<thead>
<tr>
<th>DATE</th>
<th>RIFLE #</th>
<th>MAGAZINES ASSIGNED</th>
<th>TIME OUT</th>
<th>TIME IN</th>
<th>DEPUTY</th>
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Riverside County Sheriff’s Department
Quarterly Firearms Inventory and Maintenance List

Patrol Rifles

According to Department Directive #12-020, a quarterly physical inventory and maintenance (cleaning) shall be conducted for all firearms issued to the respective station / bureau. Serial numbers for each weapon have been supplied by the Armory Unit. Personnel assigned to complete the inventory / maintenance shall print their last name for each weapon under the date and input their identification number.

<table>
<thead>
<tr>
<th>Serial Number/Facility Label</th>
<th># of Magazines</th>
<th>Date</th>
<th>Comments</th>
<th>Cleaning (Y/N)</th>
<th>Employee</th>
<th>ID #</th>
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RIVERSIDE COUNTY SHERIFF’S DEPARTMENT
CORRECTIONS DIVISION POLICY MANUAL

TITLE: Administrative Housing
NUMBER: 504.01

POLICY: When an inmate's presence within a facility's inmate population presents a potential threat to the inmate's own safety, the safety of others, endangers facility security or jeopardizes the integrity of any investigation, the inmate may be placed in administrative housing.

REFERENCE: CAC Title 15, sections 1006b, 1050a, and 1053; PC sections 4001 and 4002.
CROSS REFERENCE: Department Policy 503.08, 504.02, 504.39 and 507.13

DEFINITIONS:

Administrative Custody - The status of confinement intended for those inmates whose presence poses an imminent threat to other inmates, the facility or facility staff. Administrative custody is non-punitive in nature. Inmates in administrative custody have access to programs and services as other inmates based on their classification designation.

Administrative Housing - Administrative housing is intended for administrative custody inmates. Administrative housing is non-punitive in nature and will allow administrative custody inmates to be housed with a cell mate, access to telephones, dayroom and showers as well as personal interaction with a limited number of inmates. Administrative housing provides administrative custody inmates an opportunity to begin the process of returning to a “general population” housing unit by providing an environment where they can demonstrate their ability to be housed in a less restrictive setting.

GUIDELINES

1.0 Intent

1.1 Administrative housing is designed to house inmates that meet the criteria to be classified as administrative custody. It is intended to provide a higher measure of control and security necessary for the safety of all staff and inmates.

2.0 Eligibility

2.1 Inmates generally eligible for placement in administrative housing:

- High escape risk
- Inmates condemned to death
- Inmates with a history of assaultive behavior or property destruction
- Inmates under investigation for crimes within the facility
- Inmates at imminent risk of assault by other inmates
- Sexually Violent Predators as defined in Department Policy 504.39 (Civil Inmates/SVP)
- High Profile, public figures, or celebrities

IV-4 08/18/2021
Note: As indicated in Department Policies 504.02 (Classification) and 501.24 (Sexual Assault), Inmates will not be placed in administrative housing solely based on their identification as Lesbian, Gay, Bisexual, Transgender, Intersex or those receiving hormone replacement therapy.

3.0 Placement into Administrative Housing

3.1 Prior administrative housing, SHU or the equivalent does not automatically mean placement in administrative custody.

3.1.1 Placement in administrative custody will be decided based on the current classification assessment only.

3.2 If compatible, inmates in administrative housing may be housed with one or more cellmate(s).

3.3 A supervisor’s approval is required for any placement in or removal from administrative housing.

3.4 Once an inmate is placed in administrative housing, custody staff will notify medical and mental health staff.

3.5 Medical and mental health staff will review the inmate’s health record to determine whether any existing medical or mental health needs or conditions exist that conflict with the inmate being housed in administrative housing and will inform custody staff of any concerns.

3.6 Any inmate not already receiving mental health services who is classified at time of booking, or later re-classified to administrative custody shall be referred to mental health services and evaluated within 48-hours of placement.

- Any inmate who reports or demonstrates a deterioration of their mental health status shall be evaluated by mental health within 24 hours.
- Any inmate who reports or demonstrates an intent to cause physical harm to self or others shall be placed in a safety cell.

4.0 Privileges

4.1 Inmates in administrative housing do not lose any privileges. They are entitled to recreation, commissary, visiting, telephone calls, and showers per Title 15.

4.2 The reviewing classification deputy will determine recreation eligibility for administrative custody inmates. Refer to Department Policy 507.13 (Recreation).

4.3 The facility commander may designate certain housing units within their facility as having restrictive access to inmate safety razors.

5.0 Placement Review

5.1 Inmates in administrative housing will have their classification status reviewed once
every thirty days.

5.1.1 These reviews will include and consider information provided by:

- Behavior Health Services
- Housing unit deputies
- Interview with inmate

5.2 Recreation eligibility will be reviewed at the same time as the classification status review.

6.0 Movement

6.1 All administrative custody inmates being moved within the facility will be restrained with handcuffs (behind the back) or waist restraints. Handcuffs will be double locked.

- A single administrative custody inmate is to be escorted by two custody staff members (2:1 ratio).
- Two or more administrative custody inmates are to be escorted by one custody staff member to one inmate (1:1 ratio).
- All administrative custody inmates being seen by medical or mental health staff within a facility will remain restrained. Custody staff will maintain visual supervision but may not be close enough to overhear communication, unless security concerns based on an individualized determination of risk require closer supervision.

6.2 When available, all administrative custody inmates shall be handcuffed by utilizing the cuff-port, prior to the cell door opening.

6.3 When placing an administrative custody inmate in a cell with a cuff-port, the door will be closed prior to the inmate being un-handcuffed. If the cell does not have a cuff-port, custody staff may request additional staff for their safety, or remove the inmate's restraints in a reasonable manner they feel best provides for their safety (kneeling, prone).

6.4 All Administrative custody inmates being transported outside the facility will be escorted by at least two custody staff members.

6.5 Administrative custody inmates being transported outside the facility will be restrained with waist restraints and leg restraints. They may be cross-chained, secured with a black box, or security tubes depending on their threat level. Refer to Department Policy 503.08 (Restraint Devices) for restraint guidelines.
POLICY: The Riverside County Sheriff’s Department recognizes its duty to protect inmates in its care, custody and control. The Riverside County Sheriff’s Department shall establish standard procedures for the objective classification of all inmates to provide a basis for decisions concerning housing, supervision, protection and the provision of services.

REFERENCE: CAC, Title 15, sections 1050, 1052, 1053; PC 4001, 4002; Turner v. Safley, 482 U.S. 78, 89-90 (mail covers). R. Castro, C. Wallace, K Lafever, et. al. vs The County of Riverside and Cois Byrd, Sheriff, 1993 SA-CV-93-808 AHS; County Counsel opinion (10/26/09) - Inmate Classification Notes, Department Policy 501.24, Department Standards Manual section 346.4.

DEFINITIONS:

Classification – The process of assigning inmates to housing units and activities utilizing objective classification criteria.

Classification Unit – A dedicated unit of trained deputies/correctional deputies selected by the facility commander and under the supervision of a classification sergeant. They are responsible for the screening and placement of inmates in the housing areas and other duties as assigned.

General Population – For purposes of this policy, general population is the broadest status of confinement intended for the majority of inmates in custody.

Protective Custody – The status of confinement intended in a non-punitive environment for those inmates requiring additional protection either identified by staff or at the request of the inmate. Inmates in Protective Custody have access to programs and services as other inmates based on their classification designation.

Administrative Custody – The status of confinement intended for those inmates whose presence pose an imminent threat to the inmate, other inmates, the facility or facility personnel. Administrative custody is non-punitive in nature. Inmates in administrative custody have access to programs and services as other inmates based on their classification designation.

Administrative Housing - Administrative housing is intended for administrative custody inmates. Administrative housing is non-punitive in nature and will allow administrative custody inmates to be housed with a cell mate, access to telephones, dayroom and showers as well as personal interaction with a limited number of inmates. Administrative housing provides administrative custody inmates an opportunity to begin the process of returning to a “general population” housing unit by providing an environment where they can demonstrate their ability to be housed in a less restrictive setting.

Civil – These are individuals who are held under the civil process which must be "confined separately and distinctly" from individuals awaiting criminal trials and from individuals held under...
criminal sentence. Inmates who are held pending the civil process under the Sexually Violent Predator (SVP) laws shall be separated from other civil inmates. SVP inmates shall receive the same privileges as their Civil counterparts. Refer to Department Policy 504.39 (Civil Inmates/SVP).

**Administrative Mental Health Housing (AMH) -** The status of confinement intended for those inmates who are identified by mental health staff as someone who requires greater access to mental health care and a living environment free of potential threats or distraction to better facilitate their treatment. Mental health staff will determine who would best benefit from AMH, based on their mental health assessment and diagnosis. AMH inmates will have access to programs and services in conjunction with their mental health care.

**Disciplinary Housing –** A restrictive status of confinement to which an inmate receiving major discipline can be committed. Inmates in this status may be housed and are subject to the loss of privileges including but not limited to personal items. Inmates in disciplinary housing shall have access to religious and legal materials, bedding, clothing and hygiene items unless access to such items pose a direct threat to the inmate’s safety. Refer to Department Policy 504.09 (Inmate Discipline).

**Reclassification –** Any changes in an inmate’s classification status after the initial evaluation by a classification officer.

The following definitions were provided by the Department of Justice, National Institute of Corrections and the Prison Rape Elimination Act National Standards (28 C.F.R. §115.5):

**Gender identity** - Distinct from sexual orientation and refers to a person’s internal, deeply felt sense of being male or female.

**Gender non-conforming** - Gender characteristics and/or behaviors that do not conform to those traditionally associated with a person’s biological sex.

**Homosexual** - Sexual, emotional, and/or romantic attraction to persons of the same sex.

**Intersex** - A condition in which a person is born with external genitalia, internal reproductive organs, chromosome patterns, and/or an endocrine system that does not fit typical definitions of male or female.

**Transgender** - A person whose gender identity differs from their birth sex

**Transgender female** - A person whose birth sex was male but who understands herself to be, and desires to live her life as, a female.

**Transgender male** - A person whose birth sex was female but who understands himself to be, and desires to live his life as, a male.

**GUIDELINES**

1.0 Training

1.1 All new and reassigned classification staff, including sergeants and the Gang Unit,
shall complete the mandatory classification training program. The training program will follow the Classification Training Manual (P504.02 Attachment #2). Training will be complete when all sections of the Classification Sign-off Sheet (P504.02 Attachment #3) are completed. Classification trainees shall not assign classification categories or levels until they complete the training program.

1.1.1 Classification and Corrections Intelligence Bureau (CIB) Sergeants will be required to familiarize themselves with all policies governing their respective assignment as well as review the Classification Training Manual.

1.2 Only employees who have successfully completed the classification training program shall assign classification categories or levels.

1.2.1 Upon completion of the Classification Sign-off Sheet, a copy of the signed form will be maintained at the facility and the original will be forwarded to the Ben Clark Training Center to be maintained with the employee’s training file.

1.3 The Classification Training Manual will be reviewed once annually.

2.0 Inmate Clothing

2.1 An inmate will be dressed in the color of clothing (defined below) as determined by their assigned classification. The various colors aid staff in protecting and identifying inmates in custody. Although clothing color may allow instant recognition of classification, an inmate’s wristband color should also be observed to confirm classification.

**Male Inmates**

- ORANGE TOP/YELLOW PANTS
- RED TOP/YELLOW PANTS
- RED
- ORANGE
- GREEN

**Female Inmates**

- BLUE TOP/YELLOW PANTS
- BLUE TOP/RED PANTS
- BLUE TOP/BLUE PANTS

3.0 Wristbands

3.1 Colored wristbands are assigned to assist in identifying and protecting inmates based on their designated classification. Inmates will be issued a wristband before housing and must wear it at all times until released from custody. The wristbands also allow continuity of security in the court holding facilities when various inmates are transported to different locations throughout the county [Title 15, Section 1050]
(b)]. The wristbands and classifications are as follows:

<table>
<thead>
<tr>
<th>Color</th>
<th>Classification</th>
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<tbody>
<tr>
<td>RED</td>
<td>Administrative Custody/AMH</td>
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<tr>
<td>BLUE</td>
<td>Protective Custody</td>
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<tr>
<td>WHITE</td>
<td>General Population</td>
</tr>
<tr>
<td>GREEN</td>
<td>Civil/SVP</td>
</tr>
</tbody>
</table>

4.0 Classification Designation

4.1 Prior to being assigned a housing unit, all inmates shall be interviewed by a classification deputy to determine a classification designation and custody level.

5.0 Housing and Placement
5.1 Classification deputies are responsible for inmate placement throughout their facility, transferring inmates between facilities, and realigning housing units as needed.

5.2 The classification of inmates is designed to enhance the security and safety of staff and inmates. Every inmate staying in Sheriff’s Department custody shall be assigned a housing unit within a reasonable time period.

5.2.1 If appropriate housing is not available, transfers and/or release mechanisms should be sought to assure all inmates are assigned a bed.

5.2.2 It shall be the responsibility of an on-duty sergeant to assure all inmates have beds within a reasonable amount of time.

5.2.3 If sufficient facts exist to explain why an inmate cannot be safely housed, the reason(s) shall be noted on the inmate’s classification notes by the approving sergeant.

6.0 Classification Assessment Form (P504.02 Attachment #1)

6.1 This form is designed to assist Classification deputies assigning inmates to housing units and activities according to the categories of criminal sophistication, seriousness of offense, physical or mental health needs, assaultive/non-assaultive behavior, previous institutional history if relevant and security of the facility. Such housing unit assignments shall be accomplished to the extent possible within the limits of the available number of distinct housing units or cells of the Corrections Division.

6.2 Classification deputies shall conduct an initial classification interview with each inmate following booking to obtain sufficient information to assign an appropriate classification designation and custody level.

6.3 The Classification Assessment form will document the classification interview and shall be placed in the inmate booking file. The inmate is not required to sign the form; however, it is recommended for administrative reasons. In the event the inmate refuses to sign the form, the refusal should be noted on the line that reads, “Inmate Signature.” This form is initiated when the inmate is booked and it is determined that the inmate will be housed.

- A completed custody assessment.
- All available criminal history information. Local, State, Federal and juvenile history if applicable. Any documentation supporting gang association or affiliation.
- A review of previous classification notes (if available).
- Referral documentation (if necessary) both to and from the mental health unit and medical department.
- Any other information deemed necessary.

6.4 Based on information obtained, the classification deputy shall assign the inmate an initial custody level and classification designation. The classification deputy will then assign the appropriate housing location.
6.4.1 Prior to housing any newly booked or transferred inmate into a cell, the classification deputy will assess the occupant of the cell and determine compatibility. This assessment will include, at a minimum, a review of charges, in-custody behavior, the occupant's size, age disparity, gang ties, or medical and mental health needs. The goal of this assessment is to house inmates together with similar risks and needs.

6.5 Classification deputies will be responsible for updating the Classification Categories Screen. This includes updating the Proxy Triage Risk Screener (Proxy) data entries for Age of First Arrest and Number of Prior Arrests.

6.6 Classification or separation of inmates shall not be based solely on race, color, creed, or national origin. Objective classification criteria are used to classify all inmates.

6.7 Inmates will not be placed in administrative custody solely based on their identification as Lesbian, Gay, Bisexual, Transgender, Intersex or those receiving hormone replacement therapy.

6.8 An inmate should be placed in Protective Custody if they will likely be assaulted or preyed upon by other inmates in general population.

6.8.1 A transgender, gender non-conforming or intersex inmate's own views with respect to his or her own safety shall be given serious consideration. However, the ultimate decision regarding housing is that of the Riverside County Sheriff's Department based on the safety and security of the inmate, other inmates, staff and institutional safety. Although consideration will be given, it does not override the Classification Assessment.

6.8.2 If an inmate is placed in Protective Custody involuntarily, a reassessment will be conducted every 30 days.

6.8.3 An inmate may be placed in Administrative Custody if a known threat to either the inmate, other inmates, staff or institutional security is present.

6.8.4 An inmate may be placed in Civil Custody with other civil inmates with similar charges. Refer to Department Policy 504.39 (Civil Inmates/SVP).

6.9 Approval from a sergeant or above is required for any placement into or removal from; Civil Custody, Protective Custody and Administrative Custody.

6.10 An inmate who is identified as Administrative Custody based on their initial assessment or due to a request for a classification upgrade will be referred to the Robert Presley Detention Center (RPDC) Corrections Intelligence Bureau (CIB).

6.10.1 RPDC CIB deputies will be responsible for further assessment and will make the official request for approval of Administrative Custody to the RPDC CIB Sergeant.

6.10.2 RPDC CIB Sergeant will review the initial assessment and any additional information provided by RPDC CIB deputies before making the final decision on placement.
In the absence of the RPDC CIB Sergeant, the approval will be made by a Classification Sergeant or Lieutenant.

6.10.3 RPDC CIB will notify the inmate of their classification designation of Administrative Custody, the reason for that designation and that their classification will be reviewed at least once every 30 days.

- If an inmate is opposed to their placement in Administrative Custody, they may request a formal review of their classification status, by completing the Request for Reclassification Form (RSD Form 514).
- Jail staff shall conduct this review within 72 hours of receipt of the written request for review.
- Jail staff shall inform the inmate the results of the review.

6.11 Information regarding classification designation and other information related to the custody status of an inmate will be maintained in the Jail Information Management System (JIMS).

6.12 The classification designation and custody level identifies the custody status and manner of inmate management.

6.13 The classification deputy is responsible for updating the computer and the stat card information as classification and reclassification decisions are made.

6.14 Once the inmate has been given a classification designation, the inmate is assigned to a housing unit.

6.15 Placement and programming assignments for transgender, gender non-conforming, or intersex inmates shall be reassessed at least twice each year to review any known threats experienced by the inmate.

7.0 Identification and Classification of Mentally Ill Inmates

7.1 During the classification assessment, any indication of past/current mental health issues, psychological disorder diagnosis, or suicidal ideations shall result in a referral to mental health.

7.2 When it appears an inmate may be suffering from a mental health illness; Classification staff will attempt to gather as much information as possible from the inmate during the classification assessment interview. This is to include the following:

- Psychological conditions the inmate has been clinically diagnosed with.
- Prior ETS commitments for 5150 WIC or 4011.6 PC.
- Out to court for 1372 PC, 1370 PC, and 2970 PC.
- Prior commitments at Patton State Hospital, Atascadero, Metro, or Coalinga.
- Prior undocumented suicide attempts and the methods in which they attempted to harm themselves.
7.3 Before an inmate is placed into jail housing or transferred to a different jail, a clinical therapist will assess the inmate and assign a mental health acuity rating.

7.3.1 Classification will enter the acuity rating and the name of the mental health clinician or supervisor in JIMS classification notes.

7.3.2 Classification will assess the inmate’s prior custody status (if applicable) and mental health assessment to determine a suitable housing location. The mental health acuity rating will assist classification in determining the appropriate housing location and or facility to best accommodate the inmate’s needs.

7.4 If mental health’s recommendation conflicts with classification’s determined housing location, the mental health clinician and/or Classification staff will consult their respective sergeant or lieutenant before the inmate is housed or transferred to another facility.

7.4.1 The mental health supervisor and/or classification sergeant will consult with the Facility Commander, or designee, to determine if the inmate will be assigned to the determined housing location or be transferred to another facility.

7.5 Inmates will not be placed in a more restrictive custody solely because they have a mental illness.

7.6 If based on the mental health assessment and diagnosis from mental health staff, if someone is identified as needing to be in a cell, by themselves to better facilitate their treatment and or safety of themselves and/or others, will be identified as Administrative Mental Health Housing (AMH).

7.6.1 Only Mental Health staff can authorize entry or removal from AMH status based on the needs of the inmate. The authorizing staff members name will be entered in classification notes when inmate movement is made.

8.0 Identification and Classification of Inmates with Medical Needs

8.1 Inmates will receive a medical screening prior to being accepted for booking. Refer to Department Policy 508.10 (Intake Medical Clearance and Assessment).

8.1.1 During the objective classification assessment, if any indications of past/current medical needs are discovered that may not have been addressed during the initial medical screening, the inmate shall be referred to medical staff for further evaluation.

8.2 Classification will assess the inmate’s prior custody status (if applicable) and determine if they should wait until the medical assessment is complete to determine a suitable housing location. The medical recommendation will assist classification in determining the appropriate housing location and or facility to accommodate the inmate’s needs.
8.2.1 Classification will enter the medical recommendation and the name of the nurse or supervisor in the JIMS classification notes.

8.3 Inmates identified as qualified individuals under the Americans with Disabilities Act (ADA) shall be housed in a way that provides for reasonable accommodations while balancing the need for their safety, security, and participation in facility programs, services and activities.

8.4 Inmates with mobility impairments shall not be placed, solely due to their disability or use of assistive devices, in locations with fewer privileges, less programming, or more restrictions on movement, property, or activities solely due to their disability or use of assistive devices.

9.0 Reclassification

9.1 A reclassification evaluation may occur at the request of the inmate or custody staff.

9.2 If the inmate is sentenced to more than 60 days in custody, they are permitted to request a review of his or her classification once every 30 days.

9.2.1 The Classification Unit is responsible for assigning the appropriate classification designation regardless of the request from the inmate.

9.3 All inmates assigned to Administrative Custody will have their classification reviewed at least once every 30 days.

9.4 If an inmate is requesting reclassification from Protective Custody to General Population, the inmate shall submit a written request for a reclassification review.

9.4.1 The classification deputy will review their request, interview the inmate, and complete RSD form 514. The RSD form shall:

- Include the inmate’s written request for reclassification
- Document the inmate’s current charges, institutional history, and/or any relevant information to form the basis of the decision
- Document the justification for the reclassification or denial thereof
- Include the document in the inmate’s booking file

9.5 A classification lieutenant, or a lieutenant in their absence, must review and approve all Protective Custody reclassifications to General Population.

9.5.1 If reclassification status from Protective Custody to General Population is approved, the classification deputy shall instruct the inmate to immediately inform staff if any future housing concerns present.

10.0 Classification Override

10.1 While Department Policy 504.02 Attachment #1 (Inmate Classification Assessment), provides the basis for an objective classification system, it cannot replace the perceptive, well-informed observation of the deputy assigning the
custody level. In cases where the classification deputy determines the objective custody level does not reflect the custody risk of the inmate, the deputy may recommend an override, either higher or lower, to more accurately reflect the inmate’s classification status.

10.2 Circumstances that may suggest an upward override include:

- Multiple counts of an offense, whether criminal and/or administrative
- High profile cases where closer supervision may be preferred
- State parole holds or fugitive status
- Prior disciplinary history

10.3 Circumstances that may suggest a downward override include:

- Physical and/or medical conditions that lower the inmate’s threat potential
- Absence of prior criminal history
- Reliable patterns of behavior that suggests an inmate’s willingness to conform to the rules and benefit from institutional programs (work or educational)

10.4 When the classification deputy conducts an override of the custody level, the reason must be documented on the classification assessment form and approved by a sergeant.

11.0 Classification Notes

11.1 Inmate Classification Notes are not subject to mandatory disclosure, and the information will be treated as confidential. No discussion should take place with any prosecutory entity, defense counsel, or any other unauthorized person regarding the contents of inmate classification notes. The District Attorney, Public Defender, private attorney, or other legal representative may issue a subpoena to obtain written documents known as a “Subpoena Duces Tecum” (SDT) for the classification notes.

- Inmates acting as their own legal representative (Pro-Per) will be allowed by the courts to issue a subpoena requesting classification notes. Redaction of all entrees that could affect the safety and security of the facility shall be completed.
- Redacted classification notes will be submitted to the court, for in-camera review and provided to the inmate.
- County Counsel, upon receiving timely notification from the Sheriff’s Department, will prepare any necessary opposition legal papers for filing with the court in objecting to the Pro Per inmate’s SDT request (relevancy, good cause, overbroad scope, etc.).

11.2 When an SDT for classification notes is received, the following shall be followed.

- All SDT’s received for classification notes are to be routed through the Sheriff’s Subpoena Records Clerk [REDACTED] This procedure will be followed when the request for records is received and when the records are produced and delivered.
- All SDT’s are to be time stamped when received.
All requests for classification notes by means of an SDT will require a “Protective Order” prepared by County Counsel.

Prior to contacting County Counsel, all requests must be approved by a lieutenant.

The Protective Order will need to be signed by the judge with jurisdiction over the case.

Signed Protective Orders need to be returned to Sheriff’s Records and County Counsel.

11.3 When complying with an SDT for classification notes, all information listed below will be redacted prior to their release. (Redacting will be completed by the Classification Sergeant)

- On-going investigations
- Sexual orientation, gender expression or gender identity
- Any mention of personal information regarding a staff member or their family
- Facility security issues
- Informants’ names and information channels
- Facility search methods and motives
- Recognized security breaches
- Third party inmate’s personal medical/mental health information (HIPAA)
- Medical and mental health staff members
- Any confidential or sealed court orders

11.4 Sergeants’ responsibilities

11.4.1 Sergeants shall not disseminate their ID or password for staff to use in their absence. Sergeants shall personally input their ID and password in the appropriate fields when approving Classification Notes print request.

12.0 Inmate Transfers

12.1 Upon an inmate’s transfer to another facility, the receiving facility will interview the inmate. The interview will assist staff in identifying whether the inmate’s classification should be re-evaluated based on information presented including victimization issues at the previous facility and to assess the inmate’s risk of being sexually abused by or towards other inmates.

12.2 Documentation that the interview was conducted will be completed on RSD Form 533 (Custody Transfer Transportation Order) and entered into classification notes.
The Riverside County Sheriff’s Department no longer offers a County Parole Program as a release mechanism for inmates.
POLICY: Correctional staff are responsible for the movement of inmates to and from courtrooms or to and from areas near courtrooms where deputy sheriffs from the RSD Court Services Division have control of the inmate. There shall be a strict accounting of inmates and their locations when inmates are outside the facility attending court. Inmates moving to and from court shall be secured with appropriate restraining devices.

There shall be sufficient communication to control the orderly and safe movement of inmates.

REFERENCE: Department Standards Manual section 1100, Department Policy 503 series (Conduct of Jail Personnel/Use of Force)

GUIDELINES

1.0 Overseeing Deputy

1.1 At least one deputy should be assigned to oversee inmate movement and coordinate this movement with court services personnel.

1.2 The overseeing deputy(s) shall track inmate court movement accurately.

1.3 Each facility shall use a system through which the overseeing deputy(s) is/are able to quickly identify each inmate involved in court movement and know the location of that inmate.

2.0 Inmates Refusing to go to Court

2.1 Inmates cannot refuse to go to court.

2.2 If extenuating circumstances exist where an inmate(s) arrival is delayed to court, the court shall be notified.

➢ Any delay of an inmate appearing in court will be brought to the attention of the Facility Commander. The Facility Commander shall notify the Division Chief.
3.3 Staff may use other restraints such as an approved “leg brace” device if necessary, with the approval of the court. Refer to Department Policy 503.08 (Restraint Devices).

3.4 Inmates who refuse to appear in court or who staff believes have a high propensity for violence while in transit or in a court room, may be moved in the emergency restraint chair.

3.4.1 Use of the emergency restraint chair requires the approval of the Facility Commander or their designee. Refer to Department Policy 503.07 (Emergency Restraint Chair).

3.4.2 Inmates who are identified within the J.I.M.S. “Classification Categories” page as an Escape Risk shall be restrained with a black box and mittens.

3.4.3 Inmates who are identified within the J.I.M.S. “Classification Categories” page as assaultive towards staff or other inmates shall be cross chained.

3.4.4 Inmates restrained with the “Black Box” device or cross chained shall be transported in separate compartments and held in a separate holding cell from other inmates.

4.0 Keep Away Inmates

4.1 “Keep Away” inmates are inmates who need to be kept away from other inmates due to high victim potential, District Attorney’s request, altercations with other inmate(s) and/or testifying against other inmate(s).

4.2 Transportation Coordinators are responsible for identifying their “Keep Away” inmates prior to leaving for court. “Keep Away” information can be found on the “Keep Away Transportation Report.”

4.3 When these inmates have been identified, they will be assigned a specific colored flag by the Transportation Coordinator at the facility where the inmate will be attending court.

4.4 If there is more than one inmate who is a “Keep Away,” with the same colored flag attending court at another facility, the Transportation Coordinator of the inmate’s originating facility shall be responsible for flagging these inmates and advising the coordinator at the receiving facility.

4.5 Inmates wearing the same color flag shall be kept away from each other during transport outside their originating facility and in holding while awaiting court or transfer. Inmates wearing different colored flags can be kept together. Some inmates may be flagged to be kept away from all inmates regardless of their colored flag.

4.6 The colored flag shall be secured in the lock of the waist chain.

4.7 The colored flag should always be in clear view of staff so that the “Keep Away” inmates are easily identified.
6.0 Transporting and Movement of Inmates for Court

6.1 Inmates going to and from court will not be allowed to bring any personal property with them.

6.2 Exceptions:

6.2.1 A Pro-Per inmate is an inmate who has been appointed by a court order, to act as their own legal representative. When going to court, manila envelopes may be used by the inmates to transport legal paperwork and shall be inspected during the search of the inmate. These documents will be transported by custody staff and not on the inmate’s person during movement.

6.2.2 Non Pro-Per inmates, who have obtained a court order, will be allowed to transport their legal papers to and from court as needed. Before any movement, all papers and/or envelopes shall be inspected for contraband. These documents will be transported by custody staff and not on the inmate’s person during movement.

6.2.3 An inmate returning from court can retain court paperwork indicating a return court date. All other legal paperwork and documents will be sent to the facility where the inmate is housed for distribution.

6.2.4 Inmates will retain those assistive devices that are medically necessary, unless the device poses an immediate risk of bodily harm to inmates, staff or threatens the security of the facility.

7.0 Keep on Person Medication

7.1 Medical staff can prescribe “keep on person” medication, which will be placed in an authorized envelope/blister pack.

- The envelope/blister pack will have information regarding the inmate’s identity and medication.
- Inmates may retain their keep on person medication at all times.
- Custody staff will not distribute keep on person medications.

7.1 The JIMS Special Needs screen will have information regarding whether an inmate can keep medication on their person.

8.0 Court Returns
8.1 An inmate may return from court with only a sheet of paper indicating a return court date. All other legal paperwork and documents will be sent to the facility where the inmate is housed for distribution.
POLICY: The intent of this policy is to provide for the safety and wellbeing of those inmates placed in a sobering cell.

REFERENCE: Title 15, Sections 1056 and 1213, P.C. 6030, RSD Form 551

GUIDELINES

1.0 Use of Sobering Cells

1.1 Sobering cells will be used for holding inmates who are under the influence of alcohol and/or drugs.

1.2 Arrestees who are unconscious, unable to respond verbally, or unable to walk with minimal assistance as a result of their intoxication, will not be accepted for booking without obtaining an "Okay to book." Refer to Department Policy 508.10 (Medical Screening/Medical Release) for additional information.

1.3 New arrestees under the influence will be segregated from general population inmates. Male and female inmates will not be placed together in a sobering cell. New arrestees under the influence of alcohol and/or drugs will be temporarily housed in a sobering cell until they meet the required classification criteria for housing or processing requirements are acceptable for citation, bail bond, or cash bail release.

1.4 Staff members shall evaluate inmates in sobering cells and remove them from the cells, as they are able to continue in the booking, housing, and release process. Staff members removing inmates from the sobering cells will determine the most appropriate location for the inmate to be placed, e.g., holding cell, release cell, housing unit, etc. In most cases, the inmate will be placed in a holding or release cell.

1.5 Assaultive inmates under the influence will be segregated from non-assaultive inmates under the influence and will not be removed from the sobering cell until they are able to continue the housing/release process.

1.6 Inmates may be temporarily placed in sobering cells while handcuffed; however, no handcuffed inmate shall be placed in a cell with another inmate, unless that inmate is also handcuffed.

1.7 Under most circumstances, inmates will not be fed while in the sobering cell. Exceptions may be made at the discretion of a supervisor or medical staff. (Circumstances warranting feeding might include an inmate who is diabetic.)

2.0 Medical Responsibilities

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2.1 An inmate will not remain in a sobering cell for more than six hours without a recorded evaluation by medical staff. Medical staff will come to the sobering cell to evaluate the inmate and notate the evaluation on the sobering cell log.

- Medical staff will determine further retention past the six-hour time frame.

3.0 Observations and Documentation

3.1 The placement of inmates into a sobering cell will be documented using RSD Form 551.

3.2 Direct visual supervision will be conducted at least once every thirty minutes and noted on the sobering cell log.

3.3 The deputy’s observations during the security check will be documented on the Sobering Cell Log Continuation Sheet, Department Form 551b. Each observation should include the following:

- 3.3.1 Observation of the inmate's breathing to determine that breathing is regular. Breathing should not be erratic or indicate that the inmate is having difficulty breathing. A harsh snoring or gasping sound is an indication of difficulty in breathing.
- 3.3.2 Observation of the inmate to determine if there has been any vomiting while sleeping.
- 3.3.3 Attempt to arouse the inmate by verbal or pressure stimulation. This is the most important monitoring procedure for jail staff in a non-medical setting. Arousal attempts can be made by:
  - Calling the inmate by name while observing from the window/hallway.
  - Making a loud noise.
  - Asking another inmate in the cell to get a response.
  - Or, if unable to obtain verbal response to stimulation, the deputy must obtain backup to go in and attempt to arouse the inmate.

3.4 When a sobering cell is occupied, a floor sergeant will review the sobering cell log at least once every four hours. The sergeant will record the time of the review on the log.

3.5 A new sobering cell log will be initiated daily at 0001hrs/midnight. The previous log will be removed and reviewed by a supervisor.

4.0 Items Not Permitted in Sobering Cells

4.1 The following items will not be permitted for inmates while inside sobering cells:

- Medications
- Property boxes
- Hygiene packs
- Extraneous clothing: e.g., jackets, socks, shoes, extra shirt(s), etc. These items should be placed in the inmate’s property bag at the time of booking.
- Eyeglasses will not be permitted in sobering cells, unless medical staff determine otherwise. If the inmate is later placed in general housing, the eyeglasses may be released to the inmate at that time.
- Assistive mobility devices (e.g., crutches, canes, walkers, wheelchairs, etc.) will not be permitted in sobering cells, unless medical staff determine otherwise. If an inmate is to retain an assistive device, the inmate will be placed in a cell alone.
- Artificial limbs or other prostheses will be permitted after the item has been searched thoroughly and at the direction of a sergeant, who will consult with medical staff, if available. This approval will be notated on the Sobering Cell Log.

5.0 Final Log Review

5.1 The bottom of the Sobering Cell Log (Form 551a) includes a section for a final review of the log. This section will be completed by a deputy, sergeant, and lieutenant. The purpose of the final review is to verify the log has been completed thoroughly and accurately.
POLICY: Each correctional facility shall establish a procedure for the timely submission of palm prints, blood, saliva and buccal swab samples to the California Department of Justice, pursuant to section 296 of the Penal Code. This section requires the collection of finger/palm prints, blood, saliva, and/or buccal swab samples from persons convicted of felonies and misdemeanors of certain crimes. These samples are then used to establish a DNA database in the State of California.


GUIDELINES

1.0 DNA Position

1.1 Each Commander shall assign an employee to determine if DNA testing is warranted.

1.2 Department personnel shall refer to the most current testing requirements provided in the Department of Justice Information Bulletin and the associated DNA Bank Collect Data Sheet. Information and updates regarding DNA testing requirements can be obtained by accessing the Department of Justice website (http://justice.doj.ca.gov/clew). For further instruction, department personnel should refer to the corresponding procedure’s section of this Policy.

2.0 DNA Requirements

2.1 California law now requires the following persons to submit DNA samples to the Cal-DNA Data Bank:

- Adults and juveniles who are newly convicted or adjudicated of any felony crime and are currently in custody or on probation, parole, or other supervised release or otherwise under any government control in conjunction with that conviction or adjudication. (PC 296.1(a)(2), (3), (4).) Generally:
  - “Conviction” means that a guilty verdict has been returned or that a guilty or no contest plea has been entered and accepted.
  - “Adjudication” means an arbiter or judge reviews evidence and argumentation by opposing parties or litigants to come to a decision which determines rights and obligations between the parties involved.
- Not guilty by reason of insanity findings also trigger DNA collection requirements.

2.2 Adults and juveniles who are currently in custody or on probation, parole, or other supervised release or otherwise under any government control in conjunction with a conviction or adjudication for a misdemeanor or other offense and who also have a past California or out-of-state or military or federal felony conviction or adjudication of record. (PC 296.1(a)(2), (3), (4).)

For Example:

➢ A person convicted on a felony crime fifteen years ago, who is incarcerated awaiting adjudication for a new crime, would not qualify for DNA collection.
➢ However, a person convicted on a felony crime fifteen years ago, who is incarcerated and convicted on a new crime, regardless of it being a misdemeanor or felony conviction, would qualify for DNA collection.

2.3 Adults and juveniles who are required to register under Penal Code section 290 or Penal Code section 457.1 for felony or misdemeanor sex or arson offenses. (PC 296(a)(3); 299(e), (f).)

2.4 Adults and juveniles referred to and housed in mental health treatment programs for felony offenses. (PC 296(a)(3), 296(c).) This includes persons found incompetent to stand trial under Penal Code section 1368, those committed to a state hospital upon a finding of not guilty by reason of insanity, and those classified as mentally disordered sex offenders.

2.5 Adult and juvenile out-of-state offenders accepted into California for service of custody, probation, or parole under an interstate compact or other agreement, following a qualifying conviction or adjudication, or with a prior felony of record. (PC 296.1(a)(5).)

2.6 Federal prison inmates with a prior California or out-of-state qualifying felony conviction or adjudication of record. Requires California connection (e.g., the inmate will be released in California) and approval of the FBI Director. (PC 296.1(a)(6).)

2.7 Adults and juveniles who enter a plea conditioned upon collection of a DNA sample. (PC 296(a)(5).)

2.8 Adults arrested on or after November 3, 2004 for felony PC 290 sex crimes, murder, voluntary manslaughter, or attempts to commit those crimes. (PC 296(a)(2).) Note: The arrestee provision is not retroactive to arrests that took place before November 3, 2004. Also, as authorized by statute, and as augmented by DOJ policy, samples taken from arrestees are expunged upon appropriate notice to DOJ verifying that the sample donor has not been convicted of a qualifying offense or referred to a designated institution in the case as described above.

2.9 Beginning in 2009, 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.
3.0 Confirming Inmates' Identity and Qualifying Status

3.1 Prior to collecting DNA samples, each inmate’s CII shall be checked to confirm the inmate’s identity, the qualifying charge, and to see if there is a notation that DNA has already been collected. If the Live Scan Transaction sheet indicates DNA has already been collected, no CII will need to be generated.

3.2 Custody staff shall not collect DNA samples from inmates whose CII reads, “Do not collect DNA.” Below is a list of common CII DNA flags, which can be located on an inmate’s CII:

- Do not collect DNA. Samples verified by submitting agency received.
- Do not collect DNA. DNA samples have been received, typed, and uploaded.
- Do not collect DNA. Verified DNA samples are on file.
- Collect DNA if PC 290 sex or PC 457.1 arson registrant.
- Collect DNA if incarcerated, confined, or on probation or parole following any misdemeanor or felony conviction.
- Collect DNA. The DNA sample previously supplied is inadequate.

3.3 If a DNA sample has already been taken, the testing deputy will put “DNA previously taken per CII or JIMS class notes” with their name, ID#, and date in the “Comments/notes” section of the JIMS booking sheet in the inmate’s file.

- The testing deputy will also add this information to the inmate’s class notes.

3.4 Once the inmate’s identification has been verified, the CII shall be placed in the inmate’s file.

3.5 If an inmate has been in custody longer than forty-eight hours (48) at the time of release, a new CII shall be generated to assure no additional information has been added that would require an inmate to submit a DNA sample.

- If DNA has been taken, a new CII will not be required.

4.0 DNA Collection

4.1 Samples, specimens, and print impressions must be collected promptly or as soon as administratively practical after arrest (e.g. during booking), conviction or
adjudication, and in any event prior to release on bail or pending trial or any physical release from confinement or custody (295 (i)(1); 296.1 (a).)

4.2 Sample, specimens, and print impressions must be collected using DOJ-Approved collection kits, and in accordance with DOJ’s instructions (295(i)(2); 298(b)(4).)

4.3 Unless otherwise noted, DNA collections will include the collection of the buccal swab sample (inner cheek scrape), right thumbprint and inmate signature.

4.3.1 The withdrawal of blood, when requested by DOJ, must be done in a medically approved manner by trained and certified health providers in accordance with specific instructions obtained in the DOJ “blood withdrawal” DNA supplied kit (298(b)(2).)

4.3.2 By statute, buccal swab samples may be collected by law enforcement or correctional staff or others trained to do so in accordance with specific instructions obtained in the DOJ “buccal” DNA supplied kit (298(b)(3).)

4.3.3 The DOJ DNA Laboratory may request collection of blood specimen(s) where buccal swab is insufficient (295(e).)

5.0 Completing the Buccal Swab Test Kit

5.1 Each buccal collection kit contains the following items:

- 1 plastic storage envelope
- 1 buccal DNA collector
- 1 paper transport pouch (with a desiccant packet that needs to remain inside)
- 1 alcohol prep pad to be used as an ink remover
- 1 instruction sheet
- 1 pair plastic gloves
- 2 finger ink strips
- 1 specimen information card

5.2 Specimen Identification Card Side “A”

5.2.1 All cards must be filled out in blue or black ink using block letters. Do not detach card at perforation, this will be done by DOJ.

5.2.2 All available information should be completed – inmates CII# (SID), name and date of birth are required.

5.2.3 The inmate’s thumbprint must be collected.

5.2.4 The person researching the qualifying information must complete the section inside the lower box.

5.3 Specimen Identification Card Side “B”

The signatures of the inmate and the person performing the DNA collection must be collected.

5.3.1 The thumbprint must be completed on this side also.

5.3.2 Any additional information not requested on side “A” can be included in the comments section if necessary.

- If the inmate does not have a CII #, write no CII# in the comments area.
5.3.3 Check the box that indicates which method was used to verify the identity of the inmate.

5.4 Buccal Collector Step #1

5.4.1 The testing deputy will remove the buccal DNA collector from the pouch and hold the thick portion of the handle at the base.

5.4.2 The testing deputy will write the inmate’s name and CII # (SID) in the space provided on the collector’s handle.

5.4.3 The testing deputy then puts on the gloves provided to protect the sample from contamination.

5.5 Buccal Collector Step #2

5.5.1 The testing deputy will instruct the inmate to hold the collector with their thumb on the area marked “Thumb” on the backside of the collector.

5.6 Buccal Collector Step #3

5.6.1 The testing deputy will make sure the inmate removes any gum, candy, or other such objects from their mouth prior to the collection.

- Dental appliances do not need to be removed.

5.6.2 The testing deputy will instruct the inmate to open their mouth and place the collection paper side of the collector flat against the inside of their cheek.

5.6.3 The testing deputy will firmly drag the paper against the cheek towards the lips and out of their mouth.

- While the inmate is swabbing the mouth, he/she should be facing towards the wall away from the deputy.
- The deputy should be positioned to the side of the inmates to see the bulge in the inmate’s cheek while the collector is being drawn forward.
- The deputy should swab the mouth for a total of 8 times.

**Note:** DO NOT allow the inmate to rub the collector back and forth against their cheek.

5.7 Buccal collector Step #4

5.7.1 When the deputy has completed 8 inner cheek swab passes (scrapes) with the collector, the deputy will secure the Buccal DNA collector.

5.7.2 While holding the collector handle, the deputy will close the slider cover over the collection paper carefully.

- The deputy will take care not to fold or bend the paper backwards while closing the slider cover.
- The testing deputy will also need to avoid sample contamination by not touching the collection paper with his/her hands.

5.8 Buccal collector Step #5

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5.8.1 The testing deputy will place the capped collector into the provided white transport pouch and seal the envelope.

- The desiccant pack must remain in the envelope with the collected sample.

6.0 DNA Sample Disposition

6.1 Once the testing is completed, the testing deputy will attach the DNA laboratory’s address label to the front of the plastic storage envelope and fill in their facility’s return address information.

6.2 The testing deputy will make sure all completed testing materials are placed in the transport pouch; he/she will seal the pouch by removing the red plastic over the adhesive strip.

6.4 After the testing and mailing is completed, the testing deputy shall make the appropriate entry in the JIMS computer system. The entry should be under class notes stating “DNA” has been collected.”

6.5 The testing deputy will also fill out RSD Form 513 (Notification of DNA Testing), which will be placed in the inmates file.

7.0 DNA Sample Refusal

7.1 Riverside County employee will not use force to collect a DNA sample with exception of section 7.3 of this policy.

7.1.1 Any person who refuses to give the required samples is guilty of a misdemeanor (Penal Code Section 298.1).

7.2 If an inmate refuses to submit to a DNA sample as required by law, a sergeant will be notified to respond to the area. The sergeant will advise the inmate of his/her legal obligation to provide the required specimen sample. If the inmate still refuses, the sergeant will assign a deputy to write a criminal report seeking a criminal filing (the charge will be listed as 298.1 (a) PC - refusal to provide specimens).
7.2.1 If the inmate has further court proceeding, the charge of 298.1 (a) will be an added case (On View) to the court calendar for the next available court date. If the inmate is in the release process, he/she will be cite released on the charge of 298.1 (a).

7.3 Inmate refusal to provide DNA sample: After the 298.1 (a) case has been adjudicated and we now have a court order to perform a DNA draw on the particular case.

7.3.1 After the inmate’s case of 298.1 (a) is adjudicated and the court remands the inmate into the sheriff’s custody for collection, the DNA sample will be taken. If the inmate continues to refuse to provide a DNA sample, reasonable force is allowable with a supervisor’s approval. If reasonable force is authorized by a supervisor, the following procedure shall be followed:

7.3.2 A sergeant will be notified to respond to the area. While being videotaped, the sergeant will advise the inmate of his/her legal obligation to provide the required specimen sample. If the inmate still refuses, the testing deputy will complete the 298.1 Admonishment form (attachment #1), which the sergeant will sign authorizing the use of force.

7.3.3 Anytime force is used to obtain a DNA sample, it shall be videotaped and archived for current year plus one.

7.3.4 The force used must be consistent with the use of force authorized in department general orders and Title 15–Section 1059 “Use of Reasonable Force to Collect DNA Specimens, Samples and Impressions.” (Refer to Section 1059 at end of this document.).

7.3.5 Medical staff will not be utilized in the forceful collection of required specimens. The testing deputy will contact the contracted phlebotomy service and schedule the blood and saliva sample.

7.4 All force DNA samples shall be collected with the inmate properly secured in a restraint chair. This should occur once the phlebotomist has arrived at the facility. If the inmate resists the use of the restraint chair, facility staff shall use only department approved control/restraint techniques to control and place the inmate in the restraint chair.

7.4.1 The phlebotomy service will use the standard DNA kit, which includes: (2) blood tubes, (1) specimen information card, (2) saliva scraping tips, (1) 9 by 9 self-addressed mailing box and kit collection instructions.

7.4.2 The blood shall be drawn in the presence of a supervisor. Any force used shall be videotaped, including audio.

7.4.3 Any use of force shall be documented in accordance with Division Policy 503.09 and Department General Orders 1000 series.

7.4.4 Copies of all reports and videotapes shall be forwarded to the Facility Commander or his/her designee.

7.4.5 Within 10 days of the use of reasonable force pursuant to this regulation, the facility administrator shall send a report to the Board of Corrections, documenting a refusal to voluntarily submit the required specimen, sample or impression; the use of reasonable force to obtain the specimen, sample or impression, if any; the efforts undertaken to obtain voluntary compliance; and
whether medical attention was needed by the prisoner or other person as a result of reasonable force being used.

7.4.6 A copy of the admonishment form will be placed in the inmate’s booking file and the original will be mailed to the Board of Corrections.

- All completed admonishment forms will be mailed to the following address:

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Corrections Standards Authority
Attn: DNA Data Collection Analyst
600 Bercut Drive
Sacramento, Ca 95814
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8.0 Test Kits

8.1 The Department of Justice DNA databank program distributes DNA sample collection kits at no cost to the submitting agency.

8.2. DNA collection kits can be obtained through Smith Correctional Facility.
TITLE: Headcount
NUMBER: 504.07

POLICY: Each Facility commander shall establish and maintain a system to accurately account for all inmates under his/her jurisdiction at all times. A stat card to inmate count must be taken at least once during each twenty-four (24) hour period.

GUIDELINES

1.0 Physical Headcount

1.1 Physical count of inmates may be random or routine based on the facility needs and the security classification of those confined.

- The physical count will compare the number of inmates to what is documented in JIMS, and the amount of stat cards located in each housing unit. The physical count will account for all inmate movements, releases, and transports.
- Once a physical count has been completed, it shall be documented as complete in the housing unit activity log.

1.3 The physical headcount will be used to order meals and to track the inmates assigned to the housing unit but signed out to court, appointments, programs, etc.

1.4 This count will not be a substitute for the stat card to inmate headcount report.

2.0 Stat Card to Inmate Headcount

- Custody staff are required to compare the individual inmate with the information on the inmate’s stat card and wristband.
- Each inmate will be called by his/her last name. The inmate shall respond by giving his/her first name.
- No inmate will be allowed to sleep or avoid taking part in the headcount.
- Custody staff will make a notation of any irregularity in the headcount and resolve any problem, so an accurate count is obtained. A sergeant shall be notified immediately when discrepancies exist.

2.2 A designated staff member will be responsible for compiling the headcount information from all housing units and holding areas into a single headcount report for the facility.

2.2.1 The final report will be reviewed and approved by the on duty sergeant.

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Title: In-Absentia Bookings

Policy: In-absentia booking refers to the process by which an arrestee is booked into custody at a facility without the physical presence of the arrestee. The most common in-absentia booking is with hospitalized arrestees.

Reference: Title 15, section 1200; 825 P.C., People v. Lane (1961) 56 Cal. 2d 773, 780-781, Policy 504.02, 504.12

1.0 Arresting Agencies

1.1 The arresting agency must contact the Intake Sergeant for an in-absentia booking approval.

1.2 The arrestee must be either admitted to the Riverside University Health Systems (RUHS) Detention Care Unit (DCU), or the Facility Commander must approve the in-absentia booking.

- All in-absentia inmates admitted to DCU shall be assigned housing at Robert Presley Detention Center (RPDC).

1.3 All arrestees who are taken into custody in-absentia shall be “booked” at the facility nearest to the hospital where the arrestee is admitted.

1.4 Until the facility authorizing an in-absentia booking issues a booking number, the arrestee is the responsibility of the arresting agency.

1.6 Upon approval of an in-absentia booking, the arresting officer will be referred by the Intake Sergeant to the Business Office to obtain a booking number.

2.0 Booking In-Absentia

2.1 The arresting agency will provide expanded demographics via telephone to the Business Office staff member.

- “In-absentia booking” will be noted in the comments section of the arrest and property screens.
- Money will be entered as $0.00, until the property and money are brought to the facility for processing.
- Once all intake/demographics have been entered, they will provide a booking number to the arresting agency.
2.2 The JIMS booking process will only be completed after the arresting agency responds to the accepting facility with the arrestee’s property, money, and all required paperwork is reviewed and approved by Business Office staff.

Once the JIMS booking is finalized, an arraignment date is set.

2.3 Until the inmate is admitted to the DCU, each facility shall develop a procedure for notifying the courts if the inmate is unable to attend due to medical reasons.

3.0 Security/Classification for In-Absentia

3.1 Each facility will develop a procedure to verify the inmate is accounted for on their headcount.

3.2 Once an arrestee has been booked in-absentia, the security/custody of that inmate becomes the responsibility of the Corrections Division. The booking facility is responsible for providing the appropriate level of security for the inmate until the inmate is accepted into the DCU.

3.3 In providing for security of an in-absentia inmate, the Classification Coordinator of the facility authorizing and accepting the in-absentia booking, will respond to the hospital and interview the inmate in accordance with Department Policy 504.02 (Classification). The Classification Coordinator will also consider the following:

- The nature of the crime for which the person was arrested.
- The inmate's escape risk.
- The danger the inmate potentially poses to the hospital, community, or victim(s).

If the arrestee is unconscious, comatose, or incapacitated in any way and cannot accurately complete the interview, the Classification Coordinator will wait until the arrestee is conscious and capable of completing the Classification Assessment.

3.4 The Classification Coordinator will also be responsible for obtaining inmate signatures and a manual thumbprint for the inmate’s booking file.

4.0 Release Mechanisms

4.1 The Facility Commander should determine if these certain release mechanisms would be appropriate, i.e. citation release, O.R., out of custody filing, 849(b)(1) P.C., etc.

5.0 Court Arraignment

5.1 Each facility shall have a procedure which identifies inmates who are hospitalized and need to be arraigned.

5.2 In all cases, inmates will be taken before a magistrate without unnecessary delay, within 48-hours after their arrest, pursuant to 825 PC.

5.2.1 An exception to the 48-hour limit is when an inmate’s health makes it
impractical or impossible for the inmate to appear at arraignment. The Facility Commander, or designee, will consult with a representative from the District Attorney’s office to resolve the appearance problem.

- People v. Lane (1961) 56 Cal. 2d 773, 780-781, “It would be an unreasonable application of 825 to require a hospitalized defendant to be taken before a magistrate until it was possible to do so without jeopardy to his health.”

6.0 Juvenile In-Absentia

6.1 For Juvenile In-Absentia bookings, refer to Department Policy 504.12 (Juveniles, Booking and Detention).
TITLE: Inmate Discipline

POLICY: All inmates shall be provided with the rules of conduct and penalties for violations of those rules while housed in Riverside County Correctional Facilities. Inmate discipline is the responsibility of all Riverside County Sheriff’s Department Corrections staff. Maintaining discipline within Riverside County Correctional Facilities is critical to safety and security of jail operations.

REFERENCE: Title 15, sections 1069, 1081, 1082, 1083, 1084, and 1247; PC sections 147, 673, and 4019.5.; Wolff v. McDonnell (1974) (418 U.S. 539); Prison Rape Elimination Act (Title 42 U.S.C. §§ 15601 et seq, 28 C.F.R. §115.78)

DEFINITIONS

Disciplinary Hearing - A non-judicial administrative hearing to determine if substantial evidence exists to prove an inmate committed a rule violation.

Disciplinary Hearing Deputy - A sergeant, corporal, or their designee who has received training on completing inmate disciplinary hearings, was not assigned to the area where the rule violation occurred and was not present at the time of the rule violation. When possible, the disciplinary hearing deputy should be an experienced staff member.

Formal Discipline – Formal discipline refers to when a deputy completes and submits an Inmate Disciplinary Action form (RSD Form 528) and a hearing is completed by a Disciplinary Hearing Deputy and the outcome of the hearing results in disciplinary action.

Informal Discipline – A verbal warning or counseling session used to explain the rules of the facility and acceptable behavior without imposing formal discipline. This information is recorded in the classification notes.

Prohibited Acts: Violations of federal, state, county, or local statutes, or violations of Facility Rules and Responsibilities. These are detailed in the Inmate Orientation Pamphlet.

Administrative Override - When an egregious act is committed such as a criminal violation, the 24-hour notice of disciplinary action in writing may be overridden by a lieutenant or higher.

GUIDELINES

1.0 Regulations

1.1 Every inmate housed in a Riverside County Corrections facility shall be informed of the prohibited acts while in custody and discipline procedures per Title 15, section 1069.

1.1.1 Newly booked inmates shall receive a copy of the inmate rules and discipline procedures before placement into a housing unit (Inmate Orientation Pamphlet).
1.1.2 The inmate shall have access to staff or assistance when the inmate is illiterate or when an issue is too complex for the inmate to comprehend.  

1.1.3 Each facility shall either translate the rules and discipline procedures to non-English speaking inmates or arrange for a translator to do so.  

- If custody staff are not available to translate, the Intake Sergeant will arrange for an interpreter to be available. Refer to Department Policy 508.17, attachment #1 (Interpreter Services Information).  
- Each facility shall explain the rules and discipline procedures to illiterate inmates.  

1.1.4 Custody Staff will make reasonable accommodations to assist hard of hearing inmates in their ability to effectively communicate throughout the disciplinary process.  

- If custody staff proficient in American Sign Language (ASL) are not available, the Intake Sergeant will arrange for an interpreter to be available. Refer to Department Policy 508.17, attachment #1 (Interpreter Services Information).  

2.0 Criminal cases  

2.1 An inmate may be charged with a criminal violation as well as a disciplinary violation for the same offense. Disciplinary violations are administrative and not criminal. There is not a double jeopardy issue.  

2.2 Two types of inmate discipline are authorized, Informal and Formal.  

2.2.1 Inmate discipline must be fair and comparable to the level of misconduct and be progressive with any prior disciplinary history.  
2.2.2 Inmate discipline is not a system of negative sanctions or punishments and shall not be used as a form of retaliation toward any inmate’s behavior.  
2.2.3 The disciplinary process shall consider whether an inmate's mental disabilities or mental illness contributed to his or her behavior when determining what type of sanction, should be imposed.  

3.0 Informal discipline  

3.1 Informal discipline is immediate action taken by facility staff in the form of a counseling session, which does not result in formal discipline to the inmate. Minor rule violations may be handled informally by facility staff by verbal reprimand or advising the inmate of expected behavior.
3.4 Informal discipline requires that the counseling session is noted in the inmate's classification notes, including whether the inmate was given a verbal reprimand or advising the inmate of expected behavior.

4.0 Formal discipline

4.1 The violation(s) shall be documented on an Inmate Disciplinary Action form (RSD Form 528). Acceptable forms of discipline are:

- Verbal warning or counseling
- Loss of commissary
- Loss of visiting
- Loss of recreation
- Loss of television
- Loss of dayroom time
- Extra work details
- Removal from work assignment
- Forfeiture of "good time" credits earned per 4019 PC*
- Forfeiture of "work time" credits earned per 4019 PC*
- Disciplinary Housing* (Refer to P504.09 att. 1. Disciplinary Housing Report)
- Disciplinary Housing with disciplinary diet*
- Correspondence privileges (mail and/or telephone) *
- Disciplinary diet*

4.2 The reporting deputy will complete the RSD Form 528, list the violations, and briefly describe the incident ensuring the elements of the rule violation are clearly stated.

4.3 The reporting deputy will enter classification notes in the Jail Information Management System (JIMS) and record the current disciplinary point score in the space provided on the form. The RSD Form 528 will be forwarded to a sergeant who will review the form before forwarding it to a designated disciplinary hearing deputy.

5.0 Disciplinary Limitations

5.1 Cruel, corporal, or unusual punishment, personal property damage, or harassment is strictly prohibited.

5.2 Withholding care, which may injure or impair the health of the inmate, is prohibited.

5.3 Indigent kits may not be withheld from indigent inmates as a form of discipline.

5.4 Deprivation of clothing, bedding, or basic hygiene materials is prohibited with the following exception:

5.4.1 This section does not preclude the removal of these items to provide for the safety of the inmate and/or custody staff or to prevent the destruction of these items. The decision to deprive inmates of such articles of clothing and
bedding shall be reviewed by the facility commander or designee during each 24-hour period.

5.5 Food shall not be withheld as a disciplinary measure.

5.5.1 This section does not preclude the implementation of a disciplinary diet.
5.5.2 The disciplinary housing diet described in Title 15, section 1247 shall only be used for those inmates who have met the guidelines of tier 3 and tier 4 discipline.

5.6 Correspondence privileges shall not be withheld except in cases in which an inmate has violated correspondence regulations.

5.6.1 Justification for this discipline must be documented in an inmate’s classification notes.
5.6.2 Correspondence may not be suspended for more than 72 hours without the consent of the facility commander.
5.6.3 Legal mail shall never be withheld unless the mail constitutes a threat to the facility, inmates, or staff members.

5.7 In no case shall access to counsel be suspended as a disciplinary measure.

5.8 Inmates may never be delegated the task of administering discipline.

5.9 If an inmate is on disciplinary housing status for 30 consecutive days, there shall be a review by the facility commander before the disciplinary housing is continued. This review shall include a consultation with medical and mental health. Such reviews shall continue at least every fifteen days, thereafter until the disciplinary housing has ended.

5.9.1 If an inmate is placed in disciplinary housing for more than 30 days, it must be documented in the inmate’s class notes that a review was conducted by the facility commander as well as a consultation by medical and mental health services.

5.10 If an inmate is released from custody for any amount of time and returns to custody under a new booking number; any previous discipline, completed or not, will be considered complete and will not be reinstated.

6.0 Disciplinary Hearing

6.1 All Inmate Disciplinary Action reports must be submitted as soon as possible after the incident along with an entry in the inmate’s classification notes for review by the Sergeant. (Unless a supervisor approves holding a report, the employee must submit the report by the end of the shift.)

6.2 The inmate will be given a written notification of their pending disciplinary hearing for any jail rule violation.
6.2.1 The notification shall be documented on the RSD Form 528 in the spaces provided on the form. The notification/hearing deputy will enter their name and ID as well as the date and time of the notification.

6.2.2 The inmate will be given the option to waive their 24-hour notice of hearing. The appropriate box will be checked, and the inmate will sign the form in the appropriate box and will be given the goldenrod copy of the RSD Form 528.

6.2.3 If the inmate waives their 24-hour notice, the hearing deputy may proceed at that time and conduct the inmates hearing.

6.2.4 If the inmate accepts the 24-hour notice of hearing, the form will be forwarded to the sergeant’s office for retention until the 24-hour time frame has expired and the hearing can be conducted.

6.2.5 Hearings must be completed no later than 72 hours from the time the inmate is notified in writing of the rule violations.

6.2.6 Disciplinary hearings may be postponed or continued for a reasonable time for good cause or through a written waiver by the inmate.

6.3 Inmates have the right to be present for their disciplinary hearing and appear on their own behalf unless facility security is jeopardized, or the inmate refuses their hearing.

6.3.1 If an egregious act is committed that is punishable as a criminal violation, the 24-hour notice of disciplinary action may be overridden by a lieutenant or higher. In this event, the hearing will take place immediately.

6.4 Inmates will be allowed to request witnesses to make statements on their behalf. If there are more than two witnesses, additional witnesses may be listed in the comments section.

6.4.1 Witnesses will not be interviewed in front of the alleged rule violator.

6.4.2 The alleged rule violator will not be allowed to question the witnesses.

6.4.3 Inmates may request witnesses regardless of the severity of the rule violation or recommended discipline.

6.5 The findings of the disciplinary hearing will identify whether the rule violations are founded or unfounded and include a written statement describing the evidence used to determine the findings.

6.6 Once the hearing is completed, the form will be forwarded to the Sergeant for review. Based on the evidence documented during the hearing, the reviewing sergeant or above, has the authority to approve or modify the discipline.

6.6.1 If the recommended discipline consists of a loss of “good time” or “work time,” disciplinary housing, disciplinary diet or correspondence privileges (mail or telephone), a sergeant will sign the form as an initial review and forward the form to the appropriate Lieutenant for approval.

6.7 After a hearing, an inmate wishing to appeal disciplinary sanctions shall be directed to write an appeal to the lieutenant within 72 hours by using grievance procedures as outlined in Department Policy 507.02 (Grievance / Writ Petition).
6.8 Grievances not resolved at the lieutenant level may be appealed to the facility commander within seven days. The facility commander will be the final authority for the disposition of the grievance and will provide a written response.

7.0 Classification

7.1 Classification staff will be responsible for JIMS documentation, classification re-assessments, and implementation of approved discipline.

7.1.1 The classification staff will make an entry into the Inmate Disciplinary Action System (IDAS), and/or Jail Information Management System (JIMS) classification notes as applicable.

7.2 Inmates who violate jail rules number 1–15, 18, 20, 26, 28, or 29 will require a re-assessment of their classification level.

7.2.1 Documentation of the re-assessment will be made in the JIMS classification notes.

7.2.2 A new classification assessment form is not required unless a change in custody level or classification category is deemed appropriate. Any such change will require the authorization of a classification sergeant or designee.

7.3 Classification staff will provide the inmate with the completed pink copy of the form, retain the canary copy and forward the white copy to be placed in the inmates file.

8.0 Prison Rape Elimination Act (PREA) Violations

8.1 Rule violations number 8 through 11 specifically identify violations of a sexual nature.

8.2 Inmates shall be subject to disciplinary sanctions pursuant to a formal disciplinary process following an administrative finding that the inmate engaged in inmate-on-inmate sexual abuse or following a criminal finding of guilt for inmate-on-inmate sexual abuse.

8.3 An inmate may be disciplined for sexual contact with staff only upon a finding that the staff member did not consent to such contact.

8.4 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.

8.5 All violations of rule 10 (making sexual proposals or threats to another) and rule 11 (indecent exposure) directed at custody staff shall be documented on an Inmate Disciplinary Action, even if the inmate is not going to be housed.

8.5.1 All disciplinary action for rules 10 and 11 will be completed and turned in to a supervisor prior to the end of the shift.
8.5.2 A copy of all RSD Form 528’s and memorandums for violations of rule 10 or 11 or unintentional exposures will be kept for the current year plus one in a separate file.

9.0 Disciplinary Point System

9.1 Each violation has a corresponding point value based on the severity of the inmate’s actions

9.1.1 The amount of points for a violation will determine how much discipline an inmate is eligible to receive.

9.1.2 An inmate with multiple violations on a disciplinary action is eligible to receive the points for the most severe violation.

➢ For example: An inmate has three violations on one RSD Form 528. One is worth 5 points; one is worth 15 points; and, one is worth 50 points. Providing the rule violations are founded for all three violations, the inmate will only receive 50 points.

9.2 Disciplinary Points are cumulative, and discipline is progressive in most cases.

9.2.1 All disciplinary points will be recorded in the Inmate Disciplinary Action System (IDAS) in JIMS.
10.3 Rule violations shall be limited to the following disciplinary actions:

**Tier 1 discipline (Accumulated points: 5 – 19)**
- Loss of commissary for one week
- Loss of recreation for one week
- Loss of dayroom for 1 day (if applicable)
- Loss of television for one week (if applicable)
- Extra work detail, up to 12 hours
- Verbal warning

**Tier 2 discipline (Accumulated points: 20 – 39)**
- Loss of commissary for two weeks
- Loss of recreation for two weeks
- Loss of visiting for one week
- Loss of television for two weeks (if applicable)
- Extra work detail, up to 24 hours

**Tier 3 discipline (Accumulated points: 40 - 54)**
- Loss of commissary for three weeks
- Loss of recreation for three weeks
- Loss of visiting for two weeks
- Loss of television for three weeks (if applicable)
- Disciplinary housing for 1 – 7 days on a regular diet
- Loss of good time from 1 – 7 days

**Tier 4 discipline (Accumulated points: 55 and up)**
- Loss of commissary for four weeks
- Loss of recreation for four weeks
- Loss of television for four weeks (if applicable)
- Loss of visiting for three weeks
- Loss of good time credits for 7 days or more
- Disciplinary housing and disciplinary diet for 4 – 7 days

10.4 Alternate discipline for unique rule violations
- Loss of work credits (For violations 31, 32, and 35 only)
  - Resulting in removal from a work assignment
  - Requires justification in class notes
  - Time can only be taken for days refused to work
  - Requires facility commander or designee's approval
- Disciplinary housing over 7 days
  - Egregious violation that would typically result in a felony
  - Requires facility commander or designee's approval
11.0 Violations and their corresponding point accumulation. The following is the standardized list of prohibited inmate acts in the RSD Corrections Division.

1.  Killing: 100 points
2.  Fighting with or battery on any staff member: 55 points
3.  Fighting with or battery on another inmate without significant injury: 20 points
4.  Fighting with or battery on another inmate with significant injury: 55 points
5.  Threatening another with bodily harm, or with any offense against his person or property: 10 points
6.  Gassing: 55 points
7.  Extortion, blackmail, protection, demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing: 20 points
8.  Sexual assault: 55 points
9.  Engaging in sexual acts with others: 20 points
10. Making sexual proposals or threats to another: 15 points
11. Indecent exposure: 15 points
12. Escape: 75 points
13. Attempting or planning an escape: 55 points
14. Wearing a disguise or mask: 10 points
15. Setting a fire: 75 points
16. Destroying, altering, or damaging jail property or the property of another person: 15 points
17. Stealing (theft): 10 points
18. Tampering with or blocking any locking device: 20 points
19. Adulteration of any food or drink: 20 points
20. Possession or introduction of a gun, firearm, weapon, explosive, ammunition: 55 points
21. Possession, introduction, or use of any narcotics, narcotics paraphernalia, drugs, tobacco, marijuana, or intoxicants not prescribed for the individual by the medical staff: 20 points
22. Misuse of authorized medication: 5 points
23. Possession of property belonging to another person: 5 points
24. Loaning of property or anything of value for profit or increased return: 5 points
25. Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular institutional channels: 5 points
26. Possessing any officer's or staff clothing: 55 points
27. Mutilating or altering clothing issued by the jail: 5 points
28. Rioting: 40 points
29. Encouraging others to riot: 55 points
30. Engaging in, or encouraging a group demonstration: 10 points
31. Refusing to work, or to accept a program assignment: 10 points
32. Encouraging others to refuse to work or participate in a work stoppage: 20 points
33. Refusing to obey an order of any staff member: 10 points
34. Malingering, feigning an illness: 10 points
35. Failing to perform work as instructed by a supervisor: 10 points
36. Insolence towards a staff member: 10 points
37. Lying or providing a false statement to a staff member: 10 points

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38. Conduct which disrupts or interferes with the security or orderly running of the institution: 5 points
39. Counterfeiting, forging, or unauthorized reproduction of any document, article or identification, money, security, or official paper: 10 points
40. Participating in an unauthorized meeting or gathering: 10 points
41. Being in an unauthorized area: 10 points
42. Using any equipment or machinery contrary to instructions or posted safety standards: 5 points
43. Using any equipment or machinery which is not specifically authorized: 15 points
44. Failing to stand headcount: 15 points
45. Interfering with the taking of headcount: 10 points
46. Making intoxicants: 20 points
47. Being intoxicated: 40 points
48. Using abusive or obscene language: 5 points
49. Gambling: 5 points
50. Preparing or conducting a gambling pool: 10 points
51. Possession of gambling paraphernalia: 5 points
52. Being unsanitary or untidy, failing to keep one's person and one's quarters in accordance with posted standards: 5 points
53. Tattooing or piercing: 20 points
54. Unauthorized contact with the public, use of mail or telephone: 5 points
55. Possession of a cell phone or unauthorized electronic device: 55 points
56. Correspondence or conduct with a visitor in violation of posted regulations: 5 points
57. Giving or offering any official or staff member a bribe or anything of value: 30 points
58. Giving money or anything of value to, or accepting money or anything of value from another inmate, a member of his family, or his friend: 5 points
59. Attempting to commit any of the above offenses, aiding another person to commit any of the above offenses, and above offenses shall be considered the same as a commission of the offense itself. Points as applicable.
POLICY: Each Facility will develop a booking and release procedure for persons who are placed into custody.

REFERENCE: Title 15 section 1216, subsection (b), number 6 &7. Title 15 section 1080, County Counsel opinion: Miller 07/22/08; Honn 11/13/07; Wakefield v. Thompson 177F.3d 1160, supplemental to Department Directive #10-032 (12/22/14), AB2015, Penal Code 851.5, Penal Code 4573, Department Memorandum #16-136 (11/10/16), Department Policy 508.10- Intake Medical Screening and Assessment, Department Policy 504.02 – Classification

DEFINED:

In-Transit Inmates – Inmates in the custody of law enforcement officers of another jurisdiction, and are being transported from one facility to another are “in-transit” inmates. When traveling long distances, or during non-business hours, it is sometimes necessary for the individuals transporting the inmate to place the inmate in a local correctional facility to enable the transporting individuals to rest or sleep before continuing on to their destination. In-transit inmates are temporarily held and are not charged a housing fee as a professional courtesy to the transporting agency.

IBIS (Integrated Biometric Information System) - Fingerprint sensor aiding in the verification of an inmate’s identity

GUIDELINES

1.0 Medical Screening/Okay to Book

   ➢ Refer to Department Policy 508.10 (Intake Medical Assessment).

2.0 Intake/Booking

2.1 Arrestees will be handcuffed behind their back prior to entering the facility. Exceptions may include known pregnancy and upper extremity disabilities.

2.1.1 No officer from any agency may bring a “hogtied,” “cradled,” or “back boarded” arrestee into an RSD corrections facility.

2.1.2 Every arrestee entering a facility shall be searched for weapons, drugs and/or other contraband as to not introduce them into the facility. Strip searches may be warranted under certain conditions; refer to Department Policy 502.11 (Strip Searches).

2.1.3 Possession of marijuana is prohibited in all Riverside County correctional facilities. In the event an arrestee is found in possession of marijuana during the booking process, it will be given to the arresting agency. Marijuana will not be accepted or be stored at any correctional facility.

2.1.4 In the event the JIMS System is not operational and an inmate is being booked into a Riverside County Jail, Department Form 508a (Temporary
3.0 Identity Verification/ Use of IBIS

3.1 Intake deputies can utilize the Integrated Biometric Information System (IBIS) as a tool to help identify arrestees at the onset of the booking process.

3.2 If it is determined through the use of the IBIS an arrestee has provided false information to identify themselves, the Intake deputy will immediately notify the arresting officer in order to correct the booking paperwork. The arrestee’s correct identity will be updated and used for the subsequent booking process.

3.3 If IBIS is inoperable, Intake deputies shall notify a supervisor as soon as practical. The supervisor shall notify Cal-ID in order to determine the nature and length of the outage or if the system is in need of repair. The supervisor will document the findings in the Supervisors Pass-On Log.

4.0 Identity Verification/Warrants

4.1 Custody staff shall verify that individuals booked for Riverside County or Out of County Warrants meet the necessary criteria. This includes confirming the true identity of the arrestee and the warrant contains the required information. Refer to Department Policy 504.30 (Warrant Arrest), 504.18 (Out of County Warrants) for additional information.

4.2 If an arrestee claims they are not the person listed on a warrant or hold, the following will occur:

- Notify a supervisor if there is a question regarding the identity of the arrestee.
- Flag the file and advise the Business Office of the circumstances.
- Fingerprint the arrestee as soon as possible and submit the file to the Business Office for immediate processing.
- The inmate will not be transferred to another facility until their identity is confirmed.
- Advise Business Office staff to contact the Intake Sergeant as soon as the Live Scan / fingerprint results are obtained and the arrestee’s identity is confirmed.
- If it is determined that it is not the correct person, the file will be processed as a “book-in-error” and processed for release.

5.0 Booking Process

5.1 The booking of an inmate shall include the recording of all essential personal information, and the taking of required fingerprints and photographs. Additional information for housing, medical and related classification issues will be required for inmates who will be housed.

5.2 At the time of booking, the booking officer shall count all money in the possession of the arrestee and enter the amount in JIMS. If available, this process should occur in an area monitored and recorded by cameras. The money is placed in a sealed plastic bag and secured by the register person in the Business Office.

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5.2.1 The ultraviolet counterfeit detection scanner and a counterfeit marking pen should be located at each Intake area and should be used to scan bills $20.00 and higher. If a counterfeit bill is found, refer to Department Policy 506.11 (Inmate Trust Account/Cash Register).

5.2.3 All currency and coins suspected of being contaminated by body fluids shall be handled with care and caution. Refer to Department Policy 508.08 (Exposure Control Plan) for additional information.

5.3 Each inmate shall be issued a booking number by which all records, property, monies, and related materials may be retained for and returned to the inmate.

5.3.1 Excessive personal property will not be accepted or stored at correctional facilities. Arresting agencies will be advised to keep the property for safekeeping or release it to a responsible party, for the following reasons:

- Storage space is limited.
- Excessive property provides more fuel in the event of a fire.
- Excessive property presents additional health and vermin control issues.

6.0 Identifying Homeless at Booking

6.1 Intake staff will question all new books if they are currently homeless. If the inmate states he/she is homeless, intake staff will notate this information in JIMS.

6.2 JIMS will generate a Homeless Outreach Tracking Form, regarding the inmate’s homeless status. This form will be distributed to the classification unit who will distribute the form to the Homeless Outreach Team.

7.0 Identifying Inmates with Disabilities at Booking

7.1 Refer to Departmental Policy 508.17 (Inmates with Disabilities/ADA) for further information.

8.0 Rings, Body Piercings, Hair Extensions and Wigs

8.1 Arrestees wearing wigs will not be permitted to keep them. Wigs become part of the personal property of the inmate. A thorough search of the wig will be conducted to look for contraband prior to the inmate being accepted and booked.

8.2 If arrestees have hair extensions woven, sewn, or glued into their hair, they may retain them after they are searched for contraband. If an inmate elects to remove them prior to being housed, the searching deputy will seal the extensions in the inmate’s personal property. AT NO TIME WILL DEPUTIES CUT OUT OR FORCIBLY REMOVE EXTENSIONS.

8.3 Rings and body piercings (example: ear, nose, tongue, nipple, bellybutton piercings, etc.) will be removed by the arrestee. Every attempt will be made to have the inmate voluntarily remove all jewelry or body adornments utilizing any available hand lotion, hand cleaner, oil or soap. Deputies can provide reasonable assistance to
cooperative inmates with removing items which are not in the genital area. The removal of an arrestee’s body piercings from the genital area shall be conducted in an area of privacy in the presence of custody staff of the same gender.

8.4 If the inmate is unable to remove the body piercing, the inmate will be escorted to a medical office, where medical staff will remove or assess the removal of the body piercing.

8.5 Intake deputies shall consider the inmate’s charges when an arrestee is unable to remove a ring or piercing. If the arrestee is not going to be housed (ex. PC ASAP), they will be placed in a holding cell alone until their release.

9.0 Prescription Medication at Booking

9.1 If medication is received through the Intake area, it will be the responsibility of the Intake Deputy to immediately notify medical personnel and document in JIMS the number of bottles or packages of medication received. All medication received will be sealed in the inmate’s plastic property bag and stored in the inmate’s paper property bag.

9.2 If medical staff requests medication from an inmate’s property, medical staff will complete RSD Form 526 (Inmate Property Withdrawal Slip) and submit the form to the property deputy.

9.2.1 After the inmate consents and signs RSD Form 526, the deputy releasing the property shall release the property and update the JIMS computer system.

10.0 Booking Photographs and Fingerprints

10.1 Booking photographs will be taken using a digital photo system. The system uses two cameras, one for mug shot photos and one for tattoo photos. Refer to Department Policy 504.26 (Fingerprinting/Booking Photographs) for additional information.

11.0 Phone Calls

11.1 Newly admitted inmates will be given the opportunity to complete at least three local or collect long distance telephone calls (Penal Code 851.5).

11.2 If the arrested person is a custodial parent with the responsibility for a minor child, they will be permitted to make two additional calls to arrange for care of a minor child.

12.0 Release
12.1 All inmates eligible for release shall be released from custody in a timely manner.

12.1.1 All court ordered releases will be handled as priority and supersede all other releases. All court ordered releases will be processed for release immediately upon receipt.

12.1.2 Inmate(s) being processed for “Federal Release” or “Credit for Time Served” will be released during the hours of 0600 – 1800 hours on the release date. If an unexpected delay occurs and the release is not completed by 1800, the release will be processed immediately.

12.1.3 In the event the JIMS System is not operational and an inmate is being released from a Riverside County Jail, Department Form 508b (Temporary Release Sheet) will be used. Refer to Department Issued Form Procedures 508p.

12.2 In the event an arresting agency is requesting the re-arrest of an inmate; the facts and circumstances will be reviewed and evaluated by the facility commander or designee.

12.3 The releasing staff member shall compare the information contained on the inmate's wristband with the inmate's appearance/description and the information contained in the booking documents.

- Name
- Date of birth
- Address
- Emergency contacts
- Identification of scars, marks, and tattoos
- Booking photograph

The wristband shall be inspected to verify it has not been altered, and retained until after the release has been processed. The name, booking number and description of the inmate shall be verified before taking any further steps in the release process.

12.4 The release deputy will review the release file and verify the file is accurate and contains the correct paperwork for the inmate to be released. Any errors or inconsistencies will be brought to the immediate attention of the Business Office staff before any further processing takes place.

13.0 Identity Verification/Release
13.2 In the event that a CAL-ID number is not available, and/or the IBIS is not working or not applicable, employees shall use other means necessary to verify the identity of the inmate.

13.3 If there are any unresolved discrepancies found in the identification of an inmate being processed for release, the procedure shall stop and a supervisor shall be notified. No inmate shall be released from a facility until satisfactory identification verification is accomplished.

13.4 Once positive identification has been made and the inmate is ready for release, a supervisor shall verify the name, booking number, and case information of the inmate being released, match throughout the file, and with the identity specified on the release document. The supervisor shall review the release file, approve, and sign the release verification sheet in the "inmate identity verification" space provided, prior to the actual release of the inmate.

It is the intent of this policy that the final review and approval of inmate releases will be done by a sergeant or correctional sergeant. If a sergeant or correctional sergeant is not on-duty within the facility, then the designated acting supervisor shall be responsible for the final review and approval for the release.

14.0 Returning Money/Property/Medication During Release

14.1 When returning money to an inmate, staff shall count the money in front of the inmate to confirm the correct amount. The inmate must sign the booking file, verifying they have received all monies due.

14.2 Personal property shall be inventoried in front of the inmate. The inmate must sign the booking file, verifying all their personal property is present prior to release.

14.3 The Release Deputy shall verify any inmate that was housed prior to their release is provided with a "Release Medication Instruction Sheet." (This form will be printed on blue paper and placed in the release file by Business Office personnel.)

14.3.1 P504.10 att. 2 is the English/Spanish version of the medication instruction.

14.3.2 As indicated on the "Release Medication Instruction Sheet," the medications can be:

- Mailed home (pending an address given by the inmate)
- Picked up at the RUHS Outpatient Pharmacy
- Sent for pickup at the facility where the inmate was released from custody.

Medications can be picked up from 0900 to 1600 hours, Monday thru Friday.

15.0 Pre-Release Mental Health Evaluations

15.1 Release files containing a Pre-Release Mental Health Evaluation form (Example only: att.#3) will be placed in a "teal" colored folder by the Business Office before routing to the release deputy.

15.2 The release deputy will notify mental health staff if an evaluation is required and
document the notification and/or attempts on the form.

- If Mental Health staff is unavailable to conduct the evaluation, the Facility Watch Commander or designee will be notified, and the circumstances will be documented on the form’s “Notes” section.

15.3 Inmates requiring a Pre-Release Mental Health Evaluation will be released in accordance with the requirements and timeframes set forth in the “Release” section of this policy, unless approved by the Facility Watch Commander or designee.

15.4 The release deputy will route the form back to the Business Office with the release file once the final “check out” has been completed.

15.5 Business Office staff preparing the release file for electronic document retention will forward the form to Mental Health.

16.0 Release Transportation Methods

16.1 During the release process, all inmates who do not have a ride will be offered an RTA One Day Pass or Sun Bus One Day Pass unless the facility offers other means of transportation. Refer to Department Policy 507.16 (Transportation of Indigent Releases) for additional information.

16.2 Each facility shall implement a procedure on release transportation methods of all releases.

17.0 In-Transit Inmates

17.1 The transporting officers must be a sworn law enforcement officer. Only section 17.8 of this policy may apply to non-law enforcement agencies like extradition companies who are contracted to transport inmates.

17.2 In-transit requests shall be handled by the floor sergeant.

17.3 Upon contact from the transporting officer(s), the sergeant will discuss information regarding the in-transit inmate, e.g. escape risk, suicide risk, combative, etc., to make sure the appropriate precautions are in place.

17.4 Accepting these inmates requires the facility commander’s approval or designee. The sergeant shall re-contact the transporting officer to inform them of the captain’s decision.

17.5 If the request is approved:

17.5.1 The sergeant will notify the shift lieutenant once the inmate arrives and make an entry on the pass-on log. The transporting officer name and contact information will be documented in the Supervisor’s Pass-on Log.

17.5.2 Before booking the inmate(s) as "in-transit", the intake staff will notify the sergeant and request approval to accept the in-transit inmate.

17.5.3 An in-transit inmate will be searched in the same manner as other incoming
inmates, except that the transporting officer(s) will be given all the inmate’s personal property, including money. These inmates will be photographed only; fingerprinting, CLETS check and classification interview is not required.

17.5.4 The in-transit inmate(s) will be in the facility for less than twelve (12) hours, and will:

- Remain housed in the intake area.
- Not be dressed in Riverside County jail clothing
- Not housed in the same cell with Riverside County inmates.
- Not allowed telephone access (unless approved by the transporting agency).
- Be permitted to take a shower and shave prior to the scheduled departure from the facility (as approved by the transporting agency).
- Be served meals in the assigned cell.
- The cell shall have a placard on it stating the inmates are in-transit.

17.6 Upon release, an entry shall be made on the pass-on log. The release will be a normal RTOA procedure, without a live scan document in the file.

17.7 All in-transit inmates will go through the medical screening before they are booked into the facility. Refer to Department Policy 508.10 (Intake Medical Screening).

17.7.1 Financial responsibility for any emergency medical care that may be needed while the inmate is in Riverside County custody will be the responsibility of the transporting agency.

17.8 The above procedure does not apply to law enforcement agencies making short rest stops to use restroom facilities or when short stops are necessary to pick up inmates. Inmates entering the facility for restroom usage will enter through the booking area for a pat-down search by Intake staff and proceed to and be confined in the Intake area holding cells. Transporting personnel will remain with these inmates at all times. These inmates will not be allowed physical or verbal contact with inmates in the Intake area.
RIVERSIDE COUNTY CORRECTIONS DIVISION
Release Medication Instruction Sheet

During your incarceration at one of the Riverside County jails, you may have been prescribed medications that are essential to improving and/or maintaining your health status. Upon release, you may be eligible to receive medication(s) identified by the physician as “essential” at no cost. To obtain a 14-day supply of the essential medication(s) you must:

1. Contact the 24-hour toll free Post Release Medication Hotline at (800) 621-0181.
2. You will need to provide the following information:
   - Full name
   - Date of birth
   - Booking number
   - The name of the jail you were released from
   - Telephone number and/or message number where you can be reached during the day

Your request will be reviewed within 24 hours and upon approval by the Correctional Health Care Services physician, the Riverside University Health System pharmacy will fill the prescription(s) for those approved essential medication(s). Take your medication(s) as directed by the pharmacist. Once your supply of medications is gone, NO REFILLS may be obtained.

CONDADO DE RIVERSIDE
Servicios de Salud Correccional
Instrucciones para el suministro de medicamentos
Posterior a la puesta en libertad

Durante su periodo de reclusión en una de las cárcel de California, es posible que le hayan recetado medicamentos que son esenciales para mejorar o conservar su salud. Una vez puesto en libertad, usted podría reunir los requisitos para recibir los medicamentos identificados por el médico como "esenciales" gratuitamente. Para obtener un suministro de 14 días de los medicamentos esenciales, deberá hacer lo siguiente:

1. Llame a la línea gratuita de suministro de medicamentos posterior a la puesta en libertad, disponible las 24 horas del día, al número (800) 621-0181. Necesitará proporcionar la siguiente información:
   - Su nombre completo
   - Su fecha de nacimiento
   - Su número de fichaje (booking number)
   - El nombre de la cárcel en la que estaba recluido
   - Su número telefónico o un número donde se le pueda encontrar durante el día.

Su solicitud se evaluará en las siguientes 24 horas de haber sido recibida, y una vez la apruebe el médico del Departamento de Servicios de Salud del Correccional, la farmacia del sistema salud de la universidad de Riverside (Riverside University Health System) surtirá la receta de los medicamentos esenciales aprobados. Tome los medicamentos según las indicaciones del farmacéutico. Una vez que se le acabe el suministro del medicamento, NO SE RESURTIRÁ LA RECETA.

504.10 att.2
IV-4 08/18/2021
POLICY: Correctional facilities shall establish procedures for specialty housing for those inmates requiring separation due to medical conditions, mental health needs, discipline, or special supervision.

REFERENCE: California Administrative Code, Title 15 sections 1053, 1054, 1247, Department Policy 502.11, 504.09, 504.01, 508.06, 508.12, and 504.01.

GUIDELINES

Inmates housed in Specialty Housing Cells will not be deprived of any service or privilege normally granted to those inmates housed in general population, unless under disciplinary housing.

1.0 Medical Isolation

1.1 Inmates with suspected airborne diseases will be housed in a negative pressure cell as approved by the facility medical staff.

1.2 Security checks for Medical Isolation cells will be conducted by custody staff at least once every 60 minutes. These checks will be documented on a Safety Cell/Specialty Housing Log (RSD Form 531a/b) and placed outside of the cell.

2.0 Disciplinary Housing

2.1 The placement of an inmate into specialty housing for disciplinary reasons must be approved by the facility commander or designee.

2.2 Inmates who are receiving mental health services and are to be housed in disciplinary housing, will be evaluated by mental health staff prior to placement.

2.2.1 Mental health staff will provide clinical input as to the inmate’s stability and risks regarding the inmate being placed in disciplinary housing. The input will assist the facility commander in making a decision regarding placement.

2.3 JIMS class notes will be updated indicating the reason for placement in the disciplinary housing cell.

2.4 Inmates placed in disciplinary housing will be given the opportunity to shower at least every other day. If an inmate refuses an opportunity to shower, staff will document the refusal on the log and enter classification notes.

2.5 Inmates in disciplinary housing will only receive their personal hygiene items, a Bible, writing material, and legal paperwork pertaining to their current case.

2.6 All feeding will be restricted to the inmate’s cell.
2.7 Security checks for disciplinary housing cells will be conducted by custody staff at least once every 60 minutes. These checks will be documented on a Safety Cell/Specialty Housing Log.

3.0 Disciplinary Diet

3.1 A nutritionally balanced disciplinary diet may be served to an inmate in disciplinary housing.

3.2 No inmate receiving a prescribed medical diet is to be placed on a disciplinary diet without review by the responsible physician or pursuant to a written plan approved by the physician.

3.3 Such a diet shall be served twice in each 24-hour period and shall consist of one-half of the loaf (or a minimum of 19 oz. cooked loaf) along with two slices of whole wheat bread and at least one quart of drinking water, if the cell does not have a water supply.

3.3.1 Staff will document the inmate’s disciplinary diet under the additional comments section on RSD Form 531a (Safety Cell/Specialty Housing Log).

3.3.2 The disciplinary diet shall only be used for those inmates who have a high disciplinary point score and have not responded to other disciplinary measures.

3.4 In consultation with medical staff, the facility commander shall approve any continuation on the disciplinary diet every 72 hours after the initial placement.

5.0 Documentation for Safety Cell/Specialty Housing

5.1 A Safety Cell/Specialty Housing Log (RSD Form 531a and 531b) shall be placed outside the cell.

5.1.1 When an individual is placed in a safety cell, staff must document in Class Notes and on the form the reasoning for placement; i.e., specifically what the inmate said or did that made the inmate a “Danger to Others”, “Danger to Self”, “Gravely Disabled”, or “Suicidal”.

5.1.2 Refer to Department Forms Procedure 531p for additional information on completing the log.

5.2 A shift sergeant will review the Safety Cell/Specialty Housing Log once per shift. Refer to Department Forms Procedure 531p for additional information.
TITLE: Juveniles, Booking and Detention  

POLICY: The intent of this policy is to standardize the booking and detention of juveniles transferred to the County Jail by court order, pursuant to section 707.1 (b)(1) of the California Welfare and Institutions Code (WIC) and Proposition 57.

REFERENCE: WIC 208 (a), WIC 207.1, Proposition 57, WIC 707.1(b)(1), WIC 602, CLETS

GUIDELINES

1.0 Suspected Minor in Custody

1.1 If an inmate is suspected of being a juvenile, after being booked into a Riverside County Jail as an adult, an investigation will be conducted. The suspected juvenile will be separated and placed by themselves while the investigation is occurring. The investigation will include a search of the California Identification system as well as accepting information from the inmate’s family and the inmate. Refer to Department Policy 506.05 (CLETS).

1.2 Acceptable means of identification include a Birth Certificate, California Driver’s License, Passport, etc. A supervisor shall evaluate the validity/authenticity of the documents.

1.3 If an inmate is found to be a juvenile, they shall be released as follows:

   1.3.1 Prior to arraignment: The arresting agency shall be notified, and the inmate will be released to the arresting agency. The release type will be booked in error (ERRO).

   1.3.2 After arraignment: The inmate shall be released to the other agency (RTOA) and the Sheriff’s Department will transport the inmate to Juvenile Hall.

      ➢ Riverside Consolidated Court shall be notified of the inmate’s status as a juvenile.

2.0 Juvenile Bookings

2.1 Juveniles qualify for booking pursuant to 207.1 WIC under the following conditions:

2.1.2 The Juvenile or criminal court makes a finding that the minor’s further detention in juvenile hall would be detrimental to the other minors in-custody or would endanger the safety of the public.

      ➢ Contact between the minor and adults in the facility is restricted pursuant to section 208(a) WIC.

      ➢ It shall be unlawful to permit such persons to come or remain in contact with such adults.
The minor shall be adequately supervised.

3.0 Transfer of Jurisdiction to Criminal Court

3.1 Pursuant to Proposition 57, the law requires judges to determine whether juveniles charged with certain crimes should be tried in juvenile or criminal court.

3.2 A juvenile who is subject of a petition under section 602 WIC, and who was 14 years or older at the time of the alleged offense, may be considered for prosecution under criminal court.

3.3 The prosecuting attorney may motion to transfer the defendant from juvenile court to criminal court in one of the following circumstances:

3.3.1 The defendant was 14 years or older at the time of the alleged offense listed in section 707(b)(1) WIC.

3.3.2 The defendant was 16 years or older at the time of the alleged felony offense.

3.3.3 If the court finds the defendant should be retained within the jurisdiction of the juvenile court, the court must proceed with the jurisdiction hearing.

3.3.4 If the court orders a transfer of jurisdiction to the criminal court, the court must make orders relating to bail and to the appropriate facility for the custody of the juvenile and the next appearance date.

3.3.5 The juvenile will be booked as an in-absentia booking. The juvenile will remain in the custody of Juvenile Hall until they turn 18 years old and the court of jurisdiction orders that they be housed in the Riverside County Jail system.

4.0 Transfer of Jurisdiction to Juvenile Court

4.1 Adults in-custody on criminal cases that are transferred back to Juvenile court for Prop 57 review and ordered to be housed at Juvenile Hall will be changed to an in-absentia booking for monitoring.
TITLE: Juvenile Warrants, Adult Arrest  
NUMBER: 504.13

POLICY: Each correctional facility shall follow the procedure set forth in this section for the accepting of adults arrested on juvenile warrants.

REFERENCE: W&I 663, W&I 607, W&I 208.5

GUIDELINES

1.0 General

1.1 Riverside County correctional facilities will accept adults arrested on misdemeanor or felony juvenile warrants who meet the following criteria:

1.2 The arrestee is 19 years of age or older and has been arrested for a juvenile court warrant only.

1.3 The arrestee is 18 years old and has been arrested for “on view” charges or criminal (adult) warrants in addition to the juvenile court warrant.

1.4 Intake Deputies should assess the above criteria when an arrestee is being booked on a juvenile warrant. An arresting agency with an arrestee who does not meet the criteria outlined above will be referred to Juvenile Hall for booking.

1.5 If it is found that an inmate does not meet the criteria after booking, he/she shall be released as follows:

1.5.1 Prior to arraignment, the arresting agency shall be notified, and the inmate will be released to the arresting agency. The release type will be, “booked in error” (ERRO.)

1.5.2 After arraignment, the inmate shall be released to other agency (RTOA) and the Sheriff’s Department will transport the inmate to Juvenile Hall.

1.6 Riverside County correctional facilities will process arrestees booked on out of county juvenile warrants in the same manner as outlined in Department policy 504.18 (Out of County Warrants).

1.7 Persons arrested on misdemeanor juvenile warrants who meet the conditions above, regardless of bail, may be cite released per Department policy 504.30 (Warrant Arrests).

2.0 Booking

2.1 Upon booking, Business office staff must notify Juvenile Probation an adult is booked for a Riverside County juvenile warrant.
2.2 Business office staff will make notification by scanning and emailing the following documents to the appropriate Juvenile Probation Detention Intake:

- Receiving Sheet
- Juvenile Warrant
- Notice of Adult in Custody on Juvenile Warrant (504.13 att. 1) cover sheet advising the citation date or requesting a court date if the inmate will remain in custody.

2.3 Confirmation that the email was sent will be retained in the respective inmate’s file. The email addresses are:

- Probation Detention Intake Unit – Riverside detintjsd@rivco.org
- Probation Detention Intake Unit – Southwest detintswd@rivco.org
- Probation Detention Intake Unit – Indio detintind@rivco.org

2.4 Juvenile Probation will advise the appropriate facility of the inmate’s court date and time by facsimile.

2.5 The correctional facility housing the inmate will verify the inmate is transported to Juvenile Court for all scheduled appearances while they are in custody.

3.0 Releases

3.1 If an adult in custody on a Riverside County juvenile warrant is to be released other than time served, the appropriate Juvenile Probation Detention Intake will be notified. They will be given the opportunity to pick up the inmate or provide citation information prior to release from custody.
POLICY: The Department may provide assistance to investigating agencies in the construction of photographic and physical line-ups for suspect identification or elimination. Such privileges will be afforded equally to both the prosecution and the defense. This assistance is considered a courtesy service to the requesting party, and shall not take priority over routine facility operations.

REFERENCE: Case Law United States v. Wade and Kirby v. Illinois

GUIDELINES

1.0 Facility Role

1.1 The role of the facility in the line-up is to assist the investigating agency. The final decision as to who participates in the line-up and the manner in which the line-up is conducted shall rest with the investigating officer.

1.2 Custody staff members are to select inmates from the jail population to participate in a line-up.

1.3 After the completion of the line-up, the staff member conducting the line-up will submit an In-Custody Line-Up Form (P504.14 Attachment 1) to the shift sergeant for review. Once reviewed, the original form shall be given to the investigating officer and a copy will be placed in the inmate’s booking file.

2.0 Inmate Participation

2.1 A suspect shall not be forewarned that she/he is to appear in a line-up. It shall be the responsibility of the investigating officer requesting the line-up to advise all inmates, including the suspect, of their rights during their participation.

2.2 The suspect inmate has no right to refuse to participate in a line-up. If a suspect inmate refuses to participate, the investigating officer shall inform the inmate that his refusal can and will be used against him in court. The suspect shall not be forced to participate in a line-up.

2.3 It will be the responsibility of the investigating officer to contact the inmate’s attorney.

- According to case law, the subject of a line-up has the legal right to be represented by an attorney. Every effort should be made to delay or reschedule the line-up if the Defense Attorney is tardy or fails to appear.

2.4 It will be the responsibility of the investigating officer to inform the witnesses of the line-up procedure.
The above deputy on the above date prepared an in-custody line-up. The following is detailed information about the line-up:

Requestor: ________________________________  Agency: ___________________

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<th>Inmate Name</th>
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Suspect(s) Name and Booking #: _________________________________________

Suspect(s) Charge(s): __________________________________________________

The original of this form will be given to the investigating agency. Classification notes shall be entered by the deputy above indicating the lineup was performed and the name of the requesting officer and agency.

Reviewing Sergeant: ___________________________  Date: ________________

Distribution: Original – Investigating Officer
Copy – Subject Inmate’s booking file
TITLE: Military AWOL

POLICY: Each facility will establish a uniform method for handling an inmate who is an active member of the U.S. military and is AWOL (absent without leave) from his/her military unit.

REFERENCE: Uniform Code of Military Justice, Article 85

GUIDELINES

1.0 AWOL Inmates in Custody

1.1 Inmates who are in custody and are AWOL from a military commitment will often have a hold placed on them by military law enforcement officials. This hold is placed in response to a teletype request from an appropriate military law enforcement unit.

1.2 The teletype abstract from the military unit must contain the following information:

- Name of inmate
- Physical description
- Date of birth
- Name of originating military base
- Name and phone number of contact person at military base to be notified upon release.

1.3 Once the criminal charges have been adjudicated, the military will be notified to pick-up the inmate or release their hold. This can be accomplished via teletype or telephone.

1.4 An arrestee can be booked and held at a Riverside County correctional facility on AWOL charges alone. The facility's Business Office will notify a local military base to pick-up the inmate as soon as possible.

- These bookings are to be treated the same as a federal hold.
TITLE: Misdemeanor Citation and Release          NUMBER: 504.16

POLICY: If a misdemeanant arrestee does not demand to be taken before a magistrate, they may be eligible for release pursuant to 853.6 PC. Those arrested only for public intoxication, may be eligible for release pursuant to 849(b)(2) P.C.

REFERENCE: 853.6 P.C., 853.7 P.C., 1270.1 P.C, 1320 (a) P.C., 40302 VC, 40303 VC, 40508 VC, 849(b)(2) PC, County Attorney Arias and Lockwood (Gates v Municipal Court 1992)

GUIDELINES

1.0 Misdemeanor Arrests

1.1 Persons arrested for misdemeanor offenses, who do not demand to be taken before a magistrate, shall be released by citation, with the following exceptions:

- The arrestee is unable to provide satisfactory evidence of personal identification.
- The arrestee demands to be taken before a magistrate or refuses to sign a “Promise to Appear” citation.
- The offense involves domestic violence (273.5 P.C. or 243(e)(1) P.C.).
- The arrestee is charged with a violation of a protective order involving domestic violence (166(a)4 P.C., 166(c)(1) P.C. or 273.6 P.C.).
- The arrestee is charged with a probation violation (1203.2(a) P.C. or 1203.2(b) P.C.) where the originating violation involves domestic violence, sexual battery, or child molestation.
- There is reasonable likelihood that the offense(s) will continue or resume, or that the safety of persons or property will be imminently endangered by the release of the arrestee. (Examples of these offenses could include – 136.1 P.C., 422 P.C., and 148 P.C.)
- Violation of any protective order where the arrestee threatened to kill or harm, has engaged in violence against the protective party, or has gone to the residence or workplace of the protected party.
- There is reasonable belief that the arrestee would not appear at the time and place specified on the citation, or the prosecution of the offense for which the person was arrested would be jeopardized by immediate release of the arrested person.
- The arrestee is charged with 23152 V.C. and has a history of 3 or more convictions for “driving under the influence.”
- The crime is chargeable as either a misdemeanor or felony (17 P.C.).
- The arrestee is being charged with stalking (646.9 P.C.)
- Warrants involving violence, firearms, resisting arrest, and giving false information to a peace officer.
- Arrest/Bench warrant involving domestic violence, sexual battery, or child molestation.
- The arrestee has 15 or more warrants or failures to appear (1320 (a) P.C., 853.7 P.C. and 40508 V.C.).
2.0 Citation Release Denial Form

2.1 If any of the above conditions exist, the arresting agency or requesting staff member shall complete a Citation Release Denial (RSD Form 574) and Probable Cause Statement for warrantless arrests. The intent of the report is to provide reasonable and articulable justification to deny the citation release of a misdemeanant.

2.2 Must be completed by arresting agency on warrantless arrests or may be done by any requesting staff member for warrants.

2.3 The Intake supervisor shall ensure the form is completed thoroughly and accurately prior to approving the citation denial.

2.4 The original Citation Release Denial Report will be maintained in the inmate’s booking file with the Probable Cause Statement, when applicable.

3.0 Supervisor Responsibility

3.1 Some arrests and certain situations will require a supervisor’s careful discretion to determine if a citation denial is necessary.

3.2 Arrestees who are a danger to themselves or others, due to intoxication or a medical problem shall be evaluated by a supervisor prior to citation release.

3.3 Arrestees in custody for violations listed under 40303 of the Vehicle Code will be evaluated for citation release by a supervisor. These crimes include: Tampering with a vehicle, reckless driving, failure to allow an equipment inspection, violating hours restrictions on commercial drivers, violating an out of service order, failure to provide information following an accident, engaging in a speed contest or driving on a suspended or revoked license.

4.0 827.1 (k) P.C. Bookings

4.1 Persons arrested on misdemeanor warrants bearing the 827.1(k) P.C. restriction (no field citation/release) may be released with a citation after booking absent any legal restrictions.

5.0 Out of County Warrant Bookings

5.1 Persons with out of county warrants may be released by citation, subject to the same restrictions as a local warrant. Refer to Department Policy 504.18 (Out of County Warrants) for additional information.

6.0 Citation Issuance

6.1 A written promise to appear may be one of two different types.

- The first type is a citation that is written by the arresting officer at the time of booking (Agency Citation).
The second type is a jail issued citation (853.6 PC Citation).

6.2 One citation shall be completed for each arrest warrant.

6.3 One citation may be used for all on view charges as long as they are within the same judicial district and under the same case number.

7.0 Routing Process - Agency Citations

7.1 During the release process, after the inmate has signed the citation, he or she is to be provided with the copy of the citation, which is labeled as “defendant copy” (color may vary from agency to agency).

7.2 All other remaining copies of agency citations are to be sent back to the arresting agency.

7.3 **Agency citations are NOT to be sent/delivered to Sheriffs Records or to the courts.** This causes major problems for the arresting agencies, as they are unable to file criminal complaints without their copies of the citations.

8.0 Routing Process - 853.6 PC Citations “On View”

8.1 During the release process, after the inmate has signed the citation, they are to be provided with the yellow copy of the citation.

8.2 Following the inmate’s release, the additional copies of the citation are to be distributed as follows:

8.2.1 Pink copy: Attached to the release file and returned to the Business Office
8.2.2 White copy: Court Copy.
8.2.3 Green copy: DA Copy. Send to the District Attorney’s Office.
8.2.4 Goldenrod copy: Arresting agency’s copy. Send to the original arresting agency.

9.0 Routing Process - 853.6 PC Citation Warrant Arrests:

9.1 During the release process, after the inmate has signed the citation, they are to be provided with the yellow copy of the citation.

9.2 Following the inmate’s release, the additional copies of the citation are to be distributed as follows:

9.2.1 Pink copy: Attached to the release file and returned to the Business Office.
9.2.2 Riverside County Warrants: The remaining copies of the citation shall be sent to the appropriate local court.
9.2.3 Out of County Warrants: The remaining copies of the citation shall be sent to the court of jurisdiction.

10.0 849(b)(2) P.C. Bookings
10.1 When a person is arrested and booked for intoxication only, the arresting agency has the authority to book for detention purposes only per 849(b)(2) P.C.

10.2 849(b)(2) P.C. release will only occur when the arresting agency advises that no further proceedings are desired on the intoxicated person by submitting an 849(b)(2) P.C. release form.

10.3 Prior to release, the facility shall insure the arrestee is not wanted on any additional criminal filings, following procedures consistent with those established for release pursuant to 853.6 PC.
TITLE: Own Recognizance Process

POLICY:
Each correctional facility shall establish a procedure for the timely screening of those inmates booked for felony offenses for release on their own recognizance (OR)

GUIDELINES

1.0 OR Releases

1.1 Own recognizance releases are handled by the Pre-Trial Services Division, under the jurisdiction of the Riverside County Consolidated Courts. They determine the OR release eligibility of persons arrested for felony violations or reduction of bail.

1.2 Any person who has been arrested for a felony offense, other than a capital offense, may be released on their own recognizance by a court or magistrate.

2.0 OR Process

2.1 At the conclusion of the normal booking process, the yellow copy of the receiving sheet shall be placed in the OR tray in intake. OR personnel will collect these sheets and prioritize those inmates who need to be interviewed. Inmate request slips for O.R. interviews shall also be placed in this tray.

2.2 Pre-trial Services personnel will compile a list of inmates to be interviewed, based on the receiving sheets and request slips. This interview list will be given to a designated jail staff member.

2.3 Jail staff will remove the inmate from the housing unit or holding cell, thoroughly search the inmate, then place the inmate in the OR interview room. There will be only one inmate per OR staff member placed in the interview room at a time.

2.4 At the conclusion of the interview the inmate is to be searched again, then returned to the appropriate housing unit.

2.5 Inmates who meet the release criteria will have a recommendation forwarded to the court for review by a magistrate.

2.6 If an O.R. release is ordered by a magistrate; the inmate will begin the release process.

2.7 In many circumstances, a magistrate will order an O.R. release of an inmate after a court appearance. In these instances, the inmate will be processed for release as any other court release.
TITLE: Out of County Warrants NUMBER: 504.18

POLICY: Each correctional facility will establish a procedure for processing inmates with out of county warrants.

REFERENCE: P.C. 815, 821, 822; Section 6800 California Government Code, Department Policies 504.10, 504.30 and 506.05

GUIDELINES

1.0 Booking Out of County Warrants

1.1 Obtain warrant abstract

➤ Telephone agency holding the warrant and request the abstract, or
➤ Send a teletype to the agency, requesting the abstract.

1.2 When warrant abstract is received, verify its contents for the necessary elements per 815 P.C. including:

➤ Name and physical description, including DOB
➤ Name of issuing court
➤ Charge(s)
➤ Date of issue
➤ Name of Issuing judge.
➤ Statement as to misdemeanor or felony
➤ Bail amount
➤ Case number

1.3 Determine if the warrant can be cite released. Refer to Department Police 504.30 (Warrant Arrests)

1.4 If the warrant will not be cite released, complete a pink “Hold Order”.

1.5 Send a teletype to the other agency advising if the subject has been cite released, a hold has been placed or when they will be available for pick-up.

2.0 Inmate Rights Under 821/822 P.C.

2.1 Provisions of P.C. 821/822 provide that persons arrested for out of county warrants have the right to appear before a local magistrate for the purpose of setting bail. These provisions do not apply to juvenile warrants or out of state warrants.

2.2 Verify RSD form 557 (Out of County Warrant Service (P.C. 821, 822) is completed per 821 and 822 P.C. and routed as follows:

➤ The white or original copy is sent to the court.

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2.3 If the inmate exercises their right under 821/822 P.C., place on court calendar for next available court date.

- Send teletype notifying the other agency that the inmate has requested to appear before a local magistrate per 821/822 P.C.
- If no local cases are pending, the guidelines to set pickup date will begin after the inmate appears before the local magistrate.

3.0 Identity Verification Issues

3.1 If a person is arrested and claims they are not the person listed on the warrant, flag the file and notify the Business Office of the circumstances.

3.2 Notify a supervisor that there is a question regarding the identity of the arrestee.

3.3 Fingerprint the person as soon as possible and submit the file to the Business Office for processing immediately.

3.4 The inmate will not be transferred to another facility until their identity is verified.

4.0 Business Office Procedures Regarding Identity Verification

4.1 Business Office staff shall make inquiry into the CLETS System.

4.1.1 The CII record will be printed to use for comparison and placed in the inmate’s file.

4.1.2 If available, print the “HIT” for the warrant or hold being reviewed.

4.1.3 The other county can be contacted to see if additional identifying information is available (tattoos, CII #, photo, prints.)

4.2 The file will be flagged and await fingerprint results. Upon receipt of the Live Scan, Homeland Security and FBI responses, they will be carefully reviewed to determine if the arrestee is the correct person listed on the warrant.

4.2.1 Business Office staff can also review prior booking photos through JIMS, Data Warehouse and Web Mug.

4.3 When conflicting information exists, Business Office staff will complete the CAL-ID Submission Form AFIS-001 (506.05 attachment 1) to compare prints of the individual versus the warrant or hold information.

4.4 If the person working CLETS is unable to determine if the arrestee is the same individual listed on the warrant, a supervisor will review to determine.

4.5 After confirmation of the individual’s identity, Business Office staff shall contact the Intake Sergeant regardless of the outcome.
4.6 If it is determined that it is not the correct person, the case will be processed as a booked in error and the file reviewed for release qualification.

4.6.1 A teletype notifying the issuing agency to reactivate the warrant will be sent.

5.0 No Local Charges Pending

5.1 If the other county warrant is eligible to be cite released:

- Cite person into the court which issued the warrant.
- Send a teletype to other agency notifying them of the cite release and appearance date.
- Place a copy of the teletype in the inmates file.

5.2 If the other county warrant is a felony or misdemeanor not eligible for citation follow the procedure below:

- Send other agency a teletype advising the person is in custody and will be available for pick up at RPDC (Exceptions are San Diego and Imperial Counties; inmates will be picked up at CBDC).
- Set pick up date according to the guidelines.
- Place a copy of the teletype in the inmate’s file.
- Transfer the inmate to RPDC or CBDC on the next available transport.

5.3 Guidelines to set pick up date:

- When computing, the first day is excluded, and the last day is included. Unless the last day is a holiday, then it is also excluded pursuant to Section 6800 California Government Code.
- Five calendar days after date of arrest if:
  1. Other agency is within 400 miles of the county and,
  2. Inmate does not exercise their rights under 821/822 P.C.
- Five court days after the date of arrest if:
  1. Other agency is over 400 miles away from the county and,
  2. Inmate does not exercise their rights under 821/822 P.C.

NOTE: If inmates exercise their rights under 821/822 P.C., the guidelines to set the pickup date will begin after the inmate appears before the local magistrate.

6.0 Local Charges Pending

6.1 If cited on the local charges, you may cite on the other county warrant if it is eligible for cite release. Send a teletype notifying the other agency of the cite release and appearance date. Place a copy of the teletype in the inmates file.

6.2 If the local charge is a felony it must be fully adjudicated before the person is made available to other jurisdiction. Notify other agency that a hold is in effect on their warrant and RSO will notify them when the inmate is available for pick up.
6.3 Local charge is a misdemeanor and other county charge is a felony or misdemeanor not eligible for citation:

- May cite on local charge (90 days out) and send teletype for pick up to the other agency according to the pick-up guidelines.
- May adjudicate local charge and then process inmate for pick up by other agency, upon supervisor review.

6.4 Sentenced Inmate with Out of County Warrant

6.4.1 All inmates with out of county warrants, who have been sentenced to serve time in Riverside County, and have no other charges pending in Riverside County, may, when practical, be made available to the agency that requested the hold order, immediately after sentencing.

- If the inmate is to be made available to another agency, the agency may be notified the inmate is available via teletype. The teletype may include a request for notification of when the pick-up will occur. Copies of the teletype will be placed in the booking file.
- When the inmate is picked up, if he/she still has time to serve in Riverside County, a Detainer (RSD Form 535) will accompany the inmate. This detainer shall indicate the inmates computed release date on all local charges.
- When the other county is finished with the inmate, if he/she still has time to serve in Riverside County, he/she shall be returned to Riverside County to serve the remainder of their sentence.
- When the other agency refuses to pick up at the time of sentencing, the agency is to be notified upon the inmates’ release date of availability for pick up.

7.0 Posting Bail for Out of County Warrant

7.1 Set appearance date for the other county, in 25 days or less, per 821/822 P.C.

7.2 Send teletype to other agency notifying them that the subject has posted bail. Include the warrant information, the bond company name, address and phone number, the power number, the court, appearance date and time.

8.0 US Marshal and Federal Warrant

8.1 Refer to Department Policy 506.10 (Hold Orders).
TITLE: Property Boxes

POLICY: The Corrections Division shall establish procedures for issuing, inmate use of, and marking of property boxes. This policy will also address what property an inmate may retain in his/her possession.

REFERENCE: Title 15 sections 1066(a)(4) & 1265, Department Policy 504.35, 502.06, RSD Form 565

GUIDELINES

1.0 Property Box Issuance

1.1 When a detainee is to be housed and becomes a residing inmate in any Riverside County facility, the inmate will be issued a single property box, and may not retain any other boxes in their possession. (Exception: Pro Per inmates)

1.2 Inmates will be permitted to have only one property box. The box will remain the property of the inmate until such time he/she is released from custody or transferred to another institution.

1.3 Property boxes issued to inmates will be marked with a black marker with the inmate’s name and booking number in the space provided on the box.

2.0 Pro Per Inmates

2.1 An inmate who has Pro Per status may be issued up to two additional property boxes, in their cell/housing unit, by the classification sergeant or their designee when the legal work no longer fits into the inmate’s property box. Documentation shall be made in class notes by the issuing deputy when an extra box is given to an inmate. Refer to Department Policy 504.35 (Pro-Per Inmates).

3.0 Property Amount

3.1 It is important that there is consistency among all staff and inmates. The type of property and the amount of property that an inmate can possess, is outlined as follows:

- Old style hollow Polaroid’s photographs are prohibited.
- Publications that do not meet the publisher’s rule are prohibited.
- Possessing more than three publications.
- All the inmate’s property must fit into their property box, except for legal mail/materials.

3.2 Property purchased through the jail commissary vendor, may be retained by the inmate unless it does not fit in the inmate’s property box.
3.3 There will be no limit to the number of photographs that an inmate may retain. However, all inmate property must fit into his/her issued property box.

3.4 Inmates transferred to or from another correctional institution may retain only those items that do not conflict with the rules of the receiving institution. The inmate will select one of the options listed in section 4.0 for disposal of those unacceptable items.

4.0 Excess Property

4.1 If an inmate accumulates an excess amount of property, the inmate will select one of the following options:

- Mail excess property to residence;
- Donate excess property to Inmate Welfare;
- Discard excess property.

4.2 If an inmate decides to send excess property to his/her residence or donate the property to Inmate Welfare they will complete RSD Form 565 (Inmate Property Shipment Form). Refer to RSD Form 565p for additional information.

5.0 State Prison Inmates

5.1 Inmates being transferred to State Prison will take their property with them.
TITLE: Re-arrest by Arresting Agency

POLICY: The Corrections Division shall cooperate with arresting agencies when they plan to re-arrest inmates after release from custody.

REFERENCE: Department Policy 504.10 (Intake/Release)

GUIDELINES

1.0 Re-Arrest Process

1.1 Occasionally, it is necessary for arresting agencies to re-arrest, on the same charge(s), inmates who are released from custody for a variety of reasons. Custody staff will not re-arrest an inmate for any agency or Sheriff’s station.

1.2 In the event an arresting agency is requesting the re-arrest of an inmate; the facts and circumstances will be reviewed and evaluated by the facility commander or designee. When a decision is reached, we will notify the agency. If approved, do the following:
   • Provide the agency with the anticipated time of release.
   • Release the inmate through the jail lobby, as in the case of any release.

1.3 It is the responsibility of the arresting agency to be present in the lobby, once the inmate is released.

1.4 When the inmate is re-arrested, he or she will be processed as any other new-book inmate.
   • If the inmate being re-arrested becomes combative, custody staff may assist the arresting officer in restraining the inmate.
   • When force is necessary, the facts and circumstances of the use shall be documented in a Use of Force memorandum, and immediate notification to the on-duty Floor Operations Sergeant.

1.5 The re-arrest process shall include issuing a new booking number.

1.6 A new Receiving Sheet and Probable Cause Statement stating the inmate was re-arrested are required.
TITLE:  Release, Field Investigation

POLICY: Each facility shall establish and follow a procedure for the temporary release of inmates to the custody of law enforcement field personnel for legitimate criminal investigations.

REFERENCE:  Department Policy 502.03 (Escapes)

GUIDELINES

1.0 Temporary Release
   1.1 Inmates may be temporarily released to a sworn peace officer as needed for a criminal investigation, with the approval of a supervisor.
   1.2 Each facility shall have a means of documenting the release and return of an inmate in writing.
   1.3 The watch commander or their designee shall document the release and return of the inmate.
   1.4 The watch commander or their superiors may refuse to allow the release with good cause.

2.0 Inmate Return
   2.1 The watch commander or their designee shall notify the on-duty classification officer if the temporary release will require the reclassification of an inmate to protective custody or separation from their co-defendants.
   2.2 Upon return, the inmate will be thoroughly searched and returned to their housing unit.

3.0 Escape While Temporarily Released
   3.1 The facility commander will be notified immediately of any escape of an inmate while temporarily released.
      • A supervisor shall submit a written report to the jail commander, within 24 hours, detailing the circumstances of the escape and the status of the escape investigation.
   3.2 The law enforcement agency signing the inmate out shall complete a criminal escape report and seek an arrest warrant.
   3.3 A supervisor or their designee shall act as a liaison with the law enforcement agency and provide any information that may assist in the recapture of the inmate.
3.4 An on-duty classification deputy shall update the Jail Information Management System (JIMS) computer records to show the escape.

3.5 The inmate's file and property shall be handled as an escape file. Refer to Department Policy 502.03 (Escapes).
TITLE: Release/Court Ordered  

POLICY: A court order release is an order by the court or Magistrate to a person, who has been arrested for, or charged with, an offense other than a capital offense. This person may be released on their own recognizance, book and release, and release based on interest of justice. Each facility shall establish a procedure for court ordered releases.

REFERENCE:

GUIDELINES

1.0 Court Ordered Release Types

1.1 Order for Release- Defendant is in custody and has been arraigned on charges. The judge determines in the interest of justice that the defendant should be released.

1.2 Order of Own Recognizance Release- Defendant is interviewed by the O.R. clerk within the jail and determined he/she meets the criteria to be released with his/her assurance they will appear in court at a later date.

1.3 Order for Booking and Release- The defendant appears in court and is ordered to report to the jail for booking and release process. This process provides the court with a record of arrest.

2.0 Release Criteria

2.1 To be a legal document for the purpose of release, the following information must be on the court order, including a computer-generated print-out of the court order;

- Name of the Defendant
- Case Number
- Date
- Judges Name (Computer generated, Stamp or Written)
- Order for Release type
- Name of the Court Clerk (Computer generated, Stamp, or Written)
- Charges

2.2 If any of the listed information is missing from the legal document, personnel in the Business Office will verify the information with the court.
TITLE: Releases, Temporary per 4018.6 PC
NUMBER: 504.23

POLICY: The Corrections Division may temporarily release an inmate under certain circumstances such as a family emergency. Each facility shall follow a standardized procedure for inmates that meet a certain criteria for temporary release.

REFERENCE: PC 4018.6.

GUIDELINES

1.0 Temporary Release Justification

1.1 Any medical condition, injury or death of an immediate family member.

1.1.1 An immediate family member is defined as the father; mother, brother, sister, spouse or child of the inmate.

2.0 Temporary Release Requests

2.1 A request for a temporary release can be submitted directly to the court by an inmate and/or his attorney.

2.2 An inmate can submit a written request for temporary release to either the housing unit deputy or the facility chaplain.

2.2.1 If an inmate submits a written request to the housing unit deputy, the chaplain should be contacted immediately. The chaplain may interview the inmate to determine the validity of the request. The chaplain may contact outside sources (coroner, clergy, medical staff, etc.) to determine the validity of the request.

2.3 Once the inmate’s request is deemed valid, it will be forwarded to the Classification Unit supervisor for review. The Classification supervisor will prepare a packet containing the inmate’s charges, class notes and any other information deemed important. The Classification supervisor will complete the Family Emergency Form and Checklist for Temporary Release (RSD Form 542) and include it in the packet. This packet will be forwarded to the Facility Commander for review.

3.0 Facility Commander Review

3.1 Inmates will only be granted a temporary release if the facility commander consents to the release. The facility commander will take all factors into consideration including public safety when rendering a decision. The commander of the facility housing the requesting inmate, or the commander's designee, determines if the proposed release is approved or denied; no release shall occur until the facility commander or his/her designee are notified.
3.2 The facility commander may approve a release even if the District Attorney’s office and/or the arresting agency oppose the release.

3.3 Comments from the District Attorney’s office and the arresting agency should be noted on the release checklist.

3.4 Any such release shall be for no more than three days.

4.0 Eligibility

4.1 High risk inmates considered an escape risk or a threat to the community are not eligible for temporary release.

5.0 Documentation

5.1 RSD Form 542 (Family Emergency Form and Checklist for Temporary Release) will be completed and approved prior to the release of the inmate. The original form will be maintained in the inmate’s booking file.

5.2 RSD Form 543 (Release of an Inmate Pursuant to 4018.6 P.C) will be provided to the inmate indicating the conditions of his/her temporary release. RSD Form 543 includes necessary dates, times and inmates signature accepting the release terms. The white copy will be maintained in the inmate’s booking file and the yellow copy provided to the inmate.

6.0 Failure to Return

6.1 A temporarily released inmate who fails to return at the designated time shall be classified as an escapee and the jail commander shall be notified. Refer to Department Policy 502.03 (Escapes) for additional information.
The safety cell is used for those inmates who display behavior which results in the
destruction of property or who reveal an intent to cause physical harm to self or
others as defined in Title 15, section 1052.

Title 15 Section 1055, 1052, 1053, 1054, 1058, Title 24, section 2.1013 (b)5
Department Policy 502.11, 503.07, 504.01, 504.09, 503.08, 508.12, 508.22,
PC 4011.6, PC 5150

GUIDELINES

1.0 Safety Cell Criteria

1.1 Inmates who appear to be a danger to themselves or others or appear to be gravely
disabled.

1.2 Inmates who exhibit bizarre behavior that results in the destruction of property/cell
furnishings, or who reveal an apparent intent to cause injury to themselves, other
inmates, or staff.

1.3 Inmates who receive orders for emergency psychotropic medications. Refer to
Department Policy 508.22 (Emergency Psychotropic Medication Orders).

1.4 Safety cells shall not be used as punishment, a substitute for treatment, or
disciplinary housing under any circumstances.

1.5 Other cells shall not be used in lieu of a safety cell, e.g., a sobering cell or housing
cell. A sergeant will contact other jails for safety cell availability when the facility
does not have an available safety cell for an inmate.

1.6 A safety cell will not be used to house more than one inmate at a time.

2.0 Safety Cell Documentation

2.1 A Safety Cell/Specialty Housing Log (RSD Form 531a and 531b) shall be placed
outside the cell.

2.1.1 The Safety Cell/Specialty Housing Log (RSD Form 531a) and Safety
Cell/Specialty Housing Continuation sheet (RSD Form 531b) are self-
explanatory forms used to document direct visual observation of an inmate
in a safety cell and/or specialty housing.

2.1.1 When an individual is placed in a safety cell, staff must document in Class
Notes and on the form the reasoning for placement; i.e., specifically what the
inmate said or did that made the inmate a “Danger to Others”, “Danger to
Self”, “Gravely Disabled”, or “Suicidal”.

2.1.2 Refer to Department Forms Procedure 531p for additional information on
3.0 Safety Cell Garments

3.1 Inmates placed in a safety cell will be dressed in one of the following:

- Suicide deterrent gown
- Jail issued jumpsuit
- Street clothing (new booking or release)
- Tear-away jumpsuit

3.2 Inmates will be dressed in tear away jumpsuits by the corresponding classification colors.

<table>
<thead>
<tr>
<th>Color</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>RED</td>
<td>Administrative Custody</td>
</tr>
<tr>
<td>ORANGE</td>
<td>General Population/Protective Custody</td>
</tr>
<tr>
<td>BLUE</td>
<td>Females</td>
</tr>
</tbody>
</table>

3.3 If an inmate is in restraints and dressed in a tear-away jumpsuit, the inmate’s restraints will not be removed until safe to do so.

3.3.1 If a combative and restrained inmate is transported out of the facility and is not dressed in inmate clothing, or is not dressed at all, the inmate may be dressed in a tear-away jumpsuit.

3.3.2 When restraints are no longer necessary, the restraints may be removed, and the inmate can be dressed in the appropriate attire.

3.3.3 Tear-away jumpsuits shall be washed after each use.

3.4 If it is determined an inmate is to be placed in a safety cell without any type of clothing, the specific justification will be documented on the Safety Cell /Special Housing Log.

4.0 Safety Cell Use/Sergeant’s Responsibility

4.1 The sergeant shall approve the use of a safety cell and verify the inmate meets the necessary criteria prior to placement.
5.0 Safety Cell Use/Custody Staff’s Responsibility

5.1 Inmates in safety cells shall receive direct visual observation at least twice every 30 minutes by custody staff. This will be documented on a Safety Cell /Specialty Housing Log.

5.1.1 Direct visual observation means the observing officer will determine the inmate is responsive through conversation or by physically checking the inmate. This check will be more than merely looking in the window to see if the inmate is occupying the cell.

- If a required check is delayed for any reason, staff will document the reason for the delay on Safety Cell/Specialty Housing Logs and notify a sergeant.

5.2 Inmates will be offered a cup of water periodically and upon inmate request. Offers of water will be documented on the Safety Cell/Specialty Housing Log to include refusals.

5.3 Inmates will be offered a shower and be given phone access if they are placed in the safety cell during initial booking and it is safe to do so. This shall be documented on the Safety Cell/Specialty Housing Log.

5.4 Inmates will be offered a method to clean their hands and face prior to each meal. Meals given to inmates in a safety cell will be provided with a security utensil (cardboard spoon). Meals will be documented on the Safety Cell/Special Housing Log.

- The security utensil and Styrofoam container shall be collected at the completion of each meal.

5.5 Meals will be provided to inmates receiving emergency medication orders unless medical staff advises consumption would be medically disallowed. This will be documented on the Safety Cell/Specialty Housing Log.

5.6 Custody staff will escort inmates to an interview booth (e.g., attorney, OR booth, etc.) when mental health needs to conduct interviews. Interviews will not be conducted through the food slot or through the crevasse of the safety cell door, unless the inmate’s propensity for violence warrants otherwise.

6.0 Safety Cell Use/Medical’s Responsibilities

6.1 On-duty medical staff will be notified whenever an inmate is placed in a safety cell. If possible, they will be present at the time the inmate is placed into the safety cell.

6.1.1 Medical staff will be responsible for the following:
- Being present, or responding as soon as possible, when an inmate is placed in a safety cell.
- Examining the inmate and consulting with a lieutenant or sergeant as to the inmate's medical needs.
- Medical assessments will be performed at least once each shift or every eight hours. These checks will be documented on the Safety Cell/Specialty Housing log.

7.0 Safety Cell Use/Mental Health’s Responsibility

7.1 Mental Health staff will respond as soon as possible, but in all cases within 2 hours, to the safety cell or inmate's location to examine the inmate, as well as to consult with medical staff and a sergeant reference the appropriateness of using a safety cell.

- If mental health staff initiates a recommendation for placing an inmate in a safety cell, they will consult with medical staff and a sergeant.

7.2 Continued retention of a safety cell shall be reviewed by mental health a minimum of every four hours. This review shall be documented as “continued retention” on the comments line on the Safety Cell/Specialty Housing Log.

8.0 Safety Cell Time Limits

8.1 Inmates will not be housed in a safety cell longer than 12 hours without being examined by mental health staff. If mental health staff is not available in the facility, the inmate will be transported to the nearest county mental health treatment facility for assessment or a jail with on-duty mental health staff.

8.2 If the inmate remains in the safety cell for a period of 48 hours and is not cleared to return to housing, the following must occur:

8.2.1 The inmate shall be taken to RUHS or a local hospital for evaluation.

- When mental health staff determines an inmate needs to be transported in accordance with 4011.6 PC, mental health staff can recommend custody staff provide one-on-one observation until the inmate has been removed from the safety cell for transportation.
- One-on-one observation needs to be documented on the Safety Cell/Specialty Housing Log.
- If the clinical staff at the local hospital or RUHS determine there is no psychiatrist staff available, the clinical staff may make arrangements for the inmate to be seen at ETS, unless the inmate’s propensity for violence warrants the inmate remaining at the DCU until psychiatric staff arrive. RUHS or hospital clinical staff are responsible for providing the clinical information to ETS.
- When an inmate is being released from custody and is determined to be a danger to themselves/others or gravely disabled (5150 PC), they may be taken to ETS.
8.2.2 When an inmate has been cleared by mental health/medical staff at RUHS for general population housing and/or mental health housing returns to the jail, the inmate will be placed in an Intake holding cell, not a safety cell and be housed as soon as possible. The re-housing of the inmate will be coordinated with the Classification Unit and Mental Health staff. When an inmate is cleared from the hospital to return to the jail, medical staff at the hospital will provide a report for the escorting deputy to deliver to jail mental health staff.

9.0 Use of Restraints in a Safety Cell

9.1 Restraints may be applied to inmates in safety cells, with sergeant approval, when the following criteria is met:

9.1.1 The inmate appears to be an immediate danger to himself or others, or the inmate displays behavior which results in the destruction of cell furnishings or reveals an immediate intent to cause physical harm to self or others.

9.2 Application and discontinued use of restraints will be documented on the Safety Cell/Specialty Housing Log. Continued retention in restraints shall be reviewed by a sergeant a minimum of once every hour. This review shall be documented as “Sgt. Cont. Retention” on the comments line on the Safety Cell/Specialty Housing Log.

9.3 Use of Emergency Restraint Chair in safety cells. Refer to Department Policy 503.07 (Emergency Restraint Chair).

10.0 Safety Cell Removal

10.1 Mental health shall determine if an inmate meets the removal requirements from a safety cell as listed below.

10.2 Mental Health will document the inmate is cleared from the safety cell on the Safety Cell/Specialty Housing Log and sign the bottom of the Safety Cell /Specialty Housing Log, authorizing clearance. They will complete a “Correctional Healthcare Services, Notice of Medical Restrictions of Special Housing” form, which will detail their recommendation for an inmate to be removed from the safety cell and any pertinent housing recommendations.

10.3 Mental Health will notify Intake staff the inmate is cleared for housing and provide a copy of the Correctional Healthcare Services, Notice of Medical Restrictions of Special Housing form to Classification.

10.3.1 Upon notification from Mental Health staff, custody staff assigned to Intake will remove the inmate from the safety cell and place them in a holding cell pending rehousing by Classification.

10.3.2 Upon receiving the Correctional Healthcare Services, Notice of Medical Restrictions of Special Housing form, the Classification deputy will rehouse the inmate and document mental health’s recommendation in class notes.

11.0 Log Review
11.1 After an inmate has been cleared and removed from a safety cell or specialty housing cell, the Intake Sergeant will review the entire log for completeness and accuracy before forwarding to a Lieutenant for final review.

12.0 Distribution of Form

12.1 The original form will be placed in the inmate’s booking file.
POLICY: The Corrections Division shall ensure that all supplies, food, and equipment are ordered, inventoried and maintained in a manner designed to prevent accidental or intentional loss, spoilage, or misuse.

REFERENCE: RSD General Orders Section 310.00

GUIDELINES

1.0 Warehouse Operation

1.1 The warehouses, including all food storage areas, at all facilities shall be secured and controlled at all times to prevent theft and misuse of supplies and equipment.

1.2 Employees assigned to warehouse duties, including receiving and supply, are responsible to ensure the security of the items at all times.

1.3 Each facility will be responsible for its own inventory and supply ordering. The Facility Commander will designate personnel who can order, receive, and inventory supplies. No other employees shall order any supplies, including food.

1.4 All requisitions, purchases, and acquisitions of supplies and equipment are subject to review and audit. All transactions of the Department shall be documented in accordance with accepted and established business principles, directives of the Department and the County of Riverside as outlined in the Standard Practices Manual.

1.5 Two employees shall verify receipt of all supplies delivered to the facilities before the items are placed into permanent storage.

1.6 The Commander, or designee, must approve all invoices before they are forwarded to the Department’s accounting and finance for payment.

1.6.1 If the Commander designates other employee(s) in his command to approve invoices, the commander shall provide the Department’s Accounting & Finance Bureau with a list of designated employee(s) and signature card(s) for those employees authorized to approve invoices.
POLICY: CAL-ID equips all Riverside County detention facilities with Live Scan devices. These devices are networked to a local Automated Fingerprint Identification System (AFIS) for the purpose of identifying subjects that are booked into the facilities. The local CAL-ID AFIS system is linked with the California Department of Justice (CA DOJ). Additionally, CAL-ID equips each facility with the WebMug digital photo system to capture all booking photos, including scars, marks, tattoos and irises.

REFERENCE: 1170(H) PC, Assembly Bill (AB) 109

1.0 Live Scan Device

1.1 The Live Scan device captures all demographic information, as well as fingerprints and palm print for the subject booked. The Live Scan device transfers the information to CAL-ID, where the transaction is processed through the local AFIS. The transaction is forwarded to CA DOJ, where it will search and update/create the state criminal history (CII) for the subject. The Business Office of the facility where the subject was booked will receive a CLETS response Live Scan Transaction from CA DOJ providing the subject's CII number and identifying information.

1.2 The Live Scan device requires a biometric login for each user.

1.3 The Live Scan device requires the operator to login after each transaction is completed.

2.0 Live Scan System Administrator’s Responsibilities

2.1 Addition and deletion of new / old employees, including biometric login enrollment.

2.2 Platen replacement.

2.3 Coordinate required maintenance

3.0 Fingerprint Requirements

3.1 Every person brought to a Riverside County correctional facility to be “booked” will be fingerprinted using the Live Scan device.

3.2 If the Live Scan device is non-operational, fingerprints shall be rolled on a form FD-249 Fingerprint Card and submitted to CAL-ID for processing. Custody staff rolling the fingerprints shall complete the required information on the fingerprint card and sign the card.
3.3 Custody staff assigned to print will verify all mandatory fields are completely and accurately entered into the Live Scan device to maintain compliance with CA DOJ guidelines.
   - Information will immediately and directly update the inmate’s CII
   - Errant entries need to be corrected. Contact CAL-ID for assistance

3.4 Custody Staff assigned to print will verify the demographics, arrest date, and qualifiers are entered correctly according to the Receiving Sheet.

3.5 The case/warrant number will be entered into the required field directly from the source document. When multiple cases/warrants exist, each case/warrant number will be entered.

3.6 When multiple charges exist, every charge listed on each case/warrant must be entered directly from the source document.

3.7 Fingerprints shall be rolled nail to nail and in correct sequence, unless disfigurement or other physical issue prevents it.
   - If the person being fingerprinted is missing a finger, the finger is bandaged, or there is a problem that prevents the printing of an individual finger, it must be annotated by selecting the appropriate problem from the list and highlighted.

3.8 Palm prints are rolled in two parts. The upper portion shall include the fingers down to approximately an inch below where the fingers attach to the palm. The lower portion shall include the entire palm, from the area where the fingers attach down to the area just above the wrist. Pressure may be needed to capture the center portion of the lower palm.
   - If any of the subject’s hands are bandaged or covered, no palm prints are to be taken of either hand. (Example: the subject has a broken hand or arm, with a cast that covers the wrist and half of the hand, but leaves the fingers uncovered.)

3.9 The glass plates are to be cleaned after every person has been fingerprinted. They are to be cleaned using any glass cleaner with or without ammonia.

4.0 Photographs (WebMug)

4.1 Every person brought into any Riverside County correctional facility to be booked will be photographed using the WebMug digital photo system, linked to CAL-ID. The system uses one camera for; mugshot, tattoo / scar photos, and iris image capture.

4.2 If the WebMug system is non-operational, personnel shall take temporary photos using a portable digital camera until the system is back on line. The digital photograph will be printed and attached to a “dummy” stat card and all relevant information will be written on the card. Once the system is back on line, inmates who have not been photographed on the WebMug system will be entered.

4.3 Custody Staff will use the supplemental lighting system when taking photographs.
4.4 Custody staff shall not input photographs of tattoos or scars on the breast of a female inmate, or on the pubic area or buttocks of any inmate.

4.5 Custody staff shall not input photos of inmates wearing jail issued clothing. If the inmate is wearing a jail issued top, have the inmate remove the outer top so that only the T-shirt is exposed.

4.6 Custody staff completing the fingerprints and digital photos will print and distribute required photographs. Custody staff shall enter their name and Department ID # on the housing status card to indicate the inmate has been fingerprinted and photographed.

5.0 Commitment Reprints

5.1 Inmates sentenced under the provisions of AB109, effective 10/01/2011, are required to have their commitment information captured onto their CII by fingerprint transaction. This process is known as “Reprints”:

- Prior to AB109, commitment prints would have been processed upon reception to California Department of Corrections and Rehabilitation (CDCR).

5.2 Qualifying case types are sentenced under the following:

- 1170(H) PC
- Mandatory Supervision
- 3056 PC or 3000.08 (E) PC
- 3455 (A) PC or 3454 (C) PC

5.3 Upon sentencing, Business Office staff will update policy 504.26 att.1 (Reprint log) with the inmate’s:

- Name, booking number and housing location
- Case number(s) and all sentenced charge(s)
- Sentenced date and full term (not net time)
- Appropriate Type or qualifier (QUA)

5.4 On a daily basis, the Commitment Reprint log will be emailed to CAL-ID prior to reprints being processed. They will then be routed to personnel assigned to the Print Room for reprint processing and completion of the “Printed By” section. Once the reprints are complete, return the reprint log to the Business Office (or designated unit) for update. Note reason for “carry overs.” When transferred prior to reprint, note facility and forward for processing.

5.5 All mandatory Live Scan fields must be entered completely and accurately according to the Reprint Log. The Type of Transaction must be changed to “Commitment.”

- Each case number(s) and all sentenced charge(s) will be entered.
- A case number must be assigned to each charge.
- When an inmate has multiple cases, the correlating case number must match the charge to which they apply.
The arrest date must be changed to the sentence date.
The sentencing term entered.

5.6 Inmates booked at the same facility as the reprint occurs, can utilize the stored fingerprints from booking. The Live Scan entry will be updated from booking to commitment.

5.7 Inmates booked at a different facility than the reprint occurs will need their fingerprints captured again on the Live Scan device as a commitment.

Do not contact the booking facility to submit the reprints. Per CAL-ID, prints need to be submitted from the Live Scan ID of the facility they are currently housed.
POLICY:  The Corrections Division shall establish procedures for transferring inmates between facilities and outside agencies.

REFERENCE:  PC 821,822, section 6800 of the CA Gov. Code

GUIDELINES

1.0 Inter-County Transfers

1.1 For housing and several other reasons, inmates must be transferred from one facility to another. Prior to transfer, each facility shall:

- Check the booking numbers to verify the correct inmate-booking file accompanies the inmate.
- Compare the information in the booking file to JIMS and verify that all court information is updated and correct.
- Place the Live Scan printout in the file. If the identity of the inmate is in question, the inmate will not be transferred to another facility until their identity is confirmed.

1.2 The employee “rolling” the transfer file shall fill out the RSD Form 533 in its entirety. The employee shall write their Sheriff’s ID number on the line to the right of each item required in the file.

Note:  There are occasions when the Classification Unit will start the RSD Form 533, but it is the responsibility of employee “rolling” the file to ensure that the form is complete.

2.0 Out of County Transfers

2.1 Each facility will maintain an out of county transfer list (Out of County Pick Up “Hot Sheet” Attachment #1) reflecting inmates eligible for transfer to other local, county or city agencies.
3.0 Transfers for State Prison

3.1 When an inmate is identified as ready to be transferred to state prison and the inmate is housed at a non-pick up facility, the following shall occur with the booking file:

- Check the booking numbers to verify that the correct inmate booking file is being sent.
- Compare the information in the booking file to JIMS and verify that all court information is updated and correct.
- Verify that all local charges have been adjudicated. If the inmate owes time on a county sentence, complete a RSD Form 535 (Detainer), and place it in the file.
- Run the inmate through local computer systems. Include a copy of the MNI and Live Scan in the transfer file. Make sure the CAL-ID number is on the MNI.
- If the inmate currently has any out-of-county warrants, teletype the requesting agency and advise that the inmate is being transferred to State Prison and their warrant will follow.
The Riverside County Sheriff’s Department no longer offers video court inside our correctional facilities.
TITLE: Violation of Probation or Mandatory Supervision Arrest  

POLICY: The Correction's Division will accept and process on-site arrests for violation of probation or Mandatory Supervision.

REFERENCE: Penal Code 1203.2 and 1203.35, Riverside County Bail Schedule, County Counsel Opinion Memo Dated 09/17/2017, Riverside Superior Court Local Rule No. 4040.D.

GUIDELINES

1.0 Booking Requirements

1.1 A peace officer, or probation officer, may arrest and book for an on-view violation of probation or mandatory supervision case (hereafter both will be referred to as violation of probation) if:

- They have knowledge of terms and conditions of probation or mandatory supervision.
- They know what term and condition has been violated.
- They file a report with the District Attorney or Probation Department, so a petition may be filed with the court requesting revocation, termination, etc.
- They submit a Probable Cause Statement for booking.
- They provide a valid court case number from Riverside County.
- There is not an active warrant under the same court case number.

1.2 The on-view violation of probation case is not from another county or state. (These must be in warrant form.)

1.3 If the arresting officer does not know the case number, booking staff shall NOT accept the booking for the violation case.

2.0 Receiving Sheet Example

<table>
<thead>
<tr>
<th>CHARGES</th>
<th>CHARGE NARRATIVE</th>
<th>COURT CASE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOP 1203.2(a)P.C.</td>
<td>(23152a C.V.C.) *</td>
<td>RIM69432**</td>
</tr>
</tbody>
</table>

* Charge is not required  
** Case number is mandatory

3.0 Bail Amount

3.1 Bail will be set in the amount listed in the bail schedule under rule 7.

3.2 Bail will be determined based on the probation type as verified through the court computer system.
4.0 Initial Hearing

4.1 On arrest of violation of probation only, with no other local case(s), by the Riverside County Probation Department, Business Office personnel should assign a court date of 72-hours from the time of arrest, excluding weekends and holidays, but not to exceed 10 days from the date of arrest. **Violation of probation arrests by all other agencies shall be assigned a court date pursuant to 825 P.C.**

4.2 On arrest of violation of probation with additional local case(s), Business Office personnel shall assign the violation of probation the same court appearance and date as the additional local case(s).

4.3 In the event the additional local case(s) are released pursuant to 825 P.C. or adjudicated, and the Riverside County Probation Department was the arresting agency, the violation of probation case is not updated in the court system, the violation of probation case shall be given up to 10 court days from the date of arrest to initial court appearance. Business Office personnel should contact the Riverside County Probation Department to determine the court status of inmates that have not received their initial court appearance after three court days.

5.0 Flash Incarceration

5.1 If the defendant has a hearing waiver on file with the court, the probation department is authorized to use a flash incarceration for violation of probation or mandatory supervision.

**Note:** The appropriate charge of 1203.35 PC will be marked on the Booking Authorization Form to differentiate it from a 3454 (C) PC Flash Incarceration.
TITLE: Warrant Arrests

POLICY: Each correctional facility shall follow the same guidelines for the acceptance of warrant arrests.

REFERENCE: Penal Codes 850(b), 853.6, 827.1(k), Welfare & Institutions Codes 607(e), and 663, Department Policies 504.10, 504.16 and 506.05, Riverside Superior Court Local Rule No. 4040.D.

GUIDELINES

1.0 Types of Warrants Accepted

1.1 Original Warrant

1.1.1 The Business Office shall complete the warrant service at the bottom of the warrant. Warrant must be returned to the court of issuance after service. A copy will be maintained in the inmate's booking file and a copy sent to ISB.

1.1.2 Business Office will contact ISB/Warrants and have them enter the warrant into the California Law Enforcement Telecommunication System (CLETS), if it is not in CLETS already.

1.1.3 When the warrant is in CLETS, the warrant will be abstracted to the correctional facility. Once the warrant is abstracted, CLETS shows the warrant was served.

1.1 Certified Copy of Original Warrant

➢ Warrant must have red certification stamp on the warrant.

1.2 Teletype Warrants

➢ Warrants originating from the warrant bank of area having jurisdiction over the case.

2.0 Required Information

2.1 The following information is required in order for the warrant to be accepted.

➢ Warrant Number
➢ Charge(s)
➢ Court of issuance
➢ Name, address and physical description, including date of birth of defendant
➢ Bail amount
➢ Name of issuing Judge

2.2 The arresting officer is not permitted to leave the facility until the warrant abstract
arrives. The Intake Deputy shall not “book” the inmate into JIMS until the warrant is in hand. Any exception to this rule shall be approved by the on-duty supervisor.

3.0 Identity Verification Issues

3.1 If a person is arrested and claims they are not the person listed on the warrant, flag the file and notify the Business Office of the circumstances.

3.1.1 The Integrated Biometric Information System (IBIS) may be utilized to identify arrestees during the booking process.

3.2 Notify a supervisor that there is a question regarding the identity of the arrestee.

3.3 Fingerprint the person as soon as possible and submit the file to the Business Office for processing immediately.

3.4 The inmate will not be transferred to another facility until their identity is verified.

3.5 Business Office staff shall make inquiry into the CLETS System.

> The CII record will be printed to use for comparison and placed in the inmate’s file.
> If available, print the “HIT” for the warrant being reviewed and check RMS to see if additional identifying information is available (tattoos, CII # etc.)

3.6 The file will be flagged and await fingerprint results. Upon receipt of the Live Scan, Homeland Security and FBI responses, they will be carefully reviewed to determine if the arrestee is the correct person listed on the warrant.

> Business Office staff can also review prior booking photos through JIMS, Data Warehouse and Web Mug.

3.7 When conflicting information exists, Business Office staff will complete the CAL-ID Submission Form AFIS-001 (506. 05 attachment #1) to compare prints of the individual versus the warrant or hold information.

3.8 If the person working CLETS is unable to determine if the arrestee is the same individual listed on the warrant, a supervisor will review to determine.

3.9 After verifying the individual’s identity, Business Office staff shall contact the Intake Sergeant regardless of the outcome.

3.10 If it is determined that it is not the correct person, the case will be processed as a booked in error and the file reviewed for release qualification.

> A teletype notifying the issuing agency to reactive the warrant will be sent.

4.0 Misdemeanor Warrant Arrests

IV-4 08/18/2021
4.1 Field officers have the option of issuing a citation in the field for most misdemeanor warrant arrest, refer to P.C. 827.1.

4.2 Refer to Department Policy 504.16 (Misdemeanor Citation and Release) for additional information on persons arrested on misdemeanor warrants that qualify for citation release.

5.0 Court Appearance

5.1 If the defendant remains in custody, he or she must be taken before a magistrate within two court days of his/her arrest. The inmate will be released pursuant to 825 P.C. if they do not appear before a magistrate within the required time, except in violation of probation cases where the arresting agency is the Riverside County Probation Department. In the event the Riverside County Probation Department is the arresting agency, violation of probation cases first initial hearing cannot occur any earlier than 3 days (72 hours) from the time of arrest and shall not exceed 10 court days.
The Riverside County Sheriff’s Department no longer offers a program for inmates to serve their commitment on a weekend basis.
Title: Work Release  

Policy: Each Facility shall develop a procedure for processing and releasing inmates to the Sheriff’s Work Release Program.


Guidelines

1.0 Part-Time Work Release Program

1.1 The Sheriff's Department offers a Part-Time Work Release Program (WRP), which allows sentenced inmates to serve out the balance of their time outside the facility setting. The inmate may serve their time at an authorized job site or on electronic monitoring (Home Detention). These inmates are considered “part-time” inmates and may be brought back into custody any time at the discretion of the Work Release or Supervised Electronic Confinement Supervisor.

2.0 Eligibility

2.1 An inmate is eligible for the Work Release Program if they meet the following criteria:

2.1.1 Must work a minimum of 1-2 days a week at an assigned job site
2.1.2 Be able to work eight to ten hours a day in lieu of 1-day of sentence.
2.1.3 Must pay an administrative fee. This fee is non-refundable.
2.1.4 Must be committed by the court to the Work Release Program.
2.1.5 Must be physically fit to perform manual labor.

➤ Any person not able to perform manual labor may participate in the Supervised Electronic Confinement Program.

2.1.6 Must live within Riverside County or reasonably close to it, and have reliable transportation.
2.1.7 DUI or Drug Related Charges:

➤ Inmates convicted of or serving sentence on a misdemeanor drunk driving charge may be eligible for work release. Inmates who are serving sentences on a drunk driving charge and have a record of one or more separate charges of drunk driving shall not be eligible for work release.

➤ Inmates serving a sentence on charges related to the manufacturing of a controlled substance(s) shall not be eligible for work release if there is also a criminal charge related to child endangerment.
An inmate shall also be denied work release if he/she is serving sentence on one charge related to the manufacture of a controlled substance and he/she has a record of one or more separate charges related to the manufacture of a controlled substance.

2.1.8 No violence related charges such as 243(e) PC, 245 PC, 273.5 PC, 273 (d) PC, any charge related to domestic violence, any DUI with injuries, or history of violence related charges.

2.1.9 Charges related to child abuse/child endangerment will be reviewed by the WRP/SECP supervisor prior to approval.

2.1.10 No charge of any sex related crime specified under Section 290 (A) of the California Penal Code.

2.1.11 Other factors such as amount of time served, severity of convictions, in-custody behavior/disciplinary history shall be reviewed and taken into consideration by the Work Release Supervisor prior to application approval.

3.0 Good Time/Work Time Credits

3.1 Good time or work time credits are available with WRP.

4.0 WRP Application Process

4.1 Each facility shall designate personnel to accept and forward WRP applications (Attachment 1) to the Work Release Office at SCF.

4.2 Facility staff will make applications for the Work Release Program available to eligible inmates. Completed applications shall be forwarded to the appropriate facility staff for processing.

4.2.1 Assigned staff in the WRP office will screen inmates for Work Release. If an inmate meets the criteria, the inmate will be admitted to the work release program. Upon admittance, the inmate will sign a promise to appear contract with the date and time to report to a job assignment or placement on electronic monitoring.

4.3 An inmate is eligible if they meet the criteria for full time work release established in the Work Release Program Policy and Procedure Manual. The criteria is outlined for the inmates on the back of the Work Release Application (Attachment 1).

4.4 After signing a contract agreeing to the conditions of Full Time WRP, eligible inmates will be given a temporary release.

4.5 The Business Office (BO), except SCF, shall process Full Time WRP files as a transfer to SCF.

4.5.1 A Temporary Release form (RSD Form 508b) will be completed with a case information print. Once the file is received back in the BO, the file will be transferred to BRCC / SCF in the computer and forwarded to the WRP Office in Banning via SCF.

4.5.2 SCF BO will release the file as a temporary release to Work Release.
5.0  Inmate File Retention

5.1  Served his/her full commitment

5.1.1  The inmate’s file will be final released as Time Served and the file imaged and stored as directed by policy.(Refer to Department Policy 506.14, Purging of Records)

5.2  Been remanded back into custody

5.2.1  The inmate’s file will be reactivated from the temporary release menu. WRP will send the JIMS file to the facility where the inmate is currently housed.

5.3  Failed to Appear

5.3.1  The JIMS file will be final released as Failure to Appear WRP. The proper paperwork will be sent to the appropriate court for warrant processing.
5.3.2  The JIMS file will be imaged and stored as directed by policy.

6.0  Violation of Work Release Program

6.1  If an inmate is arrested while released on WRP, he/she shall be returned to custody and this arrest will be considered a violation of the program.

6.1.1  The inmate’s file will be reactivated from the temporary release mode using the original booking number.
6.1.2  The Full Time WRP Coordinator will calculate the balance of time owed. The balance of time and JIMS file will be forwarded to the facility where the inmate is housed.
6.1.3  Once an inmate has failed the Work Release Program, they may not participate in the program again.
Riverside County Sheriff’s Department

CHECK WHICH PROGRAM YOU ARE APPLYING FOR:

☐ APPLICATION FOR THE FULL-TIME WORK RELEASE PROGRAM
If accepted on the Full-Time Work Release Program, you will work a five (5) day workweek – Monday through Friday. Once on the Full-Time Program the WRP Supervisor or designee may ADJUST your workday schedule providing you have completed 50% of the remainder of your time, you must show proof of employment, and you must have good attendance while on the program. Review the program criteria on reverse.

☐ APPLICATION FOR THE SUPERVISED ELECTRONIC CONFINEMENT PROGRAM
SECP allows you to serve your sentence at home; find and/or maintain employment; continue to serve your sentence straight time; retain (keep) good/work time credits; and participate in counseling and/or church services; etc. SECP is a privilege, not a right. In other words, being eligible for the program does not mean that you will be placed on the program. Review the program criteria on reverse.

<table>
<thead>
<tr>
<th>Date Applied:</th>
<th>Jail Facility:</th>
<th>Housing Unit:</th>
<th>Booking Number:</th>
<th>Custody Job Assignment:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name:</td>
<td>First:</td>
<td>Middle:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Names Used: (aka, nick names, maiden names, etc.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Birth:</td>
<td>Social Security Number:</td>
<td>Sex:</td>
<td>Race:</td>
<td>Height:</td>
</tr>
<tr>
<td>Driver License / ID Number (include state):</td>
<td>Status of Driver License (i.e. valid, suspended, expired, etc.):</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Address:</td>
<td>City:</td>
<td>Zip Code:</td>
<td></td>
<td>Person to Contact:</td>
</tr>
<tr>
<td>Phone Number (include area code):</td>
<td>Reference (Name of a relative NOT living with you.):</td>
<td>Phone Number:</td>
<td>Relationship:</td>
<td></td>
</tr>
<tr>
<td>Are you on FORMAL Probation? If “YES”, what is your P.O.’s name?</td>
<td>If applying for Full Time Work Release Program, will you have reliable transportation to a job site? ☐ YES ☐ NO</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you ever been on ☐ the Part-Time (Weekends) Work Release Program or ☐ the Full-Time Work Release Program or ☐ Electronic Monitoring?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>When were you on the Program?</td>
<td>Did you complete the Program?</td>
<td>☐ YES ☐ NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If applying for SECP, do you have the means to pay a daily monitoring fee? ☐ YES ☐ NO</td>
<td>Will you have a basic service phone line? ☐ YES ☐ NO</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I certify that the above information is true and correct. I also acknowledge that any information on my application that might be false or inaccurate may cause my application to be rejected or delayed.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Inmate’s Signature: ______________________ Date: ____________

ALL INFORMATION ON THIS APPLICATION WILL BE VERIFIED PRIOR TO YOUR RELEASE TO THE FULL TIME WORK RELEASE PROGRAM OR ELECTRONIC MONITORING PROGRAM. FAILURE TO PROVIDE ACCURATE INFORMATION MAY RESULT IN TERMINATION OF YOUR APPLICATION.

(For office use only)

☐ Your application has been: ☐ ACCEPTED ☐ REJECTED ☐ DELAYED
☐ You need $90.00 on your books for further processing.
☐ Your charges make you ineligible for the Full-Time WRP and SECP. [______________]
☐ You have a Warrant, Hold, or another case pending. [______________]
☐ Minimum time not completed. You need to reapply after this date. [______________]
☐ Your application was TERMINATED due to in-accurate or false information on your application.
☐ Denied due to your Criminal History.
☐ You are unsentenced at this time, reapply when you are sentenced in all your cases.
☐ OTHER: [______________]

Release Date: ____________ Days Owed: ____________ ☐ FILE ☐ CLETS ☐ JIMS ☐ WRP ☐ ADMIN. FEE

IV-4 08/18/2021
ELIGIBILITY FOR THE FULL-TIME WORK RELEASE OR SUPERVISED ELECTRONIC CONFINEMENT PROGRAM

INMATES APPLYING FOR FULL TIME WRP OR SECP MUST MEET THE FOLLOWING CRITERIA:
1. The $90.00 non-refundable administration fee may be waived by the WRP/SECP supervisor.
2. You must live within the County of Riverside or reasonably close to the county.
3. You must not have any court cases pending, including felony Out of County cases.
4. You must not have a record of excessive failure to appear.
5. You cannot have the following:
   a. Two (2) DUI convictions, INCLUDING your current charges.
   b. Two (2) Manufacture of Controlled Substance convictions, INCLUDING your current charges.
6. You cannot be currently convicted of any type of violent related charge or have a history of violent related convictions. (243(e) PC, 245PC, 273.5PC, 211PC, 422PC)
7. If you are currently convicted, or have a history of child endangerment the WRP/SECP supervisor will review the application for approval or denial.
8. If you are currently convicted of any type of sex related charge or have a history of sex related convictions the WRP/SECP supervisor will review the application for approval or denial.
9. Other factors such as: amount of time left to serve, severity of convictions, in custody behavior, disciplinary history will be reviewed and taken into consideration by the WRP or SECP Supervisor prior to application approval.
10. All Good Time/Work Time Credits that has already been factored into your release date will still be applied to your Work Release and SECP time.
11. Failure to complete or providing false / inaccurate information may cause your application to be REJECTED.
12. If you have previously failed to complete the Full Time WRP or Home Detention, your application will be REJECTED.
13. If your application was delayed to a future date, DO NOT reapply until that date or your application will be REJECTED.
14. If your application was rejected, do not reapply – THE ANSWER WILL BE THE SAME.
15. Before you apply for WRP or SECP, you must notify the resident of the address that you indicated on your application. Make sure you will be able to stay at the residence until your time has been completed. The WRP or SECP Deputy will call the residence and if the person you have indicated does not know about your application to the program or that you will be living at their residence, your application may be rejected.

INMATES APPLYING FOR FULL TIME WRP MUST MEET THE FOLLOWING ADDITIONAL CRITERIA:
1. Must be able to work eight to ten hours a day, five days a week without compensation.
2. Must have reliable transportation to and from the job site.

INMATES APPLYING FOR SECP MUST MEET THE FOLLOWING ADDITIONAL CRITERIA:
1. You must have a permanent residence in which to stay for the duration of your sentence.
2. You must have and use a plug-in phone with basic service only. (No cordless phones, answering machines, call waiting, etc.)
3. You must be able to provide verification of your time out of the house. (Work = pay stub, School = schedule, Counseling = letter, etc.)
4. You must be able to pay a daily monitoring fee. Fee schedule will be established prior to starting the program.

PLACE YOUR COMPLETED APPLICATION IN THE OUTGOING MAIL BOX IN THE HOUSING UNIT. YOU WILL BE NOTIFIED WITHIN 7 – 10 DAYS IF YOUR APPLICATION HAS BEEN ACCEPTED OR DENIED.

504.32 att. 1
IV-4 08/18/2021
POLICY: U.S. international treaties require that correctional staff advise foreign nationals at the time of their booking of their right to notify the embassy (or a consulate) representing their home country. In some cases, custody staff MUST notify the appropriate consulate whether or not the arrestee wants the notification.


DEFINITIONS:

Foreign National - A foreign national is any person who is not a U.S. citizen. The terms “foreign national” and “alien” are used interchangeable.

GUIDELINES

1.0 General Information

Note: Statements in quotes and italics are directly from the Consular Notification and Access – Department of State Publication 10518.

“The obligations of consular notification and access apply to United States citizens in foreign countries just as they apply to foreign nationals in the United States. When U.S. citizens are arrested or detained abroad, the United States Department of State seeks to ensure that they are treated in a manner consistent with these instructions, and that U.S. consular officers can similarly assist them. It is therefore particularly important that federal, state, and local government officials in the United States comply with these obligations with respect to foreign nationals here.”

2.0 Foreign Nationals

2.1 “Lawful permanent resident aliens, who have a resident alien registration card (INS Form I-551), commonly known as a “green card,” retain their foreign nationality and must be considered “foreign nationals” for the purposes of consular notification.”

2.1.1 All foreign nationals are entitled to consular notification and access, regardless of their visa or immigration status.

2.2 A person may be a national/citizen of two or more countries. In these cases, the foreign national should be treated in accordance with the rules applicable to each of those countries.

2.2.1 This could mean that more than one notification will be required.

2.3 Whenever a foreign national is arrested or detained, they must be notified of their
right of consular notification and access.

2.3.1 To determine if notification is mandatory, refer to the United States Department of State, "Consular Notification and Access" handbook, which can be found by following the link in the following website:

http://travel.state.gov/content/travel/english/consularnotification.html

Note: This publication is updated routinely. For this reason, the website shall be reviewed for current mandates / requirements.

➢ It is recommended that each facility maintain a copy of the booklet found at the website above, either at the Intake Desk or in an accessible Sergeant's Office.

3.0 Notification at Foreign National's Option

3.1 “If the detainee requests notification, a responsible detaining official must ensure that notification is given to the nearest consulate or embassy of the detainee’s county without delay.”

4.0 Mandatory Notification

4.1 Notification to those countries requiring mandatory notification must be made immediately, without delay.

5.0 Consular Notification

5.1 Each facility shall determine who will make initial notifications and how notifications will be confirmed, based on the requirements of this policy.

5.2 Custody staff shall refer to the Consular Notification and Access Manual or to the hyperlink in section 2.1 of this policy for consulate contact information.

5.3 Staff shall complete the Consulate Notification Sheet (Attachment 1) and notify the appropriate consulate office(s) via email, fax, and/or telephone.

5.3.1 If notification is made by fax, the fax confirmation shall be retained.

5.3.2 If notification is made by email, a copy will be printed and retained.

➢ If an email or fax notification is sent, verbal confirmation shall also be made as soon as possible.

➢ The notification email and/or fax confirmation page shall be attached to the completed Consulate Notification sheet and forwarded to the Administrative Lieutenant, via chain of command.

5.4 The original Consulate Notification Sheet shall be included in the inmate’s booking file.

“Generally you may use your discretion in deciding how much information to provide consistent with privacy considerations and the applicable international agreements. Under
the VCCR, the reasons for the detention do not have to be provided in the initial communication. The detainee may or may not want this information communicated. Thus we suggest that it not be provided unless requested specifically by the consular officer, or if the detainee authorizes the disclosure. Different requirements may apply if there is a relevant bilateral agreement. (Some of the bilateral agreements require that the reasons for the detention be provided upon request.) If a consular official insists that he/she is entitled to information about an alien that the alien does not want disclosed, the Department of State can provide guidance.”

6.0 Department Notification

6.1 When a foreign national is brought into custody, it will be the responsibility of the on-duty supervisor to note the following on the Incident/Pass-On Log:

- Whether the consulate was notified and, if so, the date and time of notification
- Method of notification
- Confirmation of receipt, if available. (If notification is sent via fax, a copy of the notification receipt printed by the fax machine shall be kept. If notification is sent via email a copy of the sent mail shall be kept).

7.0 Consular Visitation

7.1 Consular Officers, consuls, honorary consuls and diplomatic officers are allowed to visit foreign nationals. Refer to Department Policy 507.20 (Official Visits)

8.0 Consular Officer Rules

8.1 Consular Officers are entitled to visit and communicate with foreign nationals. The consular officer is required to follow the visiting rules of the facility, as provided in Department Policy 507.17 (Personal Visits)

8.2 Consular Officers are entitled to be treated with respect; yet they still must follow our security regulations. Should there be a notable reason to search a consular officer, they can be searched. “Any search of a consular officer should not be unnecessarily intrusive.”

9.0 Death/Serious Illness of a Foreign National

9.1 “When a law enforcement or other government official becomes aware of the death, serious injury, or serious illness of a foreign national, consular officers must be notified.” (Sheriff/Coroner will be responsible for notification in all death cases).
Consulate Notification Sheet

Date: ___________ Time: ___________

To: Embassy / Consulate of ____________________________ in ____________________________, (Country) (City) (State)

Fax: ____________________________ (see http://travel.state.gov/content/travel/english/consularnotification.html for phone/fax/email)
(Include area code)

Subject: NOTIFICATION OF ARREST/DETENTION OF A NATIONAL OF YOUR COUNTRY

From:
Name: ________________________________________________________________

Agency Name: Riverside County Sheriff's Department

Facility Name: __________________________________________________________

Facility Address: _______________________________________________________

City: ____________________________ State: CA Zip: ___________________________

Telephone: ____________________________ Fax: ____________________________
(Include area code) (Include area code)

We are currently detaining the following foreign national, whom we understand to be a national of your country.

Mr./Mrs./Ms: __________________________________________________________

Date of birth: _________________________________________________________

Place of birth: _________________________________________________________

Passport Number: ______________________________________________________

Date of Passport Issuance: _______________________________________________

Place of Passport Issuance: _______________________________________________

To arrange for consular access, please call ______________________ between the hours of _____ and _____, Pacific Time. Please refer to the following booking number: ______________________

For Riverside County Sheriff’s Department Use Only:
☐ Copy of sent email attached.
☐ Fax receipt confirmation attached.
☐ Verbal confirmation with consular officer.

   Date and time of confirmation: _______________________________

Consular officer / employee confirming notification: __________________________

Voice phone number for person contacted: _________________________________

RSO employee making contact: ________________________________
(Printed name and Sheriff ID number)

Date forwarded to facility Administration: ___________________________

☐ Original and copies placed in the booking file.

504.33 att.1

IV-4 08/18/2021
POLICY: Riverside County Correctional Facilities shall maintain a system to accurately account for the intake, storage and release of inmate personal property.

REFERENCE: Attorney General’s Opinion 93-610, Turner (9th Cir. 1994) 28F.3d 981, 983. Title 15 sections 1264 & 1216, subsection (b), number 6 & 7; Riverside County Ordinance 423.3, Department Policy 508.08 Exposure Control Plan, 510.07 Transfers, 504.10 Intake/Release, & 507.08 Lost/Damaged Property, RSD Form 509p

GUIDELINES

1.0 Property Receipt

1.1 Each facility shall have a method to inventory all inmate personal property received. This shall include the property of both newly booked inmates and incoming transfers.

1.2 After inventory, all property received will be listed in the JIMS computer system. A property “intake receipt” will be printed for the inmate to sign. The receipt will list all property, medication containers/packets, currency and clothing accepted into storage of the facility. No facility will accept the following items:

- Alcoholic beverages, marijuana or illegal drugs.
- Weapons, explosives or ammunition.
- Hazardous or caustic substances.
- Excessive property, including backpacks, unless approved by the Watch Commander.

1.2.1 All potentially infectious or infested clothing/property shall be handled as described in Department Policy 508.08 (Exposure Control Plan).

1.3 All articles of property (including miscellaneous papers, medications, cards, address books, etc.) will be taken from the inmate, LISTED on the Property Intake Sheet and then sealed into a plastic property bag. The sealed property bag will be kept with the bag containing the inmate’s personal clothing. All storage bags containing inmate property shall be labeled with the inmate’s name and booking number.

1.3.1 Any additional property added to an inmate’s property, after the completion of the booking, will be documented by the Property Deputy in the inmate’s class notes, JIMS Property/Clothing screen and with RSD Form 509 (Deposit to Inmate’s Property).

2.0 Receipt of Transferred Inmate Property.

2.1 All incoming property shall be inspected and inventoried prior to placement in storage.
Exceptions:

- Sealed, contaminated clothing and personal property will not be opened.
- Inmates that are incoming and outgoing transfers from other facilities operated by the Riverside County Sheriff's Department.

2.2 If a discrepancy is found during the inventory, the staff member shall:

- Contact the facility that sent the property and try to resolve the discrepancy.
- Log the discrepancy in the JIMS computer system and the incoming property log.
- Notify the appropriate supervisor of unresolved discrepancies.
- Complete an "Inmate Claim for Missing Property Form (RSD Form 506) with attached supporting documentation. Refer to Department Policy 507.08 (Lost/Damaged Property).

3.0 Record Keeping/Storage

3.1 Property rooms shall be locked and have limited access determined by the Facility Commander.

3.2 Each facility shall keep a daily log listing all incoming property by both inmate name and booking number and the location of storage.

3.3 Each facility shall keep a daily log listing all outgoing property, by both inmate name and booking number, being transferred to a different facility. It must also include the name of the facility that the property will be transferred.

3.4 Each facility shall conduct a monthly property audit. The completed inventory report shall be forwarded to the Facility Commander after completion. The report shall detail all property, excess property for released/transferred inmates at the facility, as well as all missing inmate property/clothing.

4.0 Property Release

4.1 Public

4.1.1 Any staff member who releases inmate property to the public must obtain the inmate’s written consent on an Inmate Property Withdrawal Slip. (RSD Form 526)

4.1.2 After verifying the identity of the person requesting the property, the releasing officer shall list the property to be released on the slip, prior to obtaining the inmate’s signature.

4.1.3 After the inmate consents to the release, the releasing deputy shall obtain the recipient's signature, release the property and update the JIMS computer system.

4.2 Evidence
4.2.1 An inmate’s property may be removed for visual inspection, examination and/or taken for evidence, without a warrant or other court order or a release signed by the inmate, under the following conditions:

- The property is requested by a peace officer or prosecuting agency; and
- The particular item of property to be inspected, examined or taken is listed on a “property” receipt or “Intake” receipt form; and
- The property has been in the possession of the Sheriff’s Department and/or another police agency continuously since the inmate was initially booked into custody.

4.2.2 Before removing the property from the inmate’s belongings, the requesting officer shall provide a brief written request, on RSD Form 409, describing the items the officer wants to inspect, examine, or take. This request will include the requesting agency’s name, the case number and the requesting officers’ name; the request shall be reviewed and signed by the Watch Commander or designee.

- If property is taken, the requesting officer must complete a Property Receipt (Form 409) detailing each piece of property taken. One copy will be placed in the inmate’s property bag, and another will be placed in the inmate’s booking file.
- Unless all of the above listed criteria are met, inmate property may not be inspected or examined by anyone or released to anyone other than the inmate without a warrant or other court order, or the written release signed by the inmate.

4.2.3 Searches of inmate property/clothing shall be allowed to accommodate facility needs, such as:

- Inventory of property upon transfer.
- Prevention of drugs and other contraband into the facility.
- Detection of escape plots.
- Maintenance of sanitary conditions.

5.0 Receiving/Removing Prescription Medication

5.1 Prescription medication received by means of Intake or the Facility Lobby/Entrance will be accepted following proper receipt.

5.1.1 If received through the Intake area, it will be the responsibility of the Intake Deputy to notify medical and document in JIMS the number of bottles or packages of medication received. All medication received will be sealed in the inmate’s plastic bag of personal property and stored in the inmate’s paper property bag.

5.1.2 If received through the Facility Lobby/Entrance, staff will notify medical staff. It will be the responsibility of medical staff to review and receive the medication. If medical receives the medication, staff will document in JIMS the medical staff member’s name, date, and the time of collection.

5.1.3 If medical staff is not on duty or available, staff will deposit the medication
into the inmate’s property and will use RSD Form 509 (Deposit to Inmates Property) to document the deposit. This form and the medication(s) will be together and sealed in a plastic bag and placed in the inmate’s property.

5.1.4 The property room deputy will update JIMS to document the received property.

5.2 If medical staff determines medication is not needed after drop-off/collection, or medical needs to deposit medication for release, medical staff will deposit the medication into the inmate’s property using RSD Form 509.

5.2.1 Medical staff will document on RSD Form 509 the medications being deposited. The medication and yellow copy of the RSD Form 509 will be sealed and placed in the inmate’s property by the property deputy.

5.2.2 The property room deputy will update JIMS to document the received property.

5.3 If medical staff requests medication from an inmate’s property, medical staff will complete RSD Form 526 (Inmate Property Withdrawal Slip) and submit the form to the property deputy.

5.3.1 After the inmate consents and signs RSD Form 526, the deputy releasing the property shall obtain the recipient’s signature, release the property and update the JIMS computer system.

6.0 Unclaimed Property

6.1 After the facility has completed the monthly audit of inmate property, a list of unclaimed inmate property shall be completed.

6.2 Facility personnel should attempt to locate the released inmate. If the released inmate is located, he/she may pick up their property at the facility.

NOTE: If requested by the released inmate, facility personnel will mail the property to an address provided by the released inmate.

6.3 If the released inmate is not located, facility personnel will generate a file number for found property and complete a found property report. The property will be logged into evidence using RSD Form 409, at the appropriate station.
**POLICY:**

All inmates are entitled to access to attorneys and legal representation. Some inmates choose to represent themselves in a "Pro Per" or "Pro Se" status. Correctional facilities shall provide reasonable accommodations to inmates who are acting in a pro-per/Pro Se status.

**REFERENCE:**

Title 15 section 1068, 1067, 1063, 1064, Division Policy sections 501.06, 502.02, 502.06, 504.19, 507.07, 507.09, 507.17, 28 U.S.C. § 1654

**DEFINITIONS:**

**Pro Per Inmate** - An inmate who has been appointed, by a court order, to act as his or her own legal representative. Pro Per inmates can still be represented by an attorney.

**Pro Se Inmate** – An inmate who represents oneself in any type of legal matter without the benefit of legal counsel.

**GUIDELINES**

1.0 General Information

1.1 Each facility shall have a designated person to oversee Pro Per and Pro Se inmates.

1.2 Pro per/Pro se inmates are expected to follow all facility rules and display good behavior while in custody.

1.3 In no case shall access to courts and legal counsel be suspended as a disciplinary measure.

1.4 If an inmate in Pro Se status retains or is appointed counsel, or the matter on which they are acting in Pro Se is dismissed or settled, the inmate’s Pro Se status is no longer valid and the pro per/pro se services shall cease.

2.0 Pro Per Verification

2.1 Inmates must petition the court for Pro Per status. Pro Per status may only be granted by the judge presiding in the inmate’s criminal case.

2.1.1 Court paperwork identifying an inmate as Pro Per or referring to an inmate’s Pro Per status shall be handled as a court order. Refer to Department Policy 501.06 (Court Orders).

2.1.2 Court orders will be evaluated to determine the relationship to the inmate’s legal defense and the effect on the security and/or operations of the facility.

2.1.3 If the court order is determined to have an adverse effect on facility security or operations, the order will be returned to the issuing court and a request
will be made to have it amended or revoked.

1.2 The classification deputy on duty at the time the court order is accepted and determined to be acceptable will enter the provisions of the court order in the inmate’s classification notes in the JIMS system.

2.0 Pro Se Verification

2.1 Inmates are not considered Pro Se on civil matters until they receive a case number from the courts.

2.2 An inmate acting in Pro Se will show documentation from the court, with an assigned case number, to Classification staff.

2.3 Once verified, Classification staff will make a class note entry identifying the inmate as Pro Se.

3.0 Legal Mail

3.1 In-coming Legal Mail

3.1.1 Inmates are permitted to receive sealed letters from a specified class of persons and organizations, including but not limited to courts, attorneys, officials of the confining authority, government officials, administrators of grievance systems, and members of the parole authority.

3.1.2 Mail to inmates from these sources may be opened only to inspect for contraband and only in the presence of the inmate unless waived in writing.

3.1.3 Inmates may receive legal books through the mail following the same guidelines as Department Policy 507.09 (Mail)

3.2 Outgoing Legal Mail

3.2.1 Inmates are permitted to send sealed letters to a specified class of persons and organizations, including but not limited to courts, attorneys, officials of the confining authority, government officials, administrators of grievance systems, and members of the parole authority.

3.2.2 Mail from inmates to this specified list of persons and organizations may be opened only to inspect for contraband and only in the presence of the inmate unless waived in writing.

4.0 Use of the Law Library

4.1 The law library kiosks will be made available to all housed inmates, with priority to court approved Pro Per/Pro Se inmates and those with court orders. Refer to Department Policy 507.07 (Law Library).

5.0 Legal Supplies

5.1 Legal supplies will not be provided by custody staff or correctional facilities.
5.2 Indigent Pro Per inmates may have their legal supplies provided by the Riverside Public Defender Indigent Defense Office as ordered by the court.

5.2.1 Although the legal supplies are provided by the Public Defenders Indigent Defense Offices, the supplies may be delivered by the inmate’s court appointed investigator or runner.

5.3 Only the following legal supplies will be accepted without a specific court order:

- Pencils (Golf type)
- Pencil tip erasers
- Legal pre-stamped envelopes
- Manila envelopes (Legal size)
- Legal pads

5.4 All supplies provided will be inspected and approved by the facility commander or their representative.

4.4.1 Items containing staples or metal will not be accepted

5.5 Pro Per/Pro Se inmates may purchase legal supplies through commissary.

6.0 Property

6.1 Two additional property boxes may be issued to the inmate by the classification sergeant or their designee when the legal work no longer fits into the inmate’s property box. Documentation shall be made in class notes by the issuing deputy when an extra box has been given to the inmate.

6.1.2 Mark the box with the inmate's name, booking number and “Legal Work Only” on the box.

6.1.3 Advise the inmate that if the extra box is used for anything other than legal material, the box will be removed.

6.1.4 The legal material is subject to search for contraband in front of the inmate, but the contents of the materials may not be read. Legal material may not be damaged or destroyed.

6.2 The amount of legal work will be limited to what can be stored in an inmate’s property box, plus two legal property boxes. In the event the Pro Per or Pro Se inmate acquires more legal material than what can fit in these storage containers, the inmate will be allowed to determine what items will be placed in a sealed property bag and placed with their stored personal property. The inmate may request to obtain any legal work stored in the property room by writing a kite to the deputy assigned to assist Pro Per/Pro Se inmates.

6.3 When going to court, the law library or any other movement, the manila envelopes may be used by the inmates to transport legal paperwork and shall be inspected during the search of the inmate. If a large amount of legal paperwork needs to be transported to court, arrangements will be made by the classification sergeant, or their designee, for the inmate to use a property box to transport the legal paperwork.
6.4 Upon the transfer of a Pro Per/Pro Se inmate to another facility, the standard transportation procedures shall be followed for the safety and security of the facility. The legal materials shall be placed in a bag and clearly marked with the inmate’s name and booking number and stored in the cargo area of the transport van or bus.

7.0 Visiting

7.1 Court appointed investigators for Pro Per inmates may visit the inmate any time of the day or night. Refer to Department Policy 507.20 (Attorney Visits).

7.2 Court appointed investigators shall be required to present proper identification for admittance.

7.3 All court appointed investigator visits should be conducted in areas that allow for confidential communication between the court appointed investigator and the inmate.

7.4 For facility security or operational needs, a court appointed investigator visit may be delayed for a reasonable amount of time.

7.4.1 If a lengthy delay is anticipated, a supervisor should be called to coordinate the court appointed investigator visit at the earliest possible time.

7.5 Court appointed investigators will not automatically be entitled to a slotted booth.

7.5.1 All items handed to an inmate from a court appointed investigator shall be inspected for contraband.

➢ Court appointed investigators are not allowed to bring in supplies to the inmates except upon approval of the classification supervisor. Legal paperwork is acceptable but must be checked by a deputy before handing it to the inmate.

➢ Inmates having a visit in a slotted attorney booth shall be thoroughly searched at the conclusion of the visit in accordance with Department Policy 502.11 (Strip Searches/Contraband Watch).

7.5.2 Investigators must make arrangements with the classification supervisor for Pro Per inmates to review CDs, DVDs or flash drives.

8.0 Telephone Access

8.1 Pro per inmates shall be given reasonable access to inmate telephones during business hours, so they may address their legal issues.

8.2 Indigent Pro Per inmates may have phone time added to their Securus account by the Indigent Defense Office upon Court Order.

8.2.1 Phone time can be added by utilizing the Securus web site or added during actual phone calls as prompted by the Securus system.
9.0 Court Clothing

9.1 Pro Per inmates are responsible for making arrangements for court clothing to be delivered.
Riverside County Sheriff  
Pro Per Indigent Legal Supplies

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<td>Manila envelopes</td>
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Policy 504.35 Attachment 1  
Original – Inmate file  
Copy - Inmate  

IV-4 08/18/2021
POLICY: Each facility shall establish procedures for the monitoring/recording of inmate communications consistent with this policy. These inmate communications include inmate telephone conversations, visiting communications, inmate mail, and inmate-to-inmate conversations.

The facilities will also provide procedures for the release of such communications to Riverside County Sheriff's Department personnel and outside agencies.


GUIDELINES

1.0 General Regulations

1.1 No inmate communication of any kind may be monitored or recorded except as provided in this policy.

1.2 Inmate communication will not be monitored or recorded unless there are legitimate penological or law enforcement reasons.

1.3 No recordings of inmate communications may be released except as provided in this policy.

1.4 Employees will not make comments to inmates which might lead the inmate to believe the communications described in this policy are private, thereby creating some expectation of privacy.

1.5 If during the monitoring of inmate communications an employee discovers evidence of criminal activity or identifies a facility security issue this information will be reported to a supervisor immediately.

2.0 Inmate Visiting Communications

2.1 Inmates housed in Riverside County facilities have no expectation of privacy regarding conversations with visitors, except for those persons with whom inmates may, by law, communicate confidentially. Those persons include the inmate’s attorney, licensed physician, rape crisis or religious adviser (clergy).

2.2 Communications between inmates and visitors are subject to routine monitoring and/or recording for legitimate penological or law enforcement purposes. This includes both video and/or audio. The monitoring and/or recording may also be done in compliance with a search warrant or a court order.
2.2.1 No personnel will intentionally monitor or record privileged conversations between an inmate and an attorney, licensed physician, rape crisis or religious adviser, without a valid court order, warrant, or the inmate’s consent.

2.3 Outside agencies, including other components of the Sheriff’s Department may request a visiting cover on an individual inmate. A visiting cover is the monitoring and recording of all non-confidential visits with an inmate. Agencies requesting a visiting cover may do so by providing the facility commander with a formal written request Refer to Department Policy 504.36 attachment #2 (Telephone, Mail, and Visiting Request). The facility commander may decline to honor the request based on staffing limitations. The facility commander may also request or require the assistance of the requesting agency to overcome staffing limitations.

2.3.1 The classification officer will inspect the form for completeness for all inmate communication cover requests. The classification officer will obtain approval from the commander or his/her designee prior to the visiting cover being placed. A copy of the approved form will be placed in the inmate’s file.

2.4 Each facility will have signs posted at both public and inmate visiting entrances announcing that inmate visits are subject to monitoring and recording. Inmates are also notified in the inmate orientation pamphlet that visits may be monitored and recorded.

3.0 Inmate Telephone Communications

3.1 Inmates will require a Personal Identification Number (PIN) to use the inmate telephones in the housing units. This PIN will be issued by the classification officer or designee as part of the initial classification interview, prior to housing.

3.1.1 If an inmate misplaces his/her PIN number, he/she may request a new one. If an inmate is reissued a new PIN number, it will be documented in the inmate’s class notes. Do not put the inmate’s actual PIN number in class notes.

3.2 PIN numbers are not required for the intake phones. Intake phones are configured for free local calls. The Intake phones are to be used for the required initial free, local booking calls only. Once housed, inmates will not be allowed to use the free intake phones, unless authorized by an Intake Sergeant.

3.3 All parties using the inmate telephone system must be made aware of the fact that telephone calls are being monitored and recorded. This will be accomplished by the following:

3.3.1 The inmate orientation pamphlet contains information which informs inmates that their telephone calls are subject to monitoring and recording. Every
inmate will be given a copy of the pamphlet prior to housing and will acknowledge such receipt on the blue classification form.

3.3.2 When an inmate makes a telephone call within the facility, a recording will admonish the inmate and the called party (in English or Spanish) that the call may be recorded and monitored. The called party then will be prompted to either accept the call by pressing a number, refuse the call by pressing a number, or may hang up the phone. Acceptance of the call is considered consent to monitor and record.

- Persons exempt from monitoring and recording, as described in Penal Code Section 636(a), will be directed to call (951) 955-8257 to request their number(s) be blocked from automated monitoring.

3.3.3 Each inmate telephone will have a sign affixed informing inmates that calls placed via the inmate telephone system are subject to monitoring and recording.

3.4 Telephone communication between an inmate and an attorney, licensed physician, rape crisis center or religious adviser will not be intentionally monitored or recorded without a search warrant or a court order.

3.4.1 Telephone numbers of the Riverside County Public Defender’s Office and attorney’s telephone numbers provided by the court appointed conflict panel have been entered into the telephone recording system to prevent calls to these telephone numbers from being recorded.

3.4.2 The telephone number of the 24-hour National Sexual Assault Hotline 1-800-656-4673 (HOPE) has been entered into the telephone recording system to prevent calls to this telephone number from being recorded. It can be accessed from inmate phones by dialing *9035#.

3.4.3 Attorney’s, licensed physicians, and/or religious advisors may request that their telephone conversations be blocked from automated recording. These requests may be made verbally or in writing. Persons as described in Penal Code Section 636(a) requesting a monitoring/recording block will be investigated and verified by the classification sergeant assigned to RPDC.

3.4.5 Once verification has been made, the classification sergeant assigned to RPDC will verify the monitoring block was activated and notify the requesting party of the monitoring block. Minimally, the RPDC classification sergeant will log the following:

- Date and time the request was received by the facility.
- Name and phone number(s) of the requesting party.
- Date and time the block was initiated.
- Date and time notification to the requesting party was made.

3.4.6 Approved request letters from an inmate’s attorney and/or completed logs will be sent to Technical Services Bureau personnel assigned to the inmate telephone communication system for entry into the phone system and records retention. These records will be retained for current year plus three years.
3.5 In the event an unintentional recording of a privileged conversation is discovered, the classification sergeant assigned to RPDC will do the following:

- Confirm if the call is privileged as described in Penal Code Section 636(a).
- Contact the inmate telephone recording vendor and delete the call.

4.0 Inmate Telephone Records Request

4.1 Only authorized personnel assigned to the Riverside County Sheriff’s Corrections Division or Technical Services Bureau (TSB) may operate or access the inmate telephone recording equipment.

4.2 Any law enforcement agency, who is sworn law enforcement personnel pursuant to 830 P.C. (et al.), and Deputy District Attorneys performing an official law enforcement investigation, can request inmate phone records. All requests for records regarding inmate telephone conversations will be submitted by the requesting agency/officer on P504.36 attachment #2 (Telephone, Mail, and Visiting Request) form.

4.2.1 Minimally, all requests for inmate telephone records must include the following:

- Inmate name, known or suspected number(s) called, and time frame of call(s); or
- Inmate name and time frame of call(s); or
- Suspected number(s) and time frame of call(s).

4.3 Requests for records will be forwarded to the facility classification sergeant. After the sergeant’s approval, the request will be forwarded to Technical Services Bureau (TSB) personnel assigned to inmate telephone communications, who will respond to the request.

4.4 Records of inmate telephone conversations will only be released to government law enforcement agencies. The release of records will be documented by means of P504.36 attachment #2 (Telephone, Mail, and Visiting Request). Completed forms will be retained by TSB for current year plus three years. Facsimile machine copies of this form may be used to expedite requests.

4.5 Sheriff’s personnel releasing the records will initial and date all records released including compact disc (CD) recordings and computer-generated documents. If records or audio files are e-mailed, a copy of the original e-mail will be printed and attached to the signed P504.36 attachment #2 (Telephone, Mail, and Visiting Request) form.

4.6 Routine processing and distribution of inmate telephone communication records will be routed to designated TSB personnel during their regular business hours.

4.7 Emergency requests with exigent circumstances will be directed to a supervisor for approval. The supervisor will decide if the request is of a nature that requires immediate monitoring or recording.
4.7.1 If the emergency request is approved, the individual facility inmate telephone monitoring/recording system may be used to retrieve the records.

4.7.2 Completed and approved P504.36 attachment #2 (Telephone, Mail, and Visiting Request) from exigent release information will be forwarded to TSB for retention.

4.8 Requests for the release of inmate telephone records/communications which may require excessive manpower to compile may be declined at the discretion of the facility commander. The commander may ask the requesting agency to contribute resources to meet such requests.

5.0 Inmate – to - Inmate Communication

5.1 Inmates housed in the Riverside County facilities have no expectation of privacy regarding conversations with other inmates. However, due to the legal complexity of this issue, any monitoring or recording of inmate-to-inmate communications will be reviewed on a case-by-case basis by the facility command.

6.0 Inmate Telephone Recording System

6.1 Each facility and the Technical Services Bureau (TSB) have access to the inmate telephone recording system.

6.2 The inmate telephone recording system may be used for the following:

- The management of privileged and/or “do not record” phone lists.
- The issuance of PINs upon intake.
- The re-issuance and transfer of inmate fund balances in the event of a compromised account.
- The monitoring of inmate telephone conversations.
- Administrative review.

6.3 Personnel assigned to access the inmate telephone recording system will be issued a unique username and password. Usernames and passwords will not be shared with others.

6.4 Authorization for staff access and specific user rights for the inmate telephone recording system will be determined by the facility commander or designee. It is the intent of this section to grant access only to those personnel who have a specific need.

6.4.1 All staff requests for inmate telephone recording system access or requests for modification of any standard user template, must be completed on P504.36 attachment #1 (Staff Access Authorization/Removal Request).

6.4.2 All completed requests will be forwarded to the Corrections Administrative Lieutenant through the proper chain of command.

6.4.3 P504.36 attachment #1 (Staff Access Authorization/Removal Request) will also be used for user access removal, or user access restriction, as circumstances dictate.
6.5 The functions of the inmate telephone recording system have been grouped into five (5) standard user templates based on the most common responsibilities for each class of personnel. The individual features of the program may be expanded or restricted in relation to a particular task or routine staff assignment. The standard user templates are identified as follows:

- Administrator
- Supervisor
- Investigator
- TSB
- Property Room

6.5.1 Template Name: Administrator  
Job Class: Corrections Administrative Lieutenant, or designee. This class of personnel is typically assigned to manage various operations within the Corrections Division. Personnel with Administrator rights have the same features as the Supervisor template and are able to issue/re-issue staff usernames and increase and/or limit specific user features within the various predefined templates. Personnel with Administrator rights may authorize certain staff members with Supervisor rights the ability to administer the privileged calls and blocked number database. This authorization is typically limited to supervisors as signed to the Classification Unit at the Robert Presley Detention Center.

6.5.2 Template Name: Supervisor  
Job Class: Captain, Lieutenant, or Sergeant. This class of personnel is typically assigned to supervise personnel assigned to the property-room, classification office, and/or investigative staff assigned to the various facilities. Personnel with Supervisor rights possess the same features as the Investigator template and may reset user passwords, issue/re-issue inmate PINs, and deactivate inmate PINS upon release; however, not issue/re-issue user usernames.

6.5.3 Template Name: Investigator  
Job Class: Investigator, Corporal, or Deputy. This class of personnel is typically assigned to Classification or a position with investigative responsibilities at one or more locations. Personnel with Investigator rights are able to access inmate call records, listen to historic or live conversations, disconnect calls in progress, and export calls for investigative and/or evidentiary purposes. Personnel in this class are not typically authorized to issue, re-issue, or deactivate inmate PINs.

6.5.4 Template Name: TSB  
Job Class: Civilian employee designated as a custodian of records specific to recorded inmate telephone data. This class of personnel is typically assigned to the Department's Technical Services Bureau (TSB) and is responsible to recall and export inmate telephone conversations for later investigative and/or evidentiary purposes. Personnel in this class may be able to research, access and manage inmate conversations and call records. Personnel in this class are not typically authorized to issue, re-issue, or deactivate inmate PINs.
7.0 Mail Covers

7.1 General – Current case law and Title 15 provide correctional facilities with the legal ability to read both incoming and outgoing inmate mail, excluding legal mail, for communications which is related to legitimate penological interests, even when the primary purpose is investigative (People v. Loyd (2002) 27 Cal.4\textsuperscript{th} 997.) Mail covers that serve such interests (and most, if not all, do) are not unconstitutional infringements on inmates' civil rights (Wolff v. McDonnell 41 L.Ed 925, 418 U.S. 539; 94 S.Ct. 2963.)

7.2 Common uses of mail covers include the following circumstances:

7.2.1 Extraordinary concerns that the security of the facility is at risk. Examples of this include the threat of escape, conspiracies to smuggle drugs, assault on staff, assault on other inmates, or capital cases.

7.2.2 Requests by agencies, which will be accepted on a case-by-case basis, to be determined by the commander or designee. Investigating officers may request a mail cover due to witness intimidation, threatening victims, or other investigative purpose relevant to their criminal case.

- The classification officer will inspect, for completeness, P504.36 Attachment #2 (Telephone, Mail, and Visiting Request) for all inmate communication cover requests. The classification officer will obtain approval from the commander or his/her designee prior to the mail cover being placed. A copy of the approved form will be placed in the inmate’s file.

7.2.3 The facility has been served with a search warrant or other valid court order, ordering the close scrutiny of the mail.

NOTE: Although a court order or warrant is not necessary to apply a mail cover. Warrants and court orders will be accepted by classification for review and application.

7.3 All mail covers require the consent of the facility commander or his/her designee.

7.4 The classification unit is responsible for coordinating and monitoring mail covers.

7.4.1 A classification deputy shall forward a copy to the deputy (s) reviewing inmate mail.
7.4.2 A classification deputy shall place the start and end date of the mail cover in the inmate’s classification notes.

7.4.3 A classification deputy shall place a copy of a search warrant or other court order related to mail covers (if applicable) in the suspect inmate’s booking file.

7.4.4 A classification deputy shall document all mail covers in the inmate’s classification notes.

7.4.5 After 30 days, a classification deputy will review the need for the mail cover. If the need still exists, approval will be sought from a classification supervisor and noted in the inmate’s class notes.
Notification of Denied Mail/Publication

Facility Name

Facility Address

Inmate Name

Booking Number

Housing Location

Date Item Received

The below listed item has been denied in accordance with Riverside County Sheriff’s Department Corrections Policy 504.36. This decision may be appealed to the Corrections Chief Deputy or designee within seven (7) days of receipt of this notice.

Description of Item Denied

Reason for Denial

Signature of Captain or Designee

Notification to Sender

The above mail and/or publication has been denied entrance to a Riverside County Correctional Facility. Items are denied based on safety and security concerns or content which may pose a threat to facility operations. Appeals must be filed within twenty (20) days of the posted date of this notification. Appeals shall be made to the Captain or designee of the Riverside County Sheriff’s Department Corrections Division.

Sender Name

Sender Address
TITLE: Morrissey Hearings

POLICY: Riverside County no longer conducts Morrissey Hearings inside their correctional facilities.
TITLE: Supervised Electronic Confinement Program (SECP)  
NUMBER: 504.38

POLICY: Each facility will develop a procedure for processing applications and releasing inmates to the Sheriff’s Supervised Electronic Confinement Program (SECP).

REFERENCE: California Penal Code Sections: 815, 830.1, 840, 1208.2, 1208.3, 1208.5, 2900.5, 4024.2, 4532, 1203.016. Title 15 Section 1050
CROSS-REFERENCE: County Board of Supervisors Resolution 440-8443; Corrections Policy 504.31, 504.32, 506.12.

GUIDELINES

1.0 Voluntary Electronic Monitoring Program

1.1 The Sheriff’s Department offers a voluntary electronic monitoring program that allows selected inmates currently sentenced in Riverside County to be released from custody. Participants can work and attend court ordered community, rehabilitative or substance abuse programs, while completing their sentence.

1.2 The following types of electronic monitoring is provided by the Riverside County Alternative Sentencing Program (RASP):

   1.1.1 Full Time Electronic Confinement (GPS tracked)
   1.1.2 Part Time Electronic Confinement (Radio Frequency tracked)
   1.1.3 Post Arraignment

1.3 Security Electronic Confinement Program (SECP) personnel shall supervise the inmate with electronic monitoring equipment, while maintaining accountability for an inmate’s whereabouts and activities while out of custody.

2.0 Application

2.1 All facilities shall make SECP applications (Attachment 1) available to eligible inmates. Participation in the program must be voluntary.

2.2 The eligibility criteria are established in the Supervised Electronic Confinement Policy and Procedures Manual.

3.0 Application Screening

3.1 Sentenced inmates applying for release on SECP

   3.1.1 Facility staff shall make applications for SECP (Attachment 1) available to eligible inmates. Completed SECP applications will be forwarded to the appropriate facility staff for processing.
   3.1.2 Assigned SECP staff will screen the inmate for release per the criteria established in the SECP Policy and Procedure Manual.
4.0 Releasing inmates to SECP

4.1 After signing a contract agreeing to the conditions of the SECP, eligible inmates will be given a temporary release.

4.1.1 The Business Office (BO), except SCF, will process SECP files as a transfer to SCF.
4.1.2 A temporary release form (RSD Form 508b) will be completed with a case information printout. Once the completed file is received back in the BO, the file will be transferred to BRCC/SCF in the JIMS computer and the file sent to the SECP Office in Banning via SCF.
4.1.3 SCF BO will release files as a temporary release to SECP and forward the file to the SECP Office.

4.2 SECP staff will release files transferred from other facilities as a temporary release to SECP.

5.0 SECP shall retain the JIMS inmate file until the inmate has either:

5.1 Served his/her full commitment

5.1.1 The inmate’s file will be reactivated and released as time served.
5.1.2 The JIMS file will be imaged and stored as directed in Correction’s policy.

5.2 Remanded back into custody

5.2.1 The inmate’s file will be reactivated from the temporary release menu. SECP will send the JIMS file to the facility where the inmate is currently housed.
5.2.2 SECP will notify the facility of the balance of time and if good time / work time credits have been given.

5.3 Terminated from the program

5.3.1 An inmate may be terminated from the SECP program for the following reasons:

- Failure to Appear for an appointment at the SECP office
- Excessive violations (curfew, etc.)
- Drug test failure
- Self-termination
- Staff initiated termination

5.3.2 In any of the above instances, a SECP Compliance Deputy will respond to the inmate’s address to recover the monitoring equipment and possibly re-arrest the individual.

5.3.3 If the inmate is not taken into custody, the JIMS file will be released as Failure to Appear WRP. The proper paperwork will be forwarded to the court for warrant processing.

5.3.4 The JIMS file will be imaged and stored as directed by Department Policy.
6.0 Electronic Monitoring Equipment

6.1 Facility booking staff shall confirm that the inmate is currently on the SECP monitoring program.

6.1.1 Other agencies (I.e. State Parole) also use electronic monitoring as a condition of release.

6.2 An inmate booked into custody wearing a SECP monitoring bracelet on their ankle will be handled as follows:

6.2.1 The bracelet will be removed by cutting the plastic band.
6.2.2 Cut the rubber strap on the ankle bracelet at the highest number visible on the rubber strap. **Place the bracelet in the inmate's property.** The inmate will either return the ankle bracelet to SECP once he/she is released from custody or, an SECP Deputy will go to the facility and fill out a property release form to get the bracelet. **DO NOT SEND ANY TRANSMITTER VIA TRANSPORTATION OR STOP MAIL.**
6.2.3 Facility staff shall immediately notify the RASP unit of a SECP inmate's returning to custody.
TITLE: Civil Inmates/Sexual Violent Predators (SVP)  

POLICY: Individuals committed to the custody of the Sheriff under section 1209 of the Code of Civil Procedure and section 2970 of the Penal Code will be considered civil commit inmates. Individuals committed to the custody of the Sheriff under sections 6600 et seq. of the Welfare and Institutions Code will be considered Sexual Violent Predators. Based on a 9th Circuit Federal Court of Appeals court case of Jones v. Blanas, inmates held pursuant to these statutes cannot be subjected to conditions that “amount to punishment.” While confined in our custody, these inmates will be treated in a manner that will assist in their presence at trial, maintains facility security, and allows for the effective management of the facility. Except as may be provided by the following guidelines, they will not be denied any privileges other than what is necessary to protect inmates and staff.


DEFINITIONS

Sexual Violent Predators (SVP) - A person who has been convicted of a sexually violent offense against one or more victims and who has a diagnosed mental disorder that makes a person a danger to the health and safety of others in that it is likely that they will engage in sexually violent criminal behavior again is defined by statute as a Sexually Violent Predator.

GUIDELINES

1.0 Sexual Violent Predators (SVP)

1.1 Welfare and Institution Code Sections 6600 through 6609.2 (sexually violent predator laws).

- Persons booked in for 1209 PC, will be classified and housed as a civil inmate
- Prisoners booked in for 2621 PC or 881PC only, will be classified and housed as a civil inmate.
- Prisoners booked in for 2970 PC only, will be classified and housed as a civil inmate.
- Under Penal Code sections 4001 and 4002, persons held pending civil process under the sexual violent predator laws shall be classified and housed in administrative housing.

2.0 Housing

2.1 Sexually Violent Predators and civil inmates will be housed separately from inmates held on criminal charges. Civil commit inmates will be classified and housed as Civil. Civil inmates will only be housed with other similarly charged civil inmates.
2.1.1 Sexually violent predators and civil inmates will be allowed to view television on a daily basis.
2.1.2 Sexually violent predators and civil inmates will be allowed use of the phone on a daily basis.
2.1.3 Sexually violent predators and civil inmates will be allowed the access to the shower on a daily basis.
2.1.4 Sexually violent predators and civil inmates will be allowed to continue medical and mental health treatment.

3.0 Recreation and Visitation

3.1 Sexually Violent Predators and civil inmates will be allowed to utilize a recreation area on a schedule that allows for more opportunities than that afforded to other inmates; however, it should not create an undue burden on the staff. A recreation schedule will be drafted for approval by the facility commander or their designee whenever a civil commitment is incarcerated.

3.2 Sexually violent predators and civil inmates will be afforded the ability to receive visitors on a schedule that allows for more opportunities than that afforded to other inmates; however, it should not create an undue burden on the staff. A visitation schedule will be drafted for approval by the facility commander or their designee whenever an SVP is incarcerated.

5.0 Clothing

5.1 Sexually violent predators and civil inmates will be dressed in jail issued clothing for identification and security concerns.

**Male Inmates**

- ORANGE TOP/YELLOW PANTS CIVIL
- RED TOP/YELLOW PANTS SVP (Sexually Violent Predator)

**Female Inmates**

- BLUE TOP/YELLOW PANTS CIVIL/SVP
- Both Civil and SVP inmates will wear a Green wristband.
- These inmates will be afforded clothing exchange on a schedule as with other inmates and in accordance with Title 15 of the California Code of Regulations.
6.0 Notification

6.1 A Classification Sergeant, will be notified anytime a Sexually Violent Predator or civil commit inmate is booked and housed.

7.0 Booking

7.1 Intake staff shall verify that the arresting / transporting officer has the necessary paperwork to complete a successful booking. Intake staff will check the receiving sheet for charges that are typically associated with civil commitments (6600WIC, 1209 CPC, 2970 PC, 2621 PC, and 881 PC). Inmates must be charged with the above charges and have no criminal charges pending, in order to qualify as a civil commit inmate. The inmate will be placed into a holding cell, separate from other inmates, pending a classification interview.

8.0 Classification

8.1 Inmates held pursuant to 6600 WIC, with no pending criminal charges, shall not be housed with criminal violators or civil inmates.

8.2 Inmates held pursuant to 6600 WIC with open felony or non-citable misdemeanor charges, shall be housed with other inmates held for criminal violations within the same classification.

8.3 Inmates held pursuant to 1209 PC, 2970 PC, 2621 PC, and 881 PC, with no other pending criminal cases or holds will be housed as a civil commit inmate, separate from criminal violators and SVP inmates.

8.4 The classification coordinator shall review all court paperwork / court minutes, in order to verify the inmate’s commit status.

9.0 Business Office

9.1 Business Office staff shall assist classification staff in the reading of court paperwork/court minutes, reference the determination of proper classification of civil commit inmates.
Effective September 2, 2015, the Corrections Division discontinued the use of Security Booths.
TITLE: Booking and Housing of High-Profile Inmates

POLICY: The Riverside County Sheriff’s Department will not grant special treatment to in-custody celebrity or high-profile people, unless the safety of that inmate and/or the facility dictates otherwise. However, to ensure the safety of these high-profile inmates or celebrities, certain security measures shall be observed.

REFERENCE:

DEFINITIONS

High Profile Inmate- any person whose daily routine movements are continuously monitored by mainstream and freelance media to such a degree that media and fan attention impedes the normal movement of the individual and those around him/her or any person of notoriety whose arrest and/or incarceration may bring forth the active, physical presence of media and/or citizens (fans) at the detention facility.

GUIDELINES

1.0 High Profile Inmate Booking Procedure

1.1 Each facility will establish a procedure for handling high profile inmate bookings. This procedure shall consider the following components and be implemented upon knowledge that a high-profile inmate is en-route to or arrived at a facility for booking.

1.2 The on-duty Sergeant shall immediately notify the chain of command and the Media Information Bureau.

1.3 The on-duty Sergeant shall evaluate the need for a full or modified lockdown of the facility to provide for the safety of the high-profile inmate.

1.5 Notification to Sheriff’s Dispatch may be required to request traffic and crowd control by our department or local agencies.
1.8 A video recording shall be taken of the high-profile inmate from the time of his/her arrival at the facility until they are placed into a single person cell.

1.8.1 The Sergeant shall retain this recording until a facility lieutenant or above takes possession of it. The video will be placed in a suitable package and secured with evidence tape.

1.8.2 The video recording may be released, as directed by the facility commander, to the Professional Standards Bureau who will be responsible to safeguard and maintain secure possession of the recording at all times until proper disposition of the recording is made. A Form 409 (property receipt) will be completed and a copy of the receipt will be placed in the inmate file. (Secure possession means: A manner that prevents others for unauthorized handling viewing or copying of the recording.)

1.8.3 At no time shall this recording be duplicated or recreationally viewed.

1.8.4 No Department member shall share the contents of the recording with any non-department member unless expressly permitted by Sheriff’s Administration and/or a Court Order.

1.9 Only the Sergeant and essential staff members shall be present in Intake and/or participate in the booking process.

2.0 High Profile Inmate Movement

2.1 The high-profile inmate shall be removed from intake as soon as possible and placed in a secure, solitary housing unit with a telephone so they may secure bail if appropriate. A sergeant will remain in intake until the high-profile inmate is housed.

2.2 A deputy shall be positioned outside the high-profile inmate’s housing unit to directly monitor their behavior and safety. This deputy shall insure only official contacts and recordings are made of the high-profile inmate. The duties of this post shall also include the maintenance of a log listing all personnel who venture within the vicinity of the holding cell/area and their purpose for being there.

2.3 Department personnel found recording the high-profile inmate’s image via any medium, without Department authorization, shall be subject to discipline. Any Department employee found to be profiting from the sale of information, audio recordings or the image of/about the high-profile inmate will be disciplined.

3.0 Transportation of High-Profile Inmate

3.1 If a high-profile inmate requires transportation outside the facility, a minimum of one sergeant and two sworn deputies will escort the inmate. This requirement may be waived by the facility commander or higher.

3.2 The sergeant shall designate a deputy as the primary deputy. The primary deputy shall be responsible for all paperwork associated with the transportation run. The transporting deputies shall move the inmate to the designated location. A video camera shall be on-hand in case an event arises which requires documentation.

3.2.1 The sergeant shall maintain any recordings of the inmate until relieved of
them by a superior.

3.2.2 No duplicates of the recording shall be made. The recording shall not be viewed recreationally.

3.3 Notifications shall be made to agencies or institutions potentially affected by the movement of the high-profile inmate.

3.4 Normal jail policies and procedures shall apply when a high-profile inmate is applying for bail and/or being released.

3.5 Upon completion of normal release protocol, the safety of the high-profile inmate shall be considered prior to the subject’s physical release.
POLICY: Inmates confined within Riverside County correctional facilities will have reasonable access to dayroom time. Each facility will establish procedures based on its design to indicate open dorm style housing, pod configuration, and tiered housing dayroom requirements. The intent of dayroom time is intended to provide inmates an opportunity to make phone calls, interact with other inmates, maintain personal hygiene and/or watch television.

REFERENCE: Department Policy 507.04, 507.15, 505.03

GUIDELINES

1.0 Dayroom Start Time

1.1 Due to the unique design and classifications of each facility, dayroom time will be offered beginning no later than 0800 hours each day and ending no later than 2300 hours each evening.

2.0 Documentation

2.1 Dayroom time will be documented on the Housing Unit Pass-on Log. The Pass-on Log will contain the date, start time, specific location, allocated dayroom and end time.

2.2 If dayroom time is unable to start at the predetermined time, staff will document the reason on the pass-on log.

2.3 If for any reason dayroom time needs to be suspended, it must be approved by a sergeant. The sergeant will document the reason on the supervisor's pass on log.

2.4 If the suspension is longer than 24 hours, it must be approved by the facility commander. Refer to Policy 505.03 (Emergency Suspension of Standards or Regulations)

3.0 Dayroom Activities

3.1 Inmates who are placed in housing units will be given unrestricted access to the telephones inside the housing unit, unless the phone is shut off for security or disciplinary reasons. The loss of inmate phone privileges must be approved by a sergeant and documented as explained in the inmate disciplinary procedure. Refer to Department Policy 507.15 (Telephones)

3.2 Generally, limited programs will be offered within the housing areas. The Sheriff's Correctional Counselor(s) and Chaplains(s) may regularly visit housing areas to handle specific outside problems, which might affect an inmate's adjustment to custody, including but not limited to, administering program assessments, providing
therapeutic groups and counseling services, or to distribute books and program materials.

4.0 Dayroom Services

4.1 Television privileges will be given in general housing locations. Any tampering with the television, cable, electrical outlets or parts may result in the loss of the television privileges.

4.1.1 If for any reason television privileges need to be suspended, the sergeant will document the reason on the supervisor's pass on log.

4.2 Each facility maintains a library of general reading material on book carts. The general reading material consists of magazines, books, and newspapers.

4.3 The newspaper is distributed to each housing unit every morning. The old newspapers from the day previous must be turned in prior to receiving a new paper.

4.4 Inmates may request the use of the nail clippers from the housing unit deputy.

4.4.1 The deputy will allow the inmate to use the nail clippers in the designated location determined by each facility.

4.5 An inmate may cut his/her own hair or have his/her hair cut by another inmate from the same housing location.

4.5.1 The deputy will allow the use of the hair clippers in the designated location determined by each facility.

5.0 Dayroom Time Item Retrieval

5.1 Inmates housed in tiered two-person cell will be given the opportunity on an hourly basis to access their cells to retrieve personal items and use the restroom. This access will be provided for five minutes every hour. Cell doors will remain locked after the five-minute time period.
TITLE: Critical Incidents

POLICY: Critical Incident will be managed in a manner that effectively limits potential threats to the safety and security of staff, inmates, and the facility. Each facility will follow established guidelines for effectively managing and reporting critical incidents.

REFERENCE: CAC Title 15, section 1012; RSD General Orders sections 503, 505 et. seq.; Government Code sections 12525 and 26643. RSD DD#08-028

DEFINITIONS

Critical Incident - Any emergency situation that could potentially affect the safety and security of staff, inmates, or the facility.

GUIDELINES

1.0 Critical Incidents

1.1 Critical incidents are categorized as emergency situations such as, but not limited to the following:

- Medical emergencies
- Large-scale inmate disturbances
- Inmate deaths (including suicides and suicide attempts)
- Serious injuries to staff
- Serious injuries to inmates
- Hostage situations
- Escapes (including attempts)
- Emergency Response Team call-outs where less-lethal or chemical munitions are deployed
- Assaults that result in significant injuries or death
- Force applications that cause serious injuries to staff or inmates
- Phase II or Phase III fires
- Major equipment malfunctions or maintenance that affects the safety and security of the facility
- Any inmate or public protest which occurs on the facility which is likely to gain media attention (including hunger strikes or outside public protest on facility property)
- Natural disasters that affect the safety and security of the facility
- Any other critical incident which is likely to gain media attention

1.2 The incident commander will assess the incident and decide if the facility staff can manage the scene, or if outside resources such as SERT (Sheriff's Emergency Response Team), or other outside agencies/resources are necessary.

2.0 Notifications/Documentation
2.1 The Facility Commander will be notified of all critical incidents as soon as practical.

2.1.1 The Facility Commander will notify the Division Chief in all critical incident matters likely to gain media attention.

2.2 The incident commander will be responsible for managing the scene and resources, as well as providing status updates to the Facility Commander.

2.3 The incident commander will conduct a Critical Incident Debriefing (refer to Department Policy 501.23) with all involved staff, when the incident is resolved.

2.4 All critical incidents will be documented in the Supervisor’s Pass-on Log.

2.5 A Critical Incident Log (RSD Form 420) will be used for all incidents that involve a crime scene. This log is used to detail all staff members or emergency personnel that enter the crime scene.
RIVERSIDE COUNTY SHERIFF’S DEPARTMENT  
CORRECTIONS DIVISION POLICY MANUAL

TITLE: Destructive Devices and Explosive Materials  
NUMBER: 505.02

POLICY: Each facility will implement a procedure for employees to follow when receiving bomb threats and reporting suspected destructive devices. Each facility will also establish emergency procedures for explosions resulting from destructive devices.


GUIDELINES

1.0 Bomb Threats

1.1 If a staff member receives a bomb threat by telephone, they should attempt to keep the caller on the line and obtain the following primary information:

- When is the bomb going to explode?
- Where is the bomb right now?
- What kind of bomb is it?
- What does the bomb look like?
- Why was the bomb placed?
- What will cause the bomb to explode?

1.2 The staff member receiving the call should attempt to recall the exact wording of the threat.

1.3 The staff member taking the call should note the following secondary information:

- Caller’s sex
- Caller’s approximate age
- Race (if possible)
- Accent (if any)
- Speech impediments or peculiar voice characteristics (such as stuttering, lisp, etc.)
- Background noise such as traffic, music, and other voices

1.4 The staff member taking the call should ask the caller his/her name, address, and phone number (an intoxicated or otherwise impaired person might mistakenly provide this information).

1.5 The staff member receiving the call should immediately notify a sergeant. The sergeant will notify the Facility Commander as soon as is practical.

2.0 Safety Precautions
2.1 Two-way radios and cellular phones may trigger an explosive device. Each facility's procedure should include guidelines in limiting or eliminating radio traffic in a specified zone around the jail.

2.1 Radios and mobile data terminals as well as cellular phones broadcast even when they are not "keyed.

2.2 Radio systems from other agencies and companies may also trigger an explosion.

2.3 The use of light switches may trigger an explosion.

2.4 A supervisor will notify all jail staff of the threat and the need to be vigilant for potential for hazardous devices.

2.5 The Watch Commander will notify the RSD Hazardous Device Team (HDT). HDT will assume incident command until the incident is resolved.

3.0 Evacuation

3.1 All visitors and non-essential employees will be instructed to exit the facility.

3.2 For evacuation procedures refer to the facility's Fire Life Safety Manual.

4.0 Detonation of Destructive Device

4.1 The explosion of a destructive device shall be handled in the same manner as a fire as outlined in the Fire Life Safety Manual.

4.2 If HDT is not already on-scene, they will be notified as soon as possible after any explosion within the facility.
TITLE: Emergency Suspension of Standards or Requirements

POLICY: Facility commanders may temporarily suspend any standard or requirement in Title 15 for any emergency which threatens the safety of a jail, its inmates or staff, or the public.

REFERENCE: CAC Title 15, section 1012

GUIDELINES

1.0 Intent

1.1 Riverside County correctional facilities are designed, staffed and programmed on the basis of what can ordinarily be expected. While design allowances are made for riot, fire and earthquakes, such occurrences will significantly disrupt the routine.

2.0 Title 15 Requirements

2.1 CAC Title 15, section 1012, allows the facility commander to temporarily suspend selected regulations for up to three days.

2.2 If the emergency continues beyond three days, the Corrections Division Operations Chief must notify the California Board of Corrections in writing.

2.3 If the emergency suspension continues over 15 days, the commander must secure the approval of the chairperson of the Board of Corrections. Such approval shall be effective for the time specified by the chairperson.

2.4 The notification and application for approval may be made by telephone to the board's office.
TITLE: Evacuation Plan

POLICY: Each facility shall prepare an emergency evacuation plan. Evacuation of any correctional facility shall require the order of the Sheriff, Assistant Sheriff, Corrections Division Chief, or Facility Commander.

REFERENCE: Title 15, Section 1032
CROSS-REFERENCE: Corrections manual section “Fire Suppression Preplanning.”

GUIDELINES

1.0 Intent

1.1 The Watch Commander of the Facility involved will coordinate the evacuation of the Facility at the direction of the Sheriff, Assistant Sheriff, Division Chief or Facility Commander.

2.0 Evacuation Justification

2.1 Reasons for evacuation are as follows:

- Phase III confirmed explosive threat in the jail (bomb)
- Phase III toxic chemical spill in the area, requiring area to be evacuated
- Phase III fire
- Phase III earthquake
- Phase III aircraft crash at, or into the jail

2.2 All correctional staff will assist in the orderly evacuation of the facility as directed by the Watch Commander and/or supervisor.

2.3 The goal is for the safe and orderly evacuation of inmates and staff with a minimum of injury or death.

2.3.1 Inmates will not be returned to an evacuated correctional facility until the Sheriff, Corrections Administration, and other allied advisory agencies determine that it is safe.

3.0 Evacuation Plan/Locations

3.1 Because of the numerous and diverse classification categories for inmates, it is not appropriate to specify locations for housing inmates during an evacuation. The evacuation movement/re-housing will be coordinated with Classification staff to help prevent contact between varying classifications during the evacuation.
3.2.1 Inmates will be moved to different housing units within the facility itself;
3.2.2 Inmates will be moved to other Riverside County Detention Facilities;
3.2.3 Inmates will be moved to other county facilities (Orange County, San Bernardino County), per existing mutual aid assistance agreements;
3.2.4 Inmates will be moved to state facilities (Chino, Frontera, Chuckawalla) per existing mutual aid assistance agreements.
Department Policy 505.05 (Fire and Life Safety Staff) has been merged with Department Policy 505.06 (Fire Suppression Preplanning). Department Policy 505.06 has been renamed to Fire Life Safety Suppression and Preplanning.
POLICY: Each facility shall establish a detailed fire procedure to coordinate facility operations, an evacuation plan, and a plan for the emergency housing of inmates. This policy is to be used in conjunction with the facilities Fire/Life Safety Manuals.

REFERENCE: CAC Title 15, Sections 1028 and 1032, Fire Life Safety Manual, Department Policy 505.05, 500.02

GUIDELINES

1.0 Intent

1.1 The intent of this policy is to safely deal with any fire emergencies that may occur in a Riverside County correctional facility. Fire and smoke are the most dangerous emergencies that can occur in a correctional facility. Smoke and fumes resulting from combustion can result in death to both inmates and staff without them being directly exposed to the fire itself. For that reason, prompt, efficient and effective action is necessary to minimize the danger.

2.0 Response

2.1 During a fire emergency, personnel shall be responsible for extinguishing “incipient fires,” rescuing staff, and evacuating inmates. Extinguishing incipient fires involves the use of fire extinguishers and fire hoses with a flow rate. The SCBA will be properly worn when an emergency arises requiring its use.

2.2 Each facility shall designate an employee as the Respirator Protection Program Administrator responsible for being familiar with the OSHA Respirator Protection standard, the application of respirators, and has the necessary training and experience with the respirators used within each facility.

2.3 Each facility will be responsible for writing the Fire and Life Safety Manual for their facility. Copies of the Fire and Life Safety Manuals must be kept at all fixed post positions in each facility.

2.3.1 The Commander of each facility shall review the Fire and Life Safety Manual on a yearly basis.

3.0 Fire Classifications

3.1 Phase I – A fire that represents a minor emergency and is localized with a minimal likelihood it will spread to other areas of the jail/court holding facility. The fire will be contained with minimal effort.
3.2 Phase II – A fire that represents a moderate emergency and presents imminent danger to a specific area of the jail/court holding facility. The fire may expand and become a hazard to a considerable portion of either facility.

3.3 Phase III – A fire that places the entire facility in immediate danger. Danger of partial or total loss of the facility that will require the evacuation of the jail/court holding facilities.

4.0 Daily Fire Safety Inspections

4.1 Each staff member will inspect the area of his/her responsibility each shift to determine the area is free from fire materials and that fire equipment is in working order.

4.2 Shift sergeants assigned to floor operations shall verify that staff have checked all fire equipment is in place and is in working order in their assigned areas. This shall be done every shift.

5.0 SCBA Inspections

5.1 Daily visual inspections of the respirators shall be documented electronically in the “G” drive or by using the SCBA Daily Inspection Sheet (P505.06 Attachment 1).

5.1.1 The daily inspection of the SCBA’s shall include:

- The cylinder is within proper psi; Minimum 1800 lbs., maximum 2216 lbs.
- All gauges work properly. The cylinder gauge and the remote gauge should be within 100psi of each other
- Low-pressure alarm is in working condition. The alarm should sound briefly when the cylinder valve is turned on and again when pressure is relieved.
- All hose connections are tight and free of leaks
- Face piece is clean and in good condition
- Harness system is in good condition and straps are in the fully extended position
- All valves are operational. After checking the bypass valve, make sure it is fully closed

5.2 Quarterly, each facility shall designate staff to perform a detailed inspection of the respirators. This shall be completed using the SCBA Maintenance Check List (P505.06 Attachment 2).

5.3 Annually, the SCBA’s must be cleaned, tested, and pass a flow test. This test can only be conducted by certified personnel.

5.4 Every 5 years, hydrostatic testing is required by the Department of Transportation (DOT) to verify the cylinder can hold its rated pressure. This testing is contracted to outside vendors for completion.
6.0 Monthly/Annual Inspections

6.1 Each facility shall designate staff to perform a monthly fire prevention inspection. This will be conducted in conjunction with the local fire agency serving the facility.

7.0 Drills

7.1 Refer to Department Policy 503.06 (Personnel Training) for required Fire Drill Training.

7.2 The Facility Commander or his/her designee should consider at least once a year to conduct a tabletop fire drill in conjunction with the City/County Fire Department.

8.0 Notification

8.1 If the fire is detected by a staff member, the staff member will immediately notify Central Control and the on-duty supervisor of the type, size, and potential of the fire emergency.

8.2 The on-duty supervisor will immediately notify the Lieutenant, Facility Commander, and/or the Corrections Division Chief of any fire that presents imminent danger to a specific area of the facility.

8.3 Central Control shall notify the local fire agency of all fires that present imminent danger to a specific area in the Facility. This notification will consist of the type, size, and potential of the fire.
Daily Check: Check all gauges, hoses, alarm, face piece and bypass valve. Clean this SCBA by the first day of the month, as needed, and after each use. Use the "Allegro Wipes" packet for the face piece or use a mild solution of soap and water and air dry. Please replace cylinder in accordance to facility procedure. *** Replace SCBA cylinder tank if air pressure falls below 1800 psi.

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COMPLETED FORM REVIEWED BY: ___________________________ DATE: ___________________

COMMENTS: ___________________________________________________________________

Note: An overall detailed inspection of this SCBA must occur quarterly. If needed, please tag the SCBA for repair, note the problem on the comments section, and notify the Facility Respiratory Protection Manager of any problems found during inspection. Replace with a spare SCBA if available.

Policy 505.06 Attachment 1 10/28/14
SCBA Maintenance Check List

An overall detailed inspection of this SCBA must occur quarterly. If needed please tag the SCBA for repair, note the problem on the comments section and notify the Facility Administrative Lieutenant of any problems found during inspection. Replace with a spare SCBA if available.

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<tr>
<th>COMPONENT</th>
<th>POSSIBLE PROBLEMS</th>
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<tr>
<td>Face piece lens</td>
<td>1. Any nicks, scratches, or abrasions</td>
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<td></td>
<td>2. Any deep gouges or cracks?</td>
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<td>3. Anti-fog coating in need of replacement</td>
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<td>Face piece rims</td>
<td>1. Any deformed, cracked, or broken rims?</td>
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<td>2. Any loose rim screws? (Don’t over tighten)</td>
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<tr>
<td>Face piece skirt</td>
<td>1. Any cuts, gouges, or punctures?</td>
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<td></td>
<td>2. Any tears or nicks in the sealing area?</td>
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<td>Face piece head strap</td>
<td>1. Any abrasions or nicks?</td>
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<td>2. Any damaged or loose rivets?</td>
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<td>Face piece buckles</td>
<td>1. Any crushed, bent, or corroded buckles?</td>
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<td>2. Any damaged or loose rivets</td>
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<td>Face piece inlet nozzle</td>
<td>1. Any heat damage?</td>
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<td>2. Any loose cover screws?</td>
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<td>3. Is hose clamp loose?</td>
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<td>Pressure hoses</td>
<td>1. Any cuts, nicks, or punctures?</td>
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<td>2. Any aged-induced cracking or hardening?</td>
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<td>3. Is quick connection damaged?</td>
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<td>Second stage regulator and</td>
<td>1. Any dents to case and cover?</td>
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<td>Pressure gauge</td>
<td>2. Is outlet valve sticking?</td>
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<td>3. Is O-ring dry, brittle, or missing?</td>
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<td>4. Any damage to threads of quick connect?</td>
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<td>5. Is pressure gauge lens unreadable?</td>
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<td>6. Are pressure gauge hose and fittings damaged?</td>
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<td>First stage Regulator and</td>
<td>1. Is O-ring dry or brittle?</td>
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<td>pressure gauge</td>
<td>2. Is bypass ring hard to operate?</td>
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<td>3. Does quick connect have damaged threads?</td>
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<td>4. Is the quick connect adapter loose?</td>
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<td>5. Is pressure gauge lens unreadable?</td>
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<td>6. Are pressure gauge hose and fittings damaged?</td>
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<td>Harness frame</td>
<td>1. Is cylinder band and latch not working properly?</td>
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<td>2. Is cylinder not secured to frame and band?</td>
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<td>3 Is the frame bent or broken</td>
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<tr>
<td>Air cylinder &amp; valve</td>
<td>1. Are there any dents, gouges, blisters or cuts?</td>
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<td>2. Any external damage to cylinder valve?</td>
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<td></td>
<td>3. Are screws securing rubber guard loose?</td>
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<tr>
<td></td>
<td>4. Is cylinder pressure gauge scratched?</td>
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</table>

Inspection Deputy          Last Name  ID #  Date
Reviewing Sergeant         Last Name  ID#  Date

P505.06 Attachment 2 05/28/19 (3)
POLICY: Each facility will implement procedures for managing riots and other disturbances. Corrections staff should attempt to resolve disturbances in an appropriate manner relative to the threat to staff, inmates, and the facility.

REFERENCE: Riverside Sheriff’s Department Emergency Operations Procedures Manual

GUIDELINES

1.0 Disturbances/Riots

1.1 A sergeant will be notified and respond to the scene immediately if a disturbance appears imminent.

1.2 When possible, staff should attempt to de-escalate or resolve potential disturbances prior to any force application.

1.3 If de-escalation techniques are unsuccessful, a sergeant may order the use of the facility’s Emergency Response Team.

1.4 When possible, inmates that are not involved with the disturbance will be allowed to return to their cells or removed from the area.

1.5 Available corrections staff will respond to the scene of the disturbance or a staging area at the direction of the on-scene supervisor.

1.7 Disturbances that occur outside of the facility, that may potentially affect the safety and security of the facility, will be handled in accordance with the Department Emergency Operations Manual.

1.8 The Facility Commander will notify the Chief Deputy in all situations that may receive media attention.

2.0 Supervisor Responsibilities

2.1 The on-scene supervisor (incident commander) should make an effort to resolve the disturbance in a reasonable manner relative to the overall threat to the safety and security of staff, inmates, and the facility.

2.2 The incident commander will notify the Watch Commander as soon as possible after the onset of a facility disturbance.
2.2.1 The Watch Commander will notify the Facility Commander and provide an assessment of the disturbance.
2.2.2 The Watch Commander will establish if the disturbance can be resolved by facility staff, or if outside resources are necessary.
2.2.3 The use of outside resources such as, the Special Enforcement Bureau, Crisis Negotiations Team, or Sheriff’s Emergency Response Team, will be approved by the Facility Commander. If SEB is used, they will assume tactical control of the incident.

2.3 The incident commander will conduct a debriefing with all involved staff after the disturbance is resolved. Refer to Department Policy 501.23 (Critical Incident Debriefing).

2.4 A summary of the facility disturbance will be documented in the Supervisor’s Pass-On Log.

3.0 Medical/Mental Health Staff

3.1 When possible, if time and safety permits, mental health staff may be summoned to the scene to communicate with the inmate(s) and attempt to gain voluntary compliance. This communication will be conducted in the presence of the incident commander to ensure the safety of the mental health staff member.

3.2 Medical staff will respond to facility disturbances to be available for immediate care for any injured staff members or inmates.

3.3 Medical staff should be staged as close as safely possible to the scene of the disturbance for immediate medical care, as directed by the incident commander.

4.0 Resolution

4.1 The facility should be returned to normal operations as soon as possible after a disturbance is resolved.

4.2 The on-scene commander will review available video footage to identify aggressors.

4.3 The Classification Unit and Gang Intelligence Unit will use their resources to assist the incident commander with identifying aggressors, leaders, and cause if possible.

4.4 Inmates identified as aggressors or leaders will have their classification levels and housing status re-evaluated.

4.5 All involved inmates will be issued a Disciplinary Action Report (marker) and have their Classification Notes updated to reflect their involvement.
PORTABLE BUNKS

POLICY: The Corrections Division Chief Deputy may authorize the use of portable bunks during emergency conditions or if the inmate population exceeds the available bed space.

REFERENCE: CAC Title 15, Section 1012; Title 24 470A.2.7, 470A.2.8, 470A.2.9
County of Riverside v. McLaughlin

DEFINITIONS

Emergency - means any significant disruption of normal facility procedure, policies, or activities caused by riot, fire, earthquake, attack, strike, or other emergent condition (Title 15 section 1006).

Portable Bunk - The Department authorized portable/stackable bunk is the “Norix” brand “Stack A-Bunk”. These bunks are constructed of a solid piece of heavy duty molded Polyethylene (plastic) and can be stacked for storage. The bunks weigh 34 lbs. and measure 32” wide, 81 ½” long, and 7 ½” high.

GUIDELINES

1.0 Intent

1.1 Holding inmates in custodial facilities must satisfy state laws, orders of the court, and consider the safety of the public. Portable bunks are not intended to be used as permanent or long-term inmate placement.

2.0 Authorization/Justification

2.1 During an emergency condition or if the inmate population exceeds the available bed space and all other means of controlling headcount have been explored, portable bunks may be use in designated areas of Riverside County Correctional Facilities.

2.1.1 Emergency conditions may exist or be created as a result of major renovations or construction to existing correctional facilities.

2.1.2 Valid methods for controlling inmate headcount include, but are not limited to:

- Conducting intra-facility transfers
- Conducting inter-facility transfers
- Conducting federal releases
- The application of alternative sentencing

2.2 Only the Chief Deputy of the Corrections Division may authorize the use of portable bunks.
2.3 These bunks will be issued to each facility on an as needed basis and may only be used in pre-designated areas.

2.4 Each inmate shall be assigned a bunk, either stationary or portable. No inmate shall be assigned to sleep on the floor or on a mattress on the floor.

3.0 Documentation/Tracking

3.1 Classification personnel shall be responsible for assigning portable bunks.

3.1.1 The classification deputy shall note the inmate’s placement on a portable bed in JIMS.

3.2 Classification personnel shall make every effort to minimize the amount of time an individual inmate is assigned to a portable bunk. When a regular bunk becomes available, inmates on portable bunks should be given permanent bed priority over transfer/new book inmates.

3.3 The classification unit shall maintain a daily log of inmates assigned to portable bunks (P505.08 attachment #1).

4.0 Considerations/Procedures

4.1 Each facility commander shall establish a procedure that sets forth the specific areas designated for portable bunks. The designated areas can be in individual cells or in dayroom areas, but the bunks cannot block emergency exits or significantly hamper the direct visual observation of inmates. Each procedure shall also address the following issues:

4.1.1 Portable bunks shall **not** be utilized in housing units designated as medical and/or mental health housing.

4.1.2 Toilets/sinks must be available and easily accessible to the inmates assigned to portable bunks. However, no portable bunks shall be within close proximity of a toilet/urinal.

4.1.3 Each inmate assigned to sleep on a portable bunk will receive the standard linen issue; two sheets, a towel, and a blanket. They will also be provided a mattress, standard clothing issue, and a property box.

4.1.4 Methods for inmates to receive Title 15 and Policy/Procedure requirements for dayroom time, seating for meals, recreation, telephone access, visiting, showers, and programs shall be addressed.

4.1.5 Only the exact number of bunks actually needed will be issued to a cell or dayroom. (Example: 4 extra inmates, 4 portable bunks.) Bunks will only be used for sleeping, not as benches or tables.

4.1.6 Portable bunks shall be inspected for damage each time they are issued and returned to storage. Inmates using portable bunks shall be subject to cell search procedures.

4.1.7 When not in use, the bunks shall be stacked in a location that does not block any fire or emergency exits.
INSTRUCTIONS:
The Classification Deputy shall maintain a daily log of inmates assigned to portable bunks. Those inmates who do not receive a permanent bed on today’s date should be carried over and listed on the next day’s log. The next day’s entry should include the date & time of initial placement. A new copy of this form should be completed for each and every day that portable bunks are being utilized in your facility.
P505.08 attachment #1

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<th>Name</th>
<th>Booking #</th>
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Revised 05/28/19 (2)          Original 08/05/02
RIVERSIDE COUNTY SHERIFF’S DEPARTMENT
CORRECTION DIVISION POLICY MANUAL

TITLE: Accepting/Processing Bail Bonds, Bail and Fine   NUMBER: 506.01

POLICY: All Riverside County facilities shall accept bail, fine and bail bonds for inmates in our custody when lawfully presented. Each correctional facility shall establish a procedure for accepting, recording, processing and accounting of all bail and fines received.

REFERENCE: 1269b PC, Opinion of Deputy County Counsel Robert M. Pepper 3/15/99
Federal Regulation 8 C.F.R § 287.7

GUIDELINES

1.0 Bail Bonds Process

1.1 All Riverside County facilities shall accept bail bonds for inmates housed in any of the five correctional facilities. Bail bonds will be forwarded via facsimile or scanned and forwarded via email. Bail and fine payments in the form of cash, cashier’s checks or United States Postal money order will only be accepted at the housing facility of the inmate.

1.1.1 If a court problem exists, it will be handled according to Department Policy 506.07 (Court Paperwork). The court will be advised a bond posting is pending. Once the court problem is resolved, a bond can be accepted for the case.

1.2 Cash bail is accepted 24 hours a day. For verification purposes, United States Postal money orders or cashier checks, drawn from local banks, will only be accepted during normal business hours.

1.2.1 If the check/money order is determined to be counterfeit or fraudulent, the processing employee will immediately notify his/her supervisor.

1.3 An RSD Form 523 (Bail and Fine Receipt) shall be completed for each criminal case.

1.3.1 The currency scanner will be used to check for counterfeit bills. If counterfeit bills are detected refer to Department Policy 506.11 (Inmate Trust Account/Cash Register)

1.3.2 The employee and a supervisor, Sheriff Corrections Assistant II or Corporal will sign (name and ID#) the Bail and Fine Receipt verifying the bail amount.

1.3.3 The supervisor will take possession of the cash, cashier’s check, or money order and a copy of the receipt and place it in the Business Office safe until it is routed to the court.

NOTE: In the event there is not a Business Office supervisor on duty, a floor operations sergeant will be notified. The floor sergeant will take possession of the cash, cashier’s check, or money order and a copy of the receipt and
place it in the Business Office safe until it is routed to the court.

1.4 A person posting bail can use one check or money order for multiple cases as long as all cases are from the same court.

1.5 Each facility will assign a person to confirm Bail and Fine Receipts are routed to the courts. This person will be responsible for recording and tracking all transactions between their facility and the court named on the receipts.

1.6 All funds transferred to any court for which cash has been accepted will be in the form of a check issued from the Bail and Fine Account. Each facility shall maintain a Bail and Fine checking account for this purpose.

2.0 Inmates Self-Bail

2.1 When an inmate intends to bail themselves out using money from their Inmate Trust Account, an RSD form 526 (Inmate Property Withdrawal Slip) shall be completed by the inmate.

2.2 The assigned staff member will withdraw the money from the inmate’s Inmate Trust Account in the form of a check made payable to “Riverside Sheriff’s Department Bail and Fine Account” for deposit into that checking account.

2.3 An RSD form 523 (Bail and Fine Receipt) shall be completed. Copy #1 (Person posting bail) of the receipt will go on the left side of the inmate’s file to be given to them upon release.

3.0 Bail Bond Acceptance

3.1 Bail bonds are accepted 24 hours a day.

3.1.1 Bail bonds will be date and time stamped upon receipt.
3.1.2 Bail bonds are accepted for bail only and not for fines.

3.2 Each Business Office shall assign a person to forward bonds to the Riverside County court branches, Monday through Friday, excluding holidays.

3.3 Bail bonds for out of county and non-local courts shall be placed in envelopes, addressed, and mailed to the appropriate courts.

3.4 The bail bond agent or courier must complete a Bail Inquiry Form (P506.01 Attachment 1) before the bail bond can be accepted. The completed original form will be forwarded to the Business Office along with the bond, when the box marked “Bail Bond Drop Off” is checked. The original form will then be forwarded to the Bail Bond Liaison within the Headcount Management Unit. Forms coming from other facilities shall also be routed to the Bail Bond Liaison.

3.4.1 Bail License type and status shall be verified via the California Department of Insurance web page.
3.4.2 Only those with a license type of ‘Bail Agent’ are authorized to sign/execute
a bail bond.

3.5 A bail bond agency may allow a courier to deliver the bond as long as the following criteria are met:

3.5.1 The bond is in a sealed envelope, which shall include a photocopy of the bail agent’s license.
3.5.2 Once the sealed envelope is delivered to the Business Office, a member of the Business Office shall telephone the bonding company to verify the bond.

3.6 Bail information will be verified from the inmate file.

3.6.1 Employees accepting or approving bail bonds shall confirm the court appearance date on the bond matches the court date reflected in the court paperwork. For pre-arraignment charges ONLY, the appearance date shall match the date “pre-set” daily by the Business Office, approximately four to six weeks in advance.

3.7 Bail must be posted on all Riverside County cases. Bonds may also be posted for out of county cases eligible for bail (Refer to Department Policy 504.18 - Out of County Warrants). Special circumstances will be reviewed by a supervisor. The release status will be determined by current practice based on Department housing needs. Refer to Department Policy 504.13 (Misdemeanor Citation and Release).

**NOTE:** When posting bail bonds at a jail facility, only one bail company shall post all bonds for a subject with multiple cases.
RIVERSIDE COUNTY SHERIFF’S DEPARTMENT
Bail Inquiry Form

In order to ensure compliance with California Code of Regulations, this Bail Inquiry Form shall be completed prior to an inmate bail bond visit or bond drop off. Requirements posted at www.insurance.ca.gov.

Check one:

☐ Bail Bond Drop Off
☐ Bail Bond Inmate Visit

Date: __________

Bail Bond Agency: ____________________________ Bus. Ph#____________________

Your name: (Please Print) ____________________________ Lic. # __________

Are you properly licensed with the Department of Insurance? Yes____ No ____

Print Name of Inmate & Booking Number_________________________________________

Pursuant to Department of Insurance, Title 10, Section 2079, "No bail licensee shall solicit bail except in accordance with Section 2079.5 and from:

(a) An arrestee;
(b) The arrestee’s attorney;
(c) An adult member of the arrestee’s immediate family;
(d) Such other person as the arrestee shall specifically designate in writing. Such designation shall be signed by the arrestee before the solicitation, unless prohibited by the rules, regulations or ordinances governing the place of imprisonment. If so prohibited, it may be signed after release of the arrested to ratify a previous oral designation made by him."

Please indicate how your agency was contacted and who contacted your agency to post the bond:
(This information may be used to verify compliance with California Code of Regulation)

___The inmate ___Inmate’s attorney ___Inmate’s immediate family ___Other

Name: _____________________ Phone#:_________________

Bail bond drop offs or visits may be delayed or denied if the Sheriff’s Department feels the provisions of the Insurance Code are being violated.

I am familiar with the California Code of Regulations and Insurance Code regulations in respect to the execution and delivery of bail bonds.

Failure to complete this form accurately and completely may result in a delay.

Signature: ____________________________

Deputy accepting form (Print name and #):____________________________

Distribution: Original Bail bond Drop Off – Forward to BO
Original Bail Bond Inmate Visit – Forward to RPDC, Bail Liaison

P506.01, Attachment 1

IV-4 08/18/2021
RIVERSIDE COUNTY SHERIFF’S DEPARTMENT
CORRECTIONS DIVISION POLICY MANUAL

TITLE: Bail Schedule
NUMBER: 506.02

POLICY: Each correctional facility shall use the most current bail schedule when setting bail on newly arrested suspects for on view charges only. The Riverside County courts provide a yearly schedule of bail and bail enhancement guidelines.

REFERENCE: PC 1268; 1269b (a); 1269b (b); 1269b (c); 1269b (d); 1269b (e); 1270.1 (e); 1275; 1554.3; Riverside County Bail Schedule

GUIDELINES

1.0 Using the Bail Schedule

1.1 To establish bail for an arrestee for on-view/warrantless arrests, the charges written on RSD Form 500 (Receiving Sheet) will be utilized.

1.2 The employee shall refer to the bail schedule for each charge to determine the single highest applicable bail, plus any enhancements or rules (refer to the current bail schedule).

1.3 Felonies and misdemeanors that are not listed in the bail schedule shall be researched to determine the applicable bail amount.

2.0 Enhancements and Rules

2.1 Enhancements and rules are published with the bail schedule and shall be used when appropriate.

2.2 1269 PC and 1275 PC motions may be requested by the arresting officer (refer to the current bail schedule).

2.3 It is the duty of the arresting officer to seek an application in support of an examination of bail by a magistrate (Riverside Superior Court form RI-CR009, DECLARATION IN SUPPORT OF INCREASED BAIL or form RI-CR008, DECLARATION RE FELONIOUS SOURCE OF BAIL). If the request is approved, the original declaration will be filed with the court by the arresting officer. A copy of the declaration shall be maintained in the inmate’s file, and another shall be provided via facsimile or e-mail to the in-custody clerk at the appropriate court.

3.0 Extradited Warrant (Proceedings against Fugitives from Justice)

3.1 1554.3 PC: “After a person has been brought back to this state by extradition proceedings, the person shall be committed to a county jail with bail set in the amount of one hundred thousand dollars ($100,000) in addition to the amount of bail appearing on the warrant. A 48-hour noticed bail hearing, excluding weekends and holidays, is required to deviate from this prescribed bail amount.”
TITLE: Bond Surrenders/Forfeitures  NUMBER: 506.03

POLICY: Each correctional facility shall adopt a procedure for accepting bail bond forfeiture and bail bond surrender arrestees from bail bond agents.

REFERENCE: 1300 PC, 1301 PC, 11105.6. PC, 1276 PC, 1276.5 PC, Department Directive #10-028, Corrections Policy 504.16 (Misdemeanor Citation and Release)

DEFINITIONS:

Bail bond surrender - A surety’s seizure and surrender of a previously bailed person and subsequent delivery into custody. This may occur at any time a surety deems appropriate.

Bail bond forfeiture - An order issued by a court demanding a surety to pay the amount pledged as security, due to the bailed person’s failure to appear or fulfill the requirements contained in a bail bond.

Bail bond affidavit - A written document provided by the surety confirming the surrender, for use as evidence in court. An affidavit for bail bond surrender includes the inmate’s name, court and case number, charges, bail amount, and bond number as reflected on the original bail bond.

GUIDELINES

1.0 Accepting Bonds

1.1 A licensed bail bond agent may deliver a previously bailed person for booking at any Riverside County jail facility for whom the company posted bond.

1.2 Only bail bond surrenders/forfeitures and affidavits on Riverside County cases will be accepted.

2.0 Intake Process/Required Documents

2.1 The bail bond agent making the arrest shall deliver the defendant to a designated area outside the secure area of the jail facility.

2.1.1 At no time, will the bail bond agent be allowed inside the secure area of the facility.

2.2 The bail bond agent making the arrest must present their valid State of California Insurance Commission License and photo ID at the time of surrender.

2.3 Staff assigned to receive the arrestee shall verify all necessary documents are present and complete.

2.4 The bail bond agent shall produce one of the following documents:
A certified copy of the original bail bond from the corresponding court, displaying a court seal or red court certified stamp.
A bail bond affidavit.
NOTE: A separate affidavit or certified copy shall be submitted for every case on which the inmate is booked.

2.5 Staff shall supply the bail bond agent an RSD Form 500 (Riverside County Sheriff’s Department Receiving Sheet).

2.6 Penal codes 1300 or 1301 are only used as the bail bond agent’s authorization to arrest and book. They are not chargeable offenses and should not be entered in JIMS.

2.7 Should the bail bond agent provide a “Receipt Acknowledging Surrender or Forfeiture of a Defendant” form for their return to the court, the receiving officer may sign this form.

3.0 Business Office Responsibilities

3.1 Upon receipt of the booking file, business office staff shall perform a warrant check before completing the booking in the Jail Information Management System (J.I.M.S.).

3.1.1 Any active wants/warrants found will be abstracted and reviewed to verify if the warrant and bail bond surrender share the same case number.

   ➢ When a bail bond surrender references an arresting agency’s case number, the court systems will be reviewed for updated information.

3.1.2 If a warrant is found which corresponds to the bail bond surrender, that case will be booked in JIMS as a warrant.

3.1.3 If no corresponding warrants are found, the case will be booked as a ‘bail surrender on-view’.

3.1.4 Business Office staff will email all bail bond surrender documentation to the in-custody clerk of the respective court, even when booked as a warrant. The original bail bond surrender will be placed in the booking file for reference.

3.2 All bail bond surrenders must be arraigned within 48 hours regardless of the court date listed on the bail bond surrender pursuant to Penal Code 1300(a)(3).

3.3 All bail bond surrenders/forfeitures and affidavit arrests are eligible for bail or cite release if they meet criteria outlined in Department Policy 504.16 (Misdemeanor Cite and Release)

3.4 Pursuant to Penal Code section 11105.6, a local law enforcement agency may supply certain information to a bail bond agent or licensee.
RIVERSIDE COUNTY SHERIFF’S DEPARTMENT
CORRECTIONS DIVISION POLICY MANUAL

TITLE: Booking File Organization

POLICY: Each correctional facility shall prepare and maintain all booking files in a uniform manner.

REFERENCES:

GUIDELINES

1.0 Booking File Order

1.1 Each correctional facility shall develop a procedure for assembling all booking files in a uniform manner, when specific documents are applicable, following the outline listed:

1.1.1 RSD Form 535, Sign-out sheet / Detainer
1.1.2 Jail Information Management System (JIMS) Computer case print
1.1.3 JIMS Release verification sheet
1.1.4 JIMS Booking sheet with type release information
1.1.5 JIMS Booking sheet with inmate demographics and booking information
1.1.6 RSD Form 500, Receiving sheet
1.1.7 RSD Form 523, Bail Bond or Cash Bail Receipt
1.1.8 RSD Form 525, Time computation
1.1.9 Court paperwork in order of case print; last court date on top in descending order.

- RSD Form 510, 825/849 in front of corresponding Probable Cause or warrant.
- Probable Cause Statement and/or warrant abstract to be placed behind the corresponding court paperwork.

1.1.10 3056 Hold or warrant in listed order:

- Court paperwork or Genesis print indicating Petition for Revocation of Parole is Dismissed
- Drop Hold Order
- RSD Form 521, Pink Hold Order
- Local 3056 warrant
- Hold Order
- NCIC or WPS printed from CLETS

1.1.11 Other Agency Hold or Warrant in listed order:

- Teletype
- RSD Form 521, Pink Hold Order
- Warrant or hold
- NCIC or WPS printed from CLETS
RSD Form 557, 821/822

1.1.12 RSD Form 518, Federal Release placed on top of lead case for archive assembly.

1.1.13 ICE Detainer/Holds in listed order:

- P507.20 Att.# 3, Immigration & Customs Enforcement (ICE) Interview Consent form
- P506.23 Att.# 2, Notification to Inmate-ICE Notified of Your Release Date
- P506.23 Att.# 1, Notification to Inmate-ICE Immigration Request
- RSD Form 519, ICE Detainer/Notification Request Eligibility Worksheet
- (DHS I-247 A) ICE Detainer/Hold

1.1.14 JIMS Medical History / Suicide Assessment form
1.1.15 RSD Form 527e/s, PREA/ Health Warning Waiver
1.1.16 RSD Form 575 e/s, Health Information for Pregnant Inmates (Females only)
1.1.17 Supplemental Intake Question
1.1.18 “Okay” to Book
1.1.19 P504.02 Att.# 1, Classification Questionnaire
1.1.20 RSD Form 545, Strip Search
1.1.21 RSD Form 576e/s, Inmate Phone Specific Consent
1.1.22 DET 200, Notice of Medical Restrictions or Special Housing
1.1.23 RSD Form 531a/b, Safety Cell / Special Housing Logs
1.1.24 RSD Form 528, Disciplinary markers

- Any Disciplinary Marker with approved loss of Good Time or Work Time credits must be placed with the corresponding revised Time Computation.

1.1.25 Any paperwork not specifically listed with like paperwork grouped together in descending date order
1.1.26 California Department of Justice Notice of Registration Form(s)
1.1.27 RSD Form 569, Notification of Release/Domestic Violence (yellow copy) for archive assembly.
1.1.28 P506.04 Att.#1, File Audit Log
1.1.29 RSD Form 513, DNA Tracking Worksheet
1.1.30 Miscellaneous CLETs/Cal ID paperwork
1.1.31 Driver’s license
1.1.32 MNI with current AFIS. Plus, any additional MNIs
1.1.33 FBI fingerprint response
1.1.34 Department of Homeland Security fingerprint response
1.1.35 Live Scan Iris Enrollment Transmission
1.1.36 Live Scan
1.1.37 RSD Form 533, Transfer slips in descending date order
1.1.38 RSD Form 573, Money receipts in ascending date order
1.1.39 JIMS Intake Sheet with thumbprint
1.1.40 JIMS Print Money Card
1.1.41 Inmate Housing Status card (stapled once to the back page)

ALL INMATE PAPERWORK WILL FACE THE SAME DIRECTION (FACE UP).
2.0 Release File

2.1 When an inmate is to be released from custody, the Business Office will prepare the file in a specific order, free from unnecessary documents, staples and paper clips. The file will be kept together with one staple or a large clip when the file is too thick for staples.

2.2 DO NOT dismantle or change the order of the file. Any money returned to the inmate will be attached to the Print Money Card, to be removed from the file at release.

2.3 The inmate need only sign once for receipt of funds, on the Release Verification form.

2.4 Floor operations will attach the Inmate Housing Status card to the back of the file.

2.5 All paperwork to be released to the inmate or transporting agency upon release will be kept on the left side of the file folder.

2.6 Business Office personnel will place a copy of the “Release Medication Instruction Sheet,” (Policy 504.10 Att. #2), printed on blue paper, inside the file to be given to the inmate at the time of release.

2.7 It is the responsibility of the releasing officer to give all paperwork to the inmate or transporting officer upon release.

2.8 When a CII print out is required to determine DNA qualification, post sentencing credits for a time computation, or ICE qualification, it will be maintained on the left side of the file folder while the booking file is active. Upon final release, the CII will be shredded.

2.9 When a Notification of Release/Domestic Violence RSD Form 569 is applicable, it will be maintained on the left side of the file folder while the booking file is active. It will be rolled into the booking file once proper notification is made. Upon final release, it will not be given to the inmate nor transporting officer.

3.0 File Audits

3.1 Each correctional facility shall develop a procedure stating all inmate files need to be audited a minimum of every two weeks.

3.2 Completion of the file audit will be noted on the Business Office File Audit Log (506.04 Att. #1).

3.3 File audits shall include, but not be limited to the following:

- Verify the name, booking number and all paperwork belongs to the inmate file.
- Verify all time computations are accurate and the release date is entered in the JIMS computer.
- Verify all court paperwork, including charges, bail and future court dates, are correct and match the JIMS computer.
- Verify the file has been checked for wants and warrants via the CLETS computer.
- Verify demographics and aliases are entered correctly in JIMS.
- Verify all money receipts have been properly applied to inmate accounts. Any discrepancies shall be brought to a Supervisor's attention immediately.
### Business Office File Audit Log

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POLICY: Each correctional facility shall use the California Law Enforcement Telecommunications System (C.L.E.T.S.) within the law and provisions of Riverside Sheriff’s Department General Orders 1200 series.


GUIDELINES

1.0 General

1.1 The C.L.E.T.S. network is monitored by both the State and Federal Government. All information obtained from the network requires a right to know and need to know. Custody staff shall refer to the C.L.E.T.S. User Guide and/or RSO-MS Manual for general operating procedures.

1.2 All C.L.E.T.S. information is for law enforcement use only and will not be given to the public. Accessing and/or releasing C.L.E.T.S. information for non-law enforcement purposes is prohibited and is subject to administrative and/or criminal prosecution.

2.0 Identity Verification

2.1 Intake Procedures

2.1.1 If an arrestee claims they are not the defendant named on a warrant or hold, the following will occur:

- Notify a supervisor there is a question regarding the identity of the arrestee.
- Flag the file and advise the Business Office of the circumstances.
- Fingerprint the arrestee as soon as possible and submit the file to the Business Office for immediate processing.
- The inmate will not be transferred to another facility until their identity is confirmed.

2.2 Business Office Procedures

2.2.1 Upon learning of a possible discrepancy regarding the identity of an arrestee the Business Office shall implement the following procedures:

- Business Office staff shall make an inquiry into C.L.E.T.S.
- The CII record will be printed to use for comparison and placed in the
inmate’s file.

- If available, print the “HIT” for the warrant or hold being reviewed.
- The other county or agency can be contacted to see if additional identifying information is available (tattoos, CII#, photo, fingerprints.)

2.2.2 The file will be flagged and await fingerprint results. Upon receipt of the Live Scan, Homeland Security and FBI responses, they will be carefully reviewed to determine if the arrestee is the correct person listed on the warrant or hold.

- Business Office staff can also review prior booking photos through JIMS Data Warehouse and Web Mug.

2.2.3 When conflicting information exists, Business Office staff will complete the CAL-ID Submission Form AFIS-001 (506.05 attachment 1) to compare fingerprints of the individual versus the warrant or hold information.

2.3 If the person working C.L.E.T.S. is unable to determine if the arrestee is the same individual listed on the warrant or hold, a supervisor will review to determine.

2.4 After confirmation of the individual’s identity, Business Office staff shall contact the Intake Sergeant regardless of the outcome.

2.5 If it is determined that it is not the correct person, the case will be processed as a “Booked in Error” and the file reviewed for release qualification.

- A teletype notifying the issuing agency to reactivate the warrant will be sent.
3.3  Driver License Inquiry (L-1)

3.3.1 Confirm you accessed the correct person in the system by checking the name and date of birth. Print the Driver License Inquiry to review the failure to appears (F.T.A.) and alias (A.K.A.), run additional names or aliases through C.L.E.T.S.

3.3.2 Confirm F.T.A.s, through the corresponding agency and have the warrant abstracted if applicable.

3.4 National Crime Information Center (NCIC)

3.4.1 The NCIC consists of information including, but not limited to:

- Fugitive/out of state warrants
- Foreign Fugitive File
- Violent Gang and Terrorist Organization File
- Deported Felon File
- Military AWOL wants

3.4.2 Identifying information has to be matched to the person being accessed, the want or warrant confirmed through the corresponding agency and have the warrant abstracted if applicable.

- A HIT confirmation (NYRQ) will be completed on all matches in NCIC.

3.5 Wanted/Missing Persons (WPS)

3.5.1 This inquiry will include wants and warrants from other counties or agencies within California.

3.5.2 Identifying information must be matched to the person being accessed, the want or warrant confirmed through the corresponding agency and have the warrant abstracted if applicable.

3.5.3 A confirmed HIT on a missing person for a new book will be referred to the arresting agency for completion.

3.5.4 A confirmed HIT on a missing person at release will be forwarded to the Intake Sergeant. A Deputy will be assigned to obtain a file number and for completion.

3.6 Domestic Violence Restraining Order Screen (DVROS)

3.6.1 For informational purposes only.

3.7 Supervised Release

3.7.1 This inquiry contains information related to out of custody monitoring such as:
4.0 Messages and Teletypes

4.1 C.L.E.T.S. and National Law Enforcement Telecommunications System (NLETS) Administrative Message Menus allows the user to send and receive administrative messages or teletypes.

5.0 CLETS Down Report

5.1 The P506.05 attachment 2 (CLETS Down Report) will be utilized when the CLETS databases or the fingerprint responses such as; the MNI with an AFIS reflecting the current booking number, Live scan, FBI or Homeland Security are unavailable or delayed past a reasonable time frame.

5.1.1 Reasons may include but not limited to; maintenance, updates, or outages.

5.2 The file will be flagged and processed again once the database has been restored or upon the time of release, whichever comes first.
CLETS DOWN REPORT

SCF ☐  BLYTHE ☐  INDIO ☐  RPDC ☐  CBDC ☐

INMATE NAME: ______________________________ BOOKING#______________

THE FOLLOWING DATABASE(S) IS/ARE CURRENTLY UNAVAILABLE:

☐ “NCIC” OUT OF STATE / FEDERAL
☐ “WPS” OUT OF COUNTY / CALIFORNIA
☐ “L1” DMV / DRIVER’S LICENSE
☐ “SUPERVISED RELEASE” REGISTRANTS, PROBATION, AND PAROLE
☐ “DVROS”/ “ROS” RESTRAINING ORDERS SYSTEM
☐ “MNI” LOCAL WARRANT & INQUIRY / NAME INDEX
☐ CRIMINAL HISTORY SYSTEM INQUIRIES (CII / FBI)
☐ ALL OF THE ABOVE

THE FOLLOWING FINGERPRINT RESPONSE(S) IS/ARE CURRENTLY UNAVAILABLE:

☐ AFIS WITH CURRENT BOOKING #
☐ LIVESCAN
☐ FBI
☐ HOMELAND SECURITY
☐ ALL OF THE ABOVE

PROCESS DATE: __________________ TIME: ____________

REASON: ____________________________________________
_________________________________________________________________

RIVERSIDE SHERIFF'S DEPARTMENT
TITLE: Corrections Activity Report

POLICY: Each correctional facility shall prepare a monthly statistical report. This report will track bookings, releases, and certain significant incidents. JIMS shall be utilized in deriving these statistics whenever possible.

REFERENCE: CAC Title 15, section 1044

GUIDELINES

1.0 General

1.1 Each correctional facility shall develop a procedure which verifies that the Corrections Activity Report is completed and distributed by the tenth of the following month. This report shall include, but not be limited to, the following:

1.1.1 Number of bookings - male/female, misdemeanor/felony.
1.1.2 Release information, such as: cite release, O.R. release, 825/849 p.c. release
1.1.3 Disturbances in the facility, assaults, escapes, and deaths.

1.2 Inmate-on-inmate sexual assaults are separated into two categories

1.2.1 Non-consensual sexual acts include rape, sodomy and oral copulation.
1.2.2 Abusive sexual acts are defined as intentional touching, either directly or through the clothing of the genitalia, groin, breast, inner thigh or buttocks of any person without their consent.

➢ Exclude incidents in which the intent of contact is to hurt or debilitate rather than to sexually exploit

2.0 Admission and Release Report

2.1 Daily at 0010 hours, JIMS will automatically generate and send the Admission and Release Report from the previous day. This report will print on the designated Court Calendar printer at each facility.

2.2 Assigned staff will be required to manually calculate the number of bookings and releases each day in order to validate the JIMS report.

2.3 The validated Admissions & Release report will be used to report the monthly booking and release stats on the Monthly Corrections Activity Report (RSD Form 536).

3.0 Supervisor’s Responsibilities

3.1 The supervisor of the assigned staff completing the Monthly Corrections Activity
Report will confirm all information provided on the Form 536 is accurate.

3.1.1 After review, the supervisor will sign the completed Monthly Corrections Activity Report (Form 536).

3.2 By the 10th of every month, the completed Form 536 for the previous month will be stored on the facility’s ‘g’ drive.

4.0 Retention

4.1 The following record shall be retained for current year, plus one per Department Policy 506.14 (Purging of Records).
TITLE: Court Paperwork

POLICY:
Each correctional facility shall establish a procedure for processing court documents.

REFERENCE:
County Counsel Opinion (11/13/07, 07/22/08) Miller, Honn respectively. Department Policy Sections: 501.06 and 504.10, 504.20, 504.29, 505.01, 506.08, 506.10, 506.18, 506.20, 510.02, RSD Form 525 Policy, 825 PC, 1217 PC, 1170(h) PC, Government Code 68115.

DEFINITIONS:

825 PC - The defendant shall in all cases be taken before the magistrate within 48 hours as described pursuant to 825 PC.

Arraignment - The first court date within 825 PC guidelines in which the District Attorney may formally file charges. All persons arrested must be arraigned within 48 hours.

Book and Release - An order for booking purposes only, which may include an alternative out of custody sentence.

Court Calendar - The court calendar is automatically printed by the Jail Information Management System (JIMS) after midnight on the morning of the court date.

Court Commit - The Court remanding a subject into custody with a future court date, sentence, or stay of execution.

Court Problem - Any noticeable discrepancies or questions regarding court documents.

Hand Commitment - Hand written commitment notice generated by the Court. It requires a signature of either the magistrate or court clerk, and the court seal.

Jail Minute Order - Electronically generated court document sent by the court, commonly known as a JMO.

Mental Health Commitment - Cases referred to State Hospital, County Mental Health, or other treatment facility.

Own Recognizance - A case disposition indicating a release from custody issued through the court or by probation upon magistrate approval.

Remittiturs - An appeal for retrial or sentence modification of a case.

Stay of Execution - A sentence that has been postponed to a future date.
GUIDELINES

1.0 Calendar

1.1 The calendar will be reviewed for accuracy, assembled, and last day arraignments identified and flagged.

1.2 Marking off the calendar

1.2.1 Account for each court document received by matching name and case number to the court calendar.

1.2.2 If unable to locate the case on the calendar, research JIMS.

    If the case is not found, then it is an added case. Annotate “A/C” at the top of the court document.

1.2.3 If the court document name differs from the booked name, write the booked name at the top and verify if the name has been entered in JIMS. Add the name in JIMS, if necessary.

1.2.4 Identify and forward any court orders. Refer to Policy 501.06 (Court Orders)

NOTE: When court paperwork indicates a sentencing term of 15 years or more, life, or death, staff shall notify Classification. Refer to Policy 510.02 (Court Transportation)

2.0 On-View Arraignments

2.1 Match the corresponding court document by the agency case number listed on the court calendar and write the filed case number on the calendar.

2.1.1 If the document has added charges filed input through the “Fix It” menu in JIMS.

2.1.2 Update charges as filed, or Not Filed (NF).

2.2 At the end of the business day, a review of the court calendar shall be completed to verify all court documents have been received, and identify cases qualified for release pursuant to 825 PC.

   NOTE: For on-view violation of probation (VOP) arraignments refer to Department Policy 504.29 (Violation of Probation Arrest).

2.2.1 A copy of RSD Form 510 (Certificate of Detention) will be forwarded to ISB.

2.2.2 In the event an arresting agency is requesting the re-arrest of an inmate refer to Department Policy 504.20 (Re-Arrest by Arresting Agency).

3.0 General Updating

3.1 Update the charges and case status in JIMS as indicated per the court document.

3.2 If the case has been continued, update the bail and future court date.

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4.0 Sentences/Commitments

4.1 If a case is sentenced, update JIMS with appropriate sentencing information and corresponding logs.

4.2 County Sentence: Prepare a time computation, when applicable. Refer to Department Policy 506.20 (Time Computations) and Form 525 (Computer Generated Time Computations) policy.

4.3 State Prison sentence: Notification will be made to the State Chain Coordinator. Refer to Department Policy 506.18 (State Prison Commitments).

4.4 California Youth Authority (CYA) / Department of Juvenile Justice (DJJ) sentence: Notification will be made to the State Chain Coordinator. Refer to Department Policy 506.18 (State Prison Commitments).

4.5 Mental health commitments: Notification will be made to the respective coordinator.

5.0 Releases

5.1 If the case is released, update the case disposition in JIMS as indicated by the court document.

5.2 Verify if any other cases will hold the subject in-custody, if not process for release.

6.0 Stays of Execution / Book and Release

6.1 Prior to initiating a stay of execution or book and release, Business Office staff shall be contacted to verify court documents have been received.

6.2 If not received, Business Office staff will research Genesis, and notify the court when applicable.

7.0 Remittiturs

7.1 Upon local custody sentence modification and other cases which are keeping an inmate in custody longer, Genesis will be researched, and the court notified, if necessary.

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7.2 Remittiturs with detainers from state prison

7.2.1 When an inmate’s case receives a sentence modification that will affect Riverside County custody status, notify state prison for the possible release of the detainer.

8.0 Certification of Mental Competency Cases

8.1 Transportation will make arrangements for return of an inmate to the custody of Riverside County Sheriff’s Department to stand trial within 10 days pursuant to 1372 PC.

8.2 Staff will utilize Genesis to obtain a court date, if necessary.

9.0 Court Problems

9.1 Court problems will be immediately addressed with the court via email. When applicable, the email will be placed in the file.

9.2 At the end of the business day, any missing court documents will be researched in Genesis, and if unavailable, the court will be notified.

9.3 3455 PC and 3056 PC court dates will be monitored, and HMU notified when paperwork is not received.

9.4 If non-court paperwork assigned staff find a discrepancy, it shall be documented on RSD Form 516 (Problem File Form) and routed to court paperwork staff for research.

9.4.1 If court paperwork staff email the court, they will include the supervisor and staff who initiated the research.

10.0 Emergency Situations

10.1 Handling of court documents and appearances during a critical incident, i.e. significant damage to the courthouse or correctional facility, shall be handled in accordance with Government Code Section 68115 and Department Policy 505.01 (Critical Incidents).
POLICY: Each correctional facility shall establish a procedure to advise other agencies that an inmate released to them is either sentenced or has pending court proceedings in Riverside County. Each facility shall track inmates released on detainers.

REFERENCE: 1389 PC, Department Policy 506.10

GUIDELINES

1.0 General

1.1 Custody staff shall use [Detainer Letter] when sending an inmate to another agency while he/she is still serving time or has pending court proceedings in Riverside County.

1.2 For detainers received from State Prison or other agencies, refer to Department Policy 506.10 (Hold Orders).

2.0 Process

2.1 It will be the responsibility of Business Office staff to complete the detainer. Verify all applicable sections are filled out correctly. Leave the area stating, “Detainer received by” blank.

2.2 Business Office staff will note the name of the receiving agency in the remarks section of JIMS.

2.3 If applicable, the end of sentence date shall be entered in the JIMS case information screen.

2.3 The inmate file will be processed as a temporary release in JIMS.

2.4 The release file folder shall be placed in a Sign-Out cover folder for forwarding to the release deputy.

➢ After transfer of custody the check-out screen will be utilized to clear head count.

3.0 Distribution

3.1 Business Office staff will place the Detainer as the first page on top of the booking file.

3.2 If an agency is picking up an inmate, the transporting officer will sign the “Received By” section of the Detainer and complete the “Release To” section of the JIMS generated Booking Sheet.
3.3 If the Riverside Sheriff Transportation Unit transports an inmate to another agency, the Transportation Deputy shall take the detainer on the transportation run to obtain the receiving officer signature.

3.4 The white copy of the detainer will be given to the outside agency for their records and/or booking purposes. The yellow copy of the Detainer will be returned to the Business Office for filing.

4.0 Return to Riverside County Custody

4.1 The JIMS intake screen shall be utilized to receive a temporary release.

➢ Do not issue a new booking number.

4.2 If applicable, documentation for new charges or a drop hold will need to be provided.

4.3 The original temporary release file shall be requested from the appropriate facility.

5.0 Final Release

5.1 Each facility shall be responsible for completing a final release of a file that appears on the “Inmates Due for Release” report when an RSD form 535 (Detainer Letter) expires.

5.2 A CLETS or NLETS teletype will be sent to the outside agency notifying them to release the detainer.
RIVERSIDE COUNTY SHERIFF’S DEPARTMENT
CORRECTIONS DIVISION POLICY MANUAL

TITLE: Extraditions
NUMBER: 506.09

POLICY: Riverside County Correctional Facilities accept bookings for out of state warrants.

REFERENCE: 1389 P.C., 1551P.C; 1552.1 P.C.; 1552.2 P.C.; 1555.1P.C; 1555.2 P.C.; 1554.3 P.C., Department Policy; 504.30 (Warrants), 506.05 (CLETS), 506.17 (Request for Speedy Trial)

GUIDELINES

1.0 Fugitive Warrants

1.1 An out of state warrant, also referred to as a fugitive warrant, is [REDACTED] It must contain the requirements listed in Department Policy 504.30 (Warrants).

- Under special circumstances, a hit confirmation response may be accepted for booking. Follow up by the CLETS desk is required within 2 business days of booking.

1.2 Fugitive warrants from an arresting officer, require the above paperwork upon booking at Intake.

1.3 Hits on fugitive warrants discovered after initial booking require a Hit Confirmation Request (NRYQ) be sent. Refer to Department Policy 506.05 (CLETS.)

1.4 Confirmed fugitive warrants require an NLETs teletype (NBUL) and locate when necessary.

2.0 Court Hearings

2.1 Inmates arrested for out of state warrants shall be entitled to a court hearing before extradition back to the demanding state.

2.2 Extradition hearings are held in Riverside Superior Court in the current assigned court room and time.

- Fugitive Warrants are set at [REDACTED] until the first hearing.

2.4 Each Fugitive Warrant is booked as a separate case.
3.0 Extradition Process

3.1 After booking is complete, the following will be emailed to the ISB Extraditions Unit:

- JIMS scheduled court date
- Receiving sheet
- Teletype(s)
- Warrant abstract and/or hit confirmation. If the warrant has not been received, the Extraditions Unit may assist in obtaining it.

3.2 The Extraditions Unit acts as the Department’s liaison between the demanding state, D.A.’s office and court regarding extradition hearings and proceedings.

3.3 When an inmate signs a waiver of extradition, the Extraditions Unit will coordinate transportation.

3.4 If an inmate declines to sign a waiver of extradition, a Governor’s Warrant may be issued for transfer back to the demanding state. The presiding Judge must notify the inmate that they are being served a Governor’s Warrant.

4.0 1389 P.C.

4.1 An inmate convicted to serve a sentence within Riverside County under 1170(h) PC, may request disposition of any pending criminal charges, warrants or detainers in any jurisdiction outside of California legally joining in the Interstate Agreement on Detainers (IAD). Refer to Department Policy 506.17 (Request for Speedy Trial).

4.2 A demanding state may also request the transfer of an inmate under IAD.

5.0 Interstate Compact Parole Holds

5.1 Parolees with CDCR numbers beginning with an “I” or “IA” are paroled into CDCR supervision from other states under the Interstate Compact Agreement.

5.2 Violations shall be booked under current practice and the holds emailed to the Headcount Management Unit (HMU) for hearing coordination with CDCR.

5.3 Extradition is coordinated by the demanding state and CDCR’s IAD liaisons.

- Transportation arrangements are disseminated via the Extraditions Unit.

6.0 Bail Enhancement for Extradition Bookings

6.1 Per 1554.3 PC, fugitives being extradited from another state into Riverside County custody on local warrants, shall have the warrant bail amount enhanced by $100,000.00.

- Example: Riverside County warrant bail amount is $50,000.00. Set the bail in JIMS at $150,000.00, note the enhancement on the remarks line.

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RIVERSIDE COUNTY SHERIFF’S DEPARTMENT
CORRECTIONS DIVISION POLICY MANUAL

TITLE: Hold Orders

POLICY: Riverside County Correctional Facilities will place and release various types of inmate hold orders upon receipt of documentation, when there are charges pending or removed from another jurisdiction.

REFERENCE: Riverside Sheriff’s Department Form 521 (Hold Order). Penal Codes; 821 and 822

GUIDELINES

1.0 Placing a Hold

1.1 Inmates who have charges pending from a jurisdiction outside of Riverside County must have hold documentation in the file.

1.2 Holds may be placed for on view or warrant arrests. The law enforcement agency placing a hold must do one of the following:

- Come to the jail to sign the hold order.
- Teletype (normally in abstract form) or fax (on letterhead) the request.

1.3 A hold order shall accompany, but not be limited to:

- Out of county warrant
- Fugitive (out of state) warrant
- California Department of Corrections & Rehabilitation (CDCR) detainer
- Department of Juvenile Justice (DJJ) hold or detainer
- Military deserter AWOL hold
- Federal/US Marshals hold
- 3056 P.C. Paroled hold or warrant (all types)

1.4 For out of county and out of state warrants, a teletype must be sent to the requesting agency confirming a hold has been placed and other pertinent information.

1.5 The hold must be entered in the Jail Information Management System (JIMS).

2.0 Removing a Hold

2.1 To release a hold, the agency originally requesting the hold must do one of the following:

- Provide documentation releasing the hold.
- Send a teletype or fax (on letterhead) request.
- Come to the jail to sign off the hold order.
2.2 Upon receiving the necessary paperwork, Business Office staff will complete the following:

- Update JIMS indicating the hold was dropped.
- Completed the “Cancelled” section of the Hold Order.
- Evaluate the file for release qualification.
- If the release of a hold is for a future date, the JIMS remarks line and the End of Sentence header in JIMS will be updated for follow up.

3.0 Transfer of Inmate to Requesting Agency

3.1 When local charges do not exist or have been adjudicated, jail staff shall teletype the agency requesting the hold to notify them that the inmate is available for pickup.

3.2 For out of county warrants, refer to Penal Code sections 821 and 822, for pickup guidelines as outlined in Department Policy 504.18 (Out of County Warrants).
RIVERSIDE COUNTY SHERIFF’S DEPARTMENT
CORRECTIONS DIVISION POLICY MANUAL

TITLE: Inmate Trust Account/Cash Register

POLICY:
Each correctional facility shall establish a procedure for the accountability of all
inmate monies.

REFERENCE:
CAC Title 15, Section 1042; 4017.5 P.C, DD 12-032

GUIDELINES

1.0 Inmate Account Balance

1.1 An inmate’s account balance shall not exceed $200.00, except:

1.1.1 Upon approval of a supervisor.
1.1.2 At time of booking/transfer.
1.1.3 Upon receipt of Inmate payroll or government issued checks.

2.0 Accepting Money for Inmates

2.1 Each correctional facility shall accept money for inmates in their facility under the
following circumstances:

2.1.1 Intake monies received when a person is booked into custody; to include
cash, state, and out-of-county transfer checks only.

Note: Personal and/or payroll checks will not be accepted for placement on
an inmate’s books. They are to be placed in the inmate’s property.

2.2 Money deposits

2.2.1 Lobby kiosks

➢ In the event the lobby kiosk is inoperable, a supervisor may authorize
acceptance of cash deposits at the facility where the inmate is currently
housed. An Inmate Trust Fund Deposit Receipt (form 573) and

2.2.2 Deposits via telephone or internet

2.3 U.S. Postal Money Orders

2.3.1 Via U.S. Mail
2.3.2 If the account balance will exceed $200.00, the U.S. Postal money order will
be returned to the depositor.
2.3.3 Personal checks or cash received via the U.S. Mail will be returned to the
sender.
2.4 Inmate payroll - Money earned while working as an inmate worker and/or program participation.

2.5 Social Security (SSN) and State Disability (SSI) checks (only if the inmate is unsentenced or sentenced to less than one year).

3.0 Identification Requirements

3.1 Members of the general public must have valid photo identification to make a deposit in person. Listed below are the only acceptable forms of identification.

- A valid California or out-of-state driver's license.
- A valid California I.D. card or out-of-state I.D. card.
- A military/federal I.D. (passport or permanent residency immigration I.D.)
- A valid foreign consulate card.
- A current school I.D. for minors ages 16-17. All minors younger than 16 must be accompanied by an adult with valid I.D.

4.0 Withdrawal from Inmate Account

4.1 Each facility shall withdraw money from an inmate’s account under the following circumstances:

4.1.1 Release from custody (Including release to other agencies i.e., state prison)
4.1.2 Commissary
4.1.3 Bail / Fine (when an inmate requests to self-bail)
4.1.4 Medical expenses
4.1.5 Release money to a member of the public, only within the first 24 hours of booking.

- A supervisor may waive the 24-hour restriction.

4.2 Court ordered release of money.

5.0 Cash Overage/Shortage

5.1 If the inmate trust account/cash register is off twenty ($20.00) dollars or more and it is an unexplainable overage or shortage, the Business Office supervisor shall notify the facility accounting staff.

6.0 Cash Drawer

6.1 The cash drawer shall be locked when unattended.

6.2 A staff member shall be assigned the responsibility of the cash drawer at the beginning of each shift and shall maintain the only key to the cash drawer.

6.3 Each facility shall maintain a sufficient balance in the cash drawer/safe to process inmate accounts.
Bank deposits should be made on an “as needed” basis.
Inmate Trust Account checks may be issued in lieu of cash.

7.0 Handling Counterfeit Bills

7.1 If a counterfeit bill is found, it shall be confiscated, and an investigation started. A criminal report will be written as an AOD to the Secret Service.

7.2 If you are able to identify which inmate's account the money was intended for, the money will be deducted from the inmate’s account. The JIMS computer will reflect the money released as “OTHER,” with the justification as counterfeit bill, refer to criminal report number.

7.3. If you are unable to identify to whom the counterfeit money belongs, or to which inmate's account the money was posted, the bill will be removed from the register. This will cause a register shortage at the end of shift. An Overage / Shortage report will be generated. Include the criminal report number and a brief explanation.

7.4 If the counterfeit bill is found at the bank while making the deposit; it is the bank’s responsibility to confiscate the bill, generate a counterfeit note report, and forward a copy to the facility.

8.0 Contaminated Currency

8.1 Refer to Department Policy 508.08 (Exposure Control Plan – Employees), for guidance in dealing with contaminated currency.

9.0 Unclaimed Money (reference DD12-032, supplemental April 10, 2013)

9.1 If money is owed to an inmate that has been released from custody, an attempt will be made to contact the inmate to pick up the money.
9.1.4 If contact is made document this in the “For Official Use Only” section of Unclaimed Funds Notification Letter.

9.2 If the money is not reclaimed by the inmate within 24 hours, the Business Office will mail a copy of the Unclaimed Funds Notification Letter to the inmate stating the amount of money owed and that it will be held at the facility for six months.

9.2.1 Make 2 copies of the letter; one to be mailed and one for the release file.

9.2.2 Print out the inmate's address information from the expanded demographics screen in J.I.M.S.

9.2.3 Make a copy of the mailing envelope.

9.2.4 Attach the copy of the mailing envelope and J.I.M.S. printout to the letter that will be placed in the safe with the money.

9.3 Return of Unclaimed Funds

9.3.1 If the inmate returns to reclaim the funds, write the inmate’s I.D. information on the Unclaimed Funds Notification Letter that was attached to the money.

➢ See section 3.0 for acceptable forms of I.D.

9.3.2 Have the inmate sign and date the Unclaimed Funds Notification Letter.

9.3.3 The Business Office Staff member releasing the money shall place their initials, date and I.D. number on the Unclaimed Funds Notification Letter as the person verifying the transaction.

9.3.4 The Unclaimed Funds Notification Letter shall be placed in the inmate’s release file for reference.

9.3.5 Update the Safe Deposit Log

9.4 If the money is not claimed within six months:

9.4.1 The day shift supervisor shall have the employee working the cash register write a check payable to Riverside County Sheriff’s Department for the amount of the unclaimed funds.

9.4.2 Send the original Unclaimed Funds Notification Letter and the check to facility accounting for processing and forwarding to Sheriff’s Accounting and Finance.

➢ Make two copies of the completed Unclaimed Funds Notification Letter and the check. Place one in the release file and one with the shift reconciliation paperwork.

9.4.3 Update the Safe Deposit Log with the issuing employee’s I.D. number, initials and the date.

10.0 Money Certifications

10.1 When an inmate request to proceed without prepayment of filing fees, they must obtain and complete a US District Court Central District of California form CV-60P or similar. All pages must be forwarded to the designated unit or Business Office.
lead or supervisor with the prisoner authorization section signed and with the associated case number to confirm the need for the money card is legitimate.

**Note:** The facility or Business Office will not provide these forms (CV-60P or similar) to the inmate.

10.2 The designated unit or Business Office lead or supervisor shall be responsible for completing the “Certificate of Authorized Officer,” section. The amounts shall be calculated based on the past six months only.

10.2.1 The money card shall be printed and attached to the form for the inmate requesting to waive their filing fees. Each page of the money card shall be labeled “page _of__” and time stamped to certify.

10.2.2 To calculate the average monthly balance, add the current balance plus all medical and commissary charges for the past six-month period. Divide the total by six.

10.2.3 To calculate the monthly deposits, add all mail, in person, medical refunds, commissary credits and Access Corrections deposits to the inmate’s account for the past six-month period. Divide the total by six.

10.2.4 Once the form is completed, it shall be time stamped to certify. A copy shall be placed in the inmate’s booking file. A copy shall be sent via e-mail to the PSB Sergeant and Lieutenant.

11.0 Court Order for payment of inmate filing fees

11.1 If a court order is received to deduct money from an inmate’s account, the Business office will compute and track the payment of fines at the rate specified by the Court.

11.2 Filing fees that have been collected, shall be forwarded to the appropriate court listed on the court order.
POLICY: Each facility shall process the various types of bookings and releases in the Jail Information Management System (J.I.M.S.), for the purpose of inmate accountability.

REFERENCE: 1203.2 PC, 1301 PC, 3056 PC, 11177.1 PC, 825 PC, 849 PC, Department Policies 504.10, 504.18, 504.30 and 506.05

GUIDELINES

1.0 Bookings into the J.I.M.S. computer shall include, but not be limited to, the following:

1.1 On view bookings
   1.1.1 Felony on-view or cite deniable bookings must have a Probable Cause statement.
   1.1.2 Misdemeanor citable bookings must have a citation or 849 PC.

1.2 Bail Surrender/On-View
   1.2.1 Bail surrender/on-view bookings must have either an affidavit of bail surrender, or a court certified copy of the bail bond.

1.3 Violation of Probation/Mandatory Supervision (1203.2 PC)
   1.3.1 On-View Violation of Probation and Mandatory Supervision arrests must have a case number and a Probable Cause statement.
   1.3.2 Both types of bookings must be verified through the court computer system to determine the applicable bail and will be booked as Commitment Unsentenced.

   NOTE: Out of County Violation of Probation/Mandatory Supervision, will only be booked when in warrant form.

1.4 Warrants

1.4.1 Riverside County
   - Riverside County warrants will be booked after the on-view booking if it
exists.

- If no on-view exists, felony warrants will be booked first in order of the most serious charge.

1.4.2 Out of County

- Out of County warrants will be booked after Riverside County cases.
- The county and the court will be listed on the remarks line for reference.

1.4.3 Fugitive

- Fugitive warrants will be booked after local and out of county cases, if they exist.
- The issuing state will be listed on the remarks line for reference.

1.5 Post Release Community Supervision (PRCS)

1.5.1 3455 PC bookings must have a signed booking authorization form, and court will be assigned the next available court day.
1.5.2 3454 PC bookings must have a signed booking authorization form indicating the number of days to be served and the release date.
1.5.3 All PRCS authorization forms will be received from Probation via facsimile or Business Office Group Email box and will be monitored by assigned staff at each facility.

**NOTE:** Out of County PRCS (3455 PC) will only be accepted in warrant form. Out of County PRCS (3454 PC) will be referred to a supervisor for current practice.

1.6 Violation of Parole (3056 PC)

1.6.1 Riverside County: Parole violations in the form of Riverside County Warrant or on-view violations occurring within Riverside County jurisdiction shall be booked as commitment unsentenced.

- Court will be set 10 calendar days, including the date of arrest. At no time shall the court date exceed 10 calendar days.

1.6.2 Out of County: Parole violations in the form of an out of county warrant or a Parolee at Large violation, occurring outside of Riverside County jurisdiction shall be booked as out of county warrant.
1.6.3 Interstate Compact: Parolees from other states paroled into CDCR supervision under the Interstate Compact Agreement who violate shall be booked as commitment unsentenced. Their CDCR numbers begin with an “I”.

- Court will be set 10 calendar days including the day of arrest. At no time shall the court date exceed 10 calendar days.

1.6.4 State Parole:

IV-4 08/18/2021
The California Board of Parole Hearings continues to have jurisdiction over certain inmates paroled from CDCR to include:

- All offenders who were paroled prior to October 1, 2011.
- Inmates paroled from life terms.
- Offenders whose current commitment offense is violent or serious, as defined by 667.5(c), and 1192.7 (c) PC.
- High-risk sex offenders/Sexually Violent Predators.
- Mentally Disordered Offenders.
- Violation of parole from CDCR will be booked as a commitment unsentenced. Court will be set 10 calendar days, including the date of arrest. At no time shall the court date exceed 10 calendar days. After a good cause hearing they may be returned to State Prison.
- Narcotic offenders paroled from CDCR will be booked as a State parole hold. They will be returned to California Rehabilitation Center (CRC) upon receipt of an oral order. Their CDCR numbers begin with an “N”.

1.7 Holds: The following will be booked as holds

- Immigration
- Department of Corrections and Rehabilitation (CDCR) Detainer
- California Youth Authority (CYA)/Department of Juvenile Justice

Other Holds

- Other County Detainer
- Military Deserter/Absent Without Leave (AWOL)
- Federal/US Marshals

1.8 Court Remands

- Commitment Sentenced
- Commitment Unsentenced

1.9 Other Bookings

- Material Witness
- Child Custody
- Transportation Order
- In transit

2.0 Releases in the J.I.M.S. computer shall include, but not be limited to, the following:

2.1 Final Releases

- 821 / 822 P.C.
- 825 PC
- 849 PC
- Citations
- Citations out of county
- Bail bond
- Cash bail
- Court release
- Own Recognizance (O.R.)
- Hold cleared
- Release to other agency (RTOA)
- Time served
- State prison
- Federal court order

**NOTE:** If a Federal court order exists it is always the final release type unless they are being released to another agency.

### 2.2 Temporary Releases

- Sign out
- Fire Camp
- Supervised Electronic Confinement Program (SECP)
- Post/Ankle Bracelet Release
- Contract Beds
POLICY: A Declaration and Determination (Probable Cause for Warrantless Arrest), more commonly referred to as a “Probable Cause (PC) Statement,” is required for warrantless arrest cases. There shall be a judicial review of all PC Statement forms.

REFERENCE: County of Riverside V. McLaughlin, (1991) 111 S. Ct., 1661 Department Policy; 501.06 Court Orders, 501.18 Release of Public Information, 504.20 Re-arrest by Arresting Agency, 504.16 Misdemeanor Citation and Release, California Public Records Act of 2004, Government Code 6254(a)

GUIDELINES

1.0 Judicial Review

1.1 A judicial determination of probable cause is required for a warrantless arrest. This review must occur within 48 hours from the time of arrest, with no exceptions for weekends or holidays.

1.2 All warrantless arrest cases booked into Riverside County correctional facilities that do not qualify for release per 849(b)(2) PC or citation require a PC Statement.

1.3 It is the arresting agency's responsibility to provide a properly completed PC Statement at the time of booking. The Intake deputy shall verify a completed PC Statement is received and placed into the inmate's booking file for forwarding to the Business Office.

NOTE: If an inmate is booked for a citable offense and it is later determined that the inmate will be housed (i.e. cite denied or additional warrants are found), Business Office staff will contact the arresting officer to advise they may submit a PC Statement for the case to be heard while in custody.

1.4 Daily, the assigned Business Office staff shall be responsible for verifying that each warrantless arrest booked into the facility from the previous day has had a PC Statement collected for submission to the magistrate.

1.5 The assigned Business Office staff shall print an Admissions and Release Report and check each name to verify the PC Statement for each new book arrest has been accounted for.

1.6 PC Statements shall be listed on a Probable Cause Approval Log (P506.13 att.1), by inmate name, booking number, and most severe charge.

1.6.1 The log and all listed PC Statements shall be scanned, properly ordered, arranged and labeled, then emailed by 0700 hours to the designated magistrate for review.
If there are no PC Statements to be reviewed, this information shall be relayed to the designated magistrate via email.

1.6.2 The sending facility shall include their contact information, a primary and secondary telephone number, and their Business Office group mailbox email address.

1.7 The Business Office shall retain a copy of the Probable Cause Approval Log until the magistrate returns the reviewed log.

- The Business Office group mailbox shall be monitored closely. If the reviewed log is not returned in a timely manner, follow-up contact will be made.

1.8 The Business Office will use the Probable Cause Approval Log to verify all PC Statements listed were reviewed, the log was marked approved or disapproved and signed by the magistrate.

- A copy of the reviewed weekend and holiday PC Statements and Approval Logs will be emailed to the designated court liaison on the next business day.

1.9 Both the original and approved/rejected PC Statements (or the Probable Cause Approval Log signed by the magistrate) shall be placed in the inmate’s file.

2.0 Rejected PC Statements

2.1 If a PC Statement is rejected by the magistrate, the arresting agency shall be immediately notified. The arresting agency shall be advised that it is their responsibility to have an approved PC Statement delivered to the facility Business Office within four hours or the inmate will be released on that case. The four-hour time limit shall not be construed as to extend past the 48 hours.

- A “Rejected PC” stamp will be used on the PC Statement to document the notification and corresponding time frame.

2.2 If an approved PC Statement is not obtained within the four hours, the case is to be released. If there are extenuating circumstances, and the delivery of an approved PC Statement by the arresting agency is imminent, a facility supervisor may temporarily delay releasing the inmate. Under no circumstances shall the inmate be held over 48 hours while the arresting agency secures an approved PC Statement.

2.2.1 Once the approved PC Statement is received, it shall be placed with the rejected PC Statement in the file and a copy placed with the archived Probable Cause Approval Log.

2.2.2 Receipt of an approved replacement PC Statement does not change the original arraignment date.

3.0 Sealed PC Statements

3.1 Special circumstances may exist for an arresting officer to request a magistrate’s order to seal a PC statement.
3.2 Once magistrate approval is obtained, only a copy of the seal order shall be kept in place of the PC statement in the booking file and applicable manual log. On the seal order in the booking file, notate the facility where the original forms are located in case of transfer.

3.3 Both the original and magistrate approved PC statements and the original seal order shall be kept in the Business Office safe of the booking facility while the inmate remains in custody. The forms shall be placed in a large envelope, labeled with the inmate’s name, booking number and “sealed PC”.

3.4 No one shall have access to the PC statement without permission of a Business Office supervisor.

   3.4.1 A copy of the sealed PC and seal order may be provided to the Probation Department staff for pre-trial investigation purposes.
   3.4.2 The sealed PC shall not be saved or stored electronically or in manual logs.
   3.4.3 Sealed PCs and seal orders emailed to or from HMU, the magistrate or court, shall be sent separately from any other PCs.
   3.4.4 Business Office staff shall not otherwise release these email(s) under any circumstances, including the California Public Records Act of 2004, per exemptions under Government Code 6254(a).

3.5 For archiving, the sealed PC and seal order will be uploaded into REDS separately from the booking file, under the same booking number and flagged as “confidential”.

4.0 Requests for copies of PC Statements

4.1 When a written request or a subpoena for a copy of a PC Statement is made, the process under Department Policy 501.18 (Release of Public Information) and Department Policy 501.06 (Court Orders) shall be followed and notation made in the inmate’s file. An inmate’s Attorney of Record may receive a copy of his/her client’s PC Statement without a subpoena.

4.2 When Mental Health Staff request to view a PC Statement, the following will occur:

   4.2.1 A Mental Health Supervisor or staff member will make the request to an on-duty Medical or Mental Health Sergeant. If neither is on-duty, the request will be made to the on-duty Business Officer Supervisor.
   4.2.2 After the request is reviewed, the Probable Cause Review Log will be completed. The log will record the inmate’s name/booking number, who requested to view the PC Statement, the date, who authorized or denied its viewing, and the reason why it was viewed or denied.

       ➢ A notation will also be made in the booking file under the comments section of the JIMS generated booking sheets for approvals and denials.

   4.2.3 If approved, the Business Office staff will provide a copy of the PC Statement to a custody staff supervisor. The custody staff supervisor will monitor Mental Health staff while they review the PC Statement. Under no circumstances will
the Mental Health staff member(s) be allowed to retain the PC Statement or a copy, nor will the staff member be allowed to view the PC Statements of inmates not currently housed at the requesting facility or review any other contents within the inmate’s file.

**NOTE:** Denials will occur when PC statements are sealed by a Judge’s order or due to special circumstances.

5.0 Archiving of PC Statements

5.1 Every morning, each facility shall scan and email all PC Statements received from the previous day (including those released on bail) along with a cover sheet to the Headcount Management Unit’s (HMU) designated group mailbox for archiving.

5.2 The Admissions and Release Report, the reviewed PC Statements, and the Probable Cause Approval Log signed by the magistrate shall be maintained by the Business Office for a period of one year.
# PROBABLE CAUSE APPROVAL LOG

To COURT: Select a Court

From FACILITY: Select a Facility

Facility Contact: Select Contact Info:

Return PCs To: Select Return Contact

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Signature of processing Judge indicating review and approval of each of the above marked as approved:

Printed last name of processing Judge: ____________________________

Date: ____________/__________/_________ Time: ___________
RIVERSIDE COUNTY SHERIFF’S DEPARTMENT
CORRECTION DIVISION POLICY MANUAL

TITLE: Purging of Records
NUMBER: 506.14

POLICY: The intent of this policy is to provide employees with the necessary information for retaining, storing and purging facility records.


GUIDELINES

1.0 General Retention Information

1.1 The facility commander will designate a supervisor or manager to oversee retaining, storing, and purging of that facility's records, as outlined in this section.

1.2 In January of each year, all records, which have reached their retention date, will be purged. The facility commander will maintain a summary of the types of records that have been purged. The Information Services Bureau (ISB) will initiate the purging process for all documents in the REDS (Retention of Electronic Documents) document storage system. For records not in REDS, but on the retention schedule:

1.2.1 Before any records listed on a retention schedule are destroyed, they must be reviewed and approved. In addition, Form 784 (Records Disposition Certificate) will be completed and signed off by the Department Records Coordinator in ISB and an approved person authorized per the Records & Archives Program (RMAP) Form 691.

1.2.2 Form 784 can be found at the following link; http://rmap.asrclkrec.org/ After completion of the form, forward it to the Senior Archive and Records Technician in ISB.


2.0 REDS (Retention of Electronic Documents) Trusted Document Storage System

2.1 All electronic or hard copy records listed on REDS Document Labeling sheet, as they apply to each facility, can be scanned/uploaded into the REDS document
storage system. Employees shall view and verify each record prior to uploading the document into REDS. Each facility will develop a procedure for scanning/uploading all applicable documents into REDS. Original records may be destroyed 30 days after the date they are uploaded and verified in REDS with the exception of the original homicide incident reports since they are currently retained for the full duration of its record retention.

2.1.1 Only employees who have attended the REDS training shall scan/upload documents into the REDS system.

2.1.2 Per Department Directive 15-037 (Retention of Electronic Documents), all employees shall sign the attached acknowledgement form.

2.1.3 Current retention schedules, guides, control logs, and master labeling sheets can be accessed through the REDS program menu under “Policy Manual.”

2.2 For additional information on imputing information into the REDS system, refer to the REDS User Guide, which can be accessed through Policy Manual located in the main menu of REDS.

2.3 Retention of Inmate Release Files – Inmate Release Files include the following specific records:

- Grievance Forms (see 4.3)
- Safety Cell Logs
- Special Housing Logs
- Writs (of habeas corpus)
- Inmate Accident Reports

2.3.1 After inmate files have been through the release process, they are to be kept in the Business Office for at least 24 hours.

2.3.2 Files will be kept at the releasing facility for at least 30 days, then destroyed per Section 2.1.

2.3.3 All inmate release files for homicide cases (PC187-PC199) shall be retained in REDS permanently.

2.3.4 All inmate release files for non-homicide cases shall be retained in REDS for release date, plus ten years.

2.4 Retention of Incident Reports

2.4.1 Incident reports for specific crimes, such as PC514 embezzlement of public money, homicides (PC187-PC199), suicides, suspicious death, officer involved shootings (OIS), sex cases, kidnapping cases where victim is not recovered, runaway, and missing persons where the person has not been found, shall be retained in REDS permanently.

2.4.2 All non-permanent incident reports shall be retained in REDS until “Closed,” plus ten years.

3.0 Retention of Financial Records

3.1 All financial related records shall be retained for current fiscal year, plus seven years. Financial records shall be scanned/uploaded into REDS by Sheriff’s
Administration Accounting & Finance, and NOT at each facility. Financial records include, but are not limited to, the following:

- Bail and fine receipts
- Bank statements
- Billing sheets and reports
- Cash bail log
- Meal ticket log
- Register shift reconciliation reports

4.0 Retention of Other Records

4.1 The following records shall be retained for calendar year end, plus two years:

- Corrections Activity Reports
- Court Calendars
- Daily admissions and releases reports
- Housing Unit Pass-on Logs
- Housing Unit/Tank security logs
- Facility Tours
- Juvenile Confinement Logs
- Kitchen knife log
- Shift Training Logs
- HT/Key Log
- SCBA Inspection Logs
- Taser Log
- Laundry / Cleaning Log

4.2 The following records shall be retained for calendar year end, plus three years:

- Administrative segregation logs
- Application for Visitation or Mail Cover
- Criminal Information Inquiry logs
- Daily Headcount Reports
- Employee rosters
- Housing Search Logs
- Inmate Sign-out and Return Logs
- Law Library Logs
- Maintenance Logs
- Property room logs
- Recreation Logs
- Shift Schedules
- Sobering Cell Logs
- Transportation logs
- Visiting Logs
- Volunteer Activity Logs

4.3 The following records shall be retained for calendar year end, plus five years:

- Critical Incident logs
Civilian Complaints
- Civilian complaints handled as grievances, per 832.85(b) PC, shall be forwarded to PSB.

4.4 Retention of Use of Force Reports.
- Use of Force Reports will be kept for calendar year end, plus five years. This includes the hard copy of the report and all digital audio and video files that may have been unable to be uploaded to the digital force accountability application. Any hardcopies that were generated will be maintained at the originating facility.

4.5 Retention of In-Custody Death Books
- Death Books will be maintained by Corrections Administration for calendar year end, plus 10 years.

5.0 Video Recording/DVR

5.1 Per the Departmental Records Retention Schedule (DRRS), video recording and DVR files in facility monitoring and observation systems, must be retained for thirteen months. They may be destroyed after meeting their period of retention, at the discretion of the Division Chief and with written consent of County Counsel.

6.0 Litigation

6.1 In the event a lawful claim or lawsuit is made against the county of Riverside; the Sheriff will suspend destruction of the subject records until all issues of the matter are resolved.
RIVERSIDE COUNTY SHERIFF’S DEPARTMENT
CORRECTION DIVISION POLICY MANUAL

TITLE: Registrants - Notice to Register  NUMBER: 506.15

POLICY: The State of California – Department of Justice Registration Program requires local correctional facilities to notify certain convicted inmates to register.

REFERENCE: 290 P.C., 457.1 P.C., 11590 H & S, Senate Bill 1994

GUIDELINES

State law mandates that local correctional facilities provide appropriate written notice to persons being incarcerated and/or released from custody of their requirements to register as an arson or sex offender. This only applies to those persons convicted of specified crimes. Refer to the State of California Department of Justice website for the required DOJ forms at https://clew.doj.ca.gov/.

➢ Refer to Qualifying Offenses (P506.15 Attachment 1) for a list of qualifying criminal offenses requiring arson and sex offender registration.

1.0 Sex Registrant Requirements

Local facilities shall update the location of a registered sex offender upon incarceration, when newly convicted of an offense requiring sex offender registration or upon release from incarceration.

1.1 Sex Registration/Change of Address/Annual or Other Update Department of Justice CJIS 8102S Form shall be completed by custody staff shortly after the booking. Confirmation of registrant status will be verified upon the initial warrant check.

1.1.1 The change of address form shall reflect the incarceration status and the date of incarceration.

1.1.2 Staff shall handwrite “Incarcerated” on the signature of registrant line.

1.2 Sex Registrant Pre-Registration Notice Department of Justice CJIS 8046 Form shall be utilized when an incarcerated individual is convicted or sentenced to serve time in County Jail for a criminal offense requiring registration pursuant to 290 of the Penal Code.

1.2.1 Upon receipt of a court document stating conviction or requirement to register as a sex offender, Business Office personnel will complete the form.

1.2.2 Upon release from custody, the Release Deputy will serve the inmate with the form, have the inmate provide their full address, sign the document and apply their thumbprint.

1.3 Notice of Sex Offender Registration Requirement Department of Justice CJIS 8047 Form shall be utilized when an incarcerated individual is convicted or sentenced to serve time in County Jail for a criminal offense requiring registration pursuant to 290 of the Penal Code.
1.3.1 Upon receipt of a court document stating conviction or requirement to register as a sex offender, Business Office personnel will complete the form.

1.3.2 Upon release from custody, the Release Deputy will serve the inmate with the form, have the inmate provide their full address, initial the requirements, sign the document, and apply their thumbprint.

2.0 Narcotic Registration Requirements

2.1 Assembly Bill 1261, eliminates all requirements that individuals convicted of specified drug offenses register with local law enforcement. Notice of Narcotic Registration Requirement – Department of Justice CJIS 8048 Form shall no longer be utilized.

3.0 Arson Registration Requirements

3.1 Local facilities shall update the location of a registered arson offender upon incarceration, or upon release from incarceration.

3.2 Arson Registration/Change of Address Department of Justice CJIS 8102A Form shall be completed by custody staff shortly after the booking. Confirmation of registrant status will be verified upon the initial warrant check.

3.2.1 The change of address form shall reflect the incarceration status and the date of incarceration.

3.2.2 Staff shall handwrite “Incarcerated” on the signature of registrant line.

3.3 Notice of Arson Registration Requirement – Department of Justice CJIS 8049 Form shall be utilized when an incarcerated individual is convicted or sentenced to time in County Jail for a criminal offense which requires registration pursuant to 457.1 of the Penal Code.

3.3.1 Upon receipt of a court document stating conviction or requirement to register as a narcotic offender, Business Office personnel will complete the form.

3.3.2 Upon release from custody, the Release Deputy will serve the inmate with the form, have the inmate provide their full address, initial the requirements, sign the document, and apply their thumbprint.

4.0 Distribution

4.1 Upon completion of an above listed form, copies shall be made from the signed original and routed within the specified time frame, according to the distribution list on each form. Any additional copy shall be made for the booking file.
TITLE: Reports and Distribution

POLICY: Each facility shall establish a procedure defining when certain reports, logs, and lists are to be printed and processed. The facility procedure shall also define their distribution.

REFERENCE:

GUIDELINES

1.0 JIMS Reports

1.1 Each facility shall define distribution of the following reports:

- Admissions/Releases
- Court Calendar
- Head-Count
- In Custody Listing (Alpha by Site)
- Shift Reconciliation
- Inmates Due for Release
- Future Due in Court Report
- Waiting for Pickup Report
- Inmates with Holds

2.0 Logs/Lists

2.1 Each facility shall define distribution of the following lists/logs:

- Reprint Log (Department Policy 506.26 att.1)
- Probable Cause Approval Log (Department Policy 506.13 att.1)
- Bail Bond Log (RSD Form 541)
- Bail and Fine Receipt/Log (RSD Form 523)
- Out of County Pick Up “Hot Sheet” (Department Policy 504.27 att.1)
- Money, Safe and Bank Deposit Logs – Refer to Department Policy 506.11 (Inmate Trust Account)
- State Prison Lists – Refer to Department Policy 506.18 (State Prison Commitments)

3.0 Attorney Request for Jail Admission Records

3.1 Attorneys requesting access to jail admission records shall be referred to the Riverside County Sheriff’s Information Services Bureau (ISB).

3.2 ISB may charge a fee for viewing and/or obtaining copies of jail admission records.
RIVERSIDE COUNTY SHERIFF’S DEPARTMENT
CORRECTIONS DIVISION POLICY MANUAL

TITLE: Request for Speedy Trial: In state/Out of state
NUMBER: 506.17

POLICY: Each facility shall establish procedures for processing inmate requests for disposition of charges, warrants, and detainers originating outside of Riverside County.

REFERENCE: 1381 P.C. 1389 P.C., 1170(h) P.C., Interstate Agreement on Detainers (IAD)

DEFINITIONS

Detainer - refers to a request, warrant or notice filed by a criminal justice agency with the facility in which an inmate is incarcerated, asking the facility either to hold the inmate for the agency or to notify the agency when release of the inmate is imminent.

Interstate Agreement on Detainers (IAD) - refers to the congressionally approved interstate compact that encourages the expeditious and orderly disposition of outstanding criminal charges and determination of the proper status of any and all detainers based on untried indictments, information or complaints.

Sending State - is the state in which the inmate is incarcerated.

Receiving State - is the state in which untried criminal charges are pending.

Anti-shuttling - refers to the provision of the IAD forbidding a second transfer of custody to the receiving state because trial was not held or completed during the first transfer.

GUIDELINES

1.0 In State Speedy Trial Request

1.1 Whenever an inmate has been convicted and sentenced to serve 90 days or more within Riverside County, he/she may request to be brought to trial, for any pending criminal charges in any jurisdiction within California.

1.2 The request shall be made using RSD Form 558a. (Written Notice of Defendant’s Desire to Be Brought to Trial or Sentencing Under Section 1381 of the Penal Code)

1.3 If RSD Form 558a is not applicable, incorrect or incomplete, RSD Form 558b must be completed. (Return of 1381 P.C. Request)

1.4 Two unaddressed stamped envelopes must accompany the 1381 forms, with the return address written in the upper left-hand corner, including the inmate’s name and booking number.

1.5 All 1381 forms received by or sent from the business office shall be logged on 506.17 Att. #11 (1381 PC Filings Tracking)
2.0 Out of State Speedy Trial Request

2.1 Whenever an inmate has been convicted and is to serve a sentence within Riverside County under 1170(h) PC, they may request disposition of any pending criminal charges, warrants or detainers in any jurisdiction outside of California legally joining in the Interstate Agreement on Detainers (IAD).

NOTE: To date, only Louisiana and Mississippi have not become parties to the IAD.

2.2 An inmate may request these forms from the Business Office. Business Office staff assigned to process 1389 forms will prepare 506.17 Att. # 1 (IAD Form I Notice of Untried Indictment, Information or Complaint and of Right to Request Disposition.) and 506.17 Att. # 2 (IAD Form II Inmate’s Notice of Place of Imprisonment and Request for Disposition of Indictments, Information or Complaints) and forward the forms to the inmate to be signed.

2.2.1 The initial request shall officially be made by the inmate using Att. # 1.
2.2.2 Att. # 2 is not mandatory. Inmates arrested for out of state charges will be entitled to a pre-transfer hearing before temporary custody is accepted. Upon the inmate signing Att. # 2, it eliminates the need for a pre-transfer hearing and doubles as a waiver of extradition.

2.3 The inmate shall sign and return the form(s) to the Business Office. The Business Office staff assigned to process 1389 forms will complete 506.17 Att. # 3 (IAD Form III Certificate of Inmate Status) and 506.17 Att. # 4 (IAD Form IV Offer to Deliver Temporary Custody). The forms will be forwarded via chain of command to the Facility Commander for approval.

2.3.1 Four unaddressed stamped envelopes must accompany the IAD Forms. The inmate is responsible for providing the envelopes.

2.4 All completed forms will be sent to the Agreement Administrators of the sending and receiving states (Refer to Directory of IAD Administrators), the prosecuting official of the jurisdiction which placed the detainer, and the clerk of the court which has jurisdiction over the matter. All agencies in the “receiving state” which have lodged detainers will be notified of the inmate’s request.

2.4.1 The copies for the prosecuting official and the court must be transmitted by certified or registered mail, return receipt requested.
2.4.2 An additional copy will be made and placed in the inmate’s file for reference.

2.5 After receiving the request for disposition of charges, certificate of the inmate’s status, and offer of temporary custody, the prosecutor of the receiving state should immediately return to the facility 506.17 Att. # 6 (IAD Form VI Evidence of Agent’s Authority to Act for Receiving State), and 506.17 Att. # 7 (IAD Form VII Prosecutor’s Acceptance of Temporary Custody Offered with an Inmate’s Request for Disposition of a Detainer).

NOTE: The inmate must be brought to trial within 180 days of the time the
prosecutor and court receives the inmate’s request for disposition and accompanying documents.

2.6 Following the conclusion of the proceedings in the receiving state, the prosecutor should notify the facility and Agreement Administrators of the disposition using 506.17 Att. # 9 (IAD Form IX Prosecutor’s Report of Disposition of Charges) and arrange for the inmate’s return.

2.7 All 1389 forms received by or sent from the Business Office shall be logged on 506.17 Att. # 10 (1389 PC Filings Tracking).

3.0 Out of State Request Made by the Prosecuting (Receiving) State

3.1 Whenever an inmate has been convicted and is to serve a sentence within Riverside County under 1170(h) PC, the prosecuting (receiving) state may request disposition of any pending criminal charges, warrants or detainers in their jurisdiction if that state legally joins in the Interstate Agreement on Detainers (IAD).

- The request will be made by the prosecuting (receiving) state using 506.17, Att. # 5 (IAD Form V Request for Temporary Custody).

3.2 When a Request for Temporary Custody is received, the Business Office staff assigned to process 1389 forms will prepare Att. # 3 and Att. # 4. The forms will be forwarded via chain of command to the Facility Commander for approval.

3.3 The Business Office staff assigned to process 1389 forms will prepare Att. # 1, Att. # 2 and forward the forms to the inmate to be signed.

3.4 All completed forms will be sent to the Agreement Administrators of the sending and receiving states (refer to Directory of IAD Administrators), the prosecuting official of the jurisdiction which placed the detainer, and the clerk of the court which has jurisdiction over the matter. The copies for the prosecuting official and the court must be transmitted by certified or registered mail, return receipt requested. All agencies in the receiving state which have lodged detainers will be notified of the inmate’s request.

3.4.1 An additional copy will be made and placed in the inmate’s file for reference.

3.5 Once the prosecuting state has received the request for disposition of charges, certificate of the inmate’s status and offer of temporary custody, the prosecutor should return Att. # 6 and 506.17 Att. # 8 (IAD Form VIII Prosecutor’s Acceptance of Temporary Custody Offered in Connection with a Prosecutor’s Request for Disposition of a Detainer) to the facility.

- The prosecuting state must provide the original forms. Copies will not be accepted.

NOTE: When a transfer of custody is made at the request of the prosecutor, the inmate must be brought to trial within 120 days from the time of arrival in the receiving state.
3.6 Following the trial in the receiving state, the inmate is to be returned to the sending state at the earliest practicable time. The prosecutor should notify the facility and agreement administrators of the disposition using Att. # 9 and arrange for the inmate’s return.

3.7 After completing the sentence in the sending state, if the inmate has an unfinished sentence in the prosecuting state, he should be extradited to that state to complete the sentence. However, if the IAD transfer was at the inmate’s request, he has waived extradition back to the receiving state to serve the unfinished sentence by signing Att. # 2.

3.8 All 1389 forms received by or sent from the Business Office shall be logged on Att. # 10 (1389 PC Filings Tracking).

4.0 Dismissal for Violation of IAD

4.1 The IAD may be dismissed for only three types of violations:

- Failure of the receiving state to accept an offer of temporary custody.
- Failure to bring the inmate to trial within the applicable time period.
- Failure to bring the inmate to trial before his return to the sending state.

4.2 Dismissal must be ordered by the court of the receiving state, since the sending state has no jurisdiction over the pending charges. The sending state’s court may quash a detainer if they determine a violation has occurred. The dismissal of state charges for violation of the IAD does not preclude federal prosecution for the same conduct.

4.3 IAD Article III & IV contain “anti-shuttling” provisions. If trial is not had on any indictment, information or complaint contemplated prior to the return of the inmate to the sending state, such indictment, information or complaint shall not be of any further force or effect, and the court shall enter an order of dismissal.

5.0 When an IAD should not be used:

5.1 To transfer an inmate who is pronounced to be mentally ill.

5.2 To obtain temporary custody of an inmate when he is facing capital charges in the receiving state. In death penalty cases, the transfer of custody for trial will be accomplished through extradition, with an agreement providing for return to the sending state only if the death penalty is not imposed.

5.3 When the inmate’s release date is imminent (within six months).

5.4 If the inmate’s release date is either before the trial in the receiving state or could be completed shortly thereafter, it may not be desirable to return the inmate to the sending state. In these cases, the IAD should not be used; rather, the inmate should be extradited.
- If the inmate has an end of sentence date before he is returned from the receiving state, the IAD no longer applies. Thus, the receiving state can keep him.
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TITLE: State Prison Commitments

POLICY: Each facility shall establish a procedure for maintaining, tracking and processing state prison commitments.

REFERENCE: PC, Section 1026.5

GUIDELINES

1.0 Each facility shall maintain a list of inmates newly sentenced to state prison through the “State Prisoners Awaiting Commitments Report” in the JIMS computer.

1.1 This report is maintained to keep track of sentenced inmates in RSD custody who have not received their prison commitment packets from the court(s).
TITLE: Telephones - Business Office

POLICY: The news media and general public shall be given non-confidential information about inmates housed within Riverside County.

REFERENCE: General Orders section 303.03, Penal Code sections; 832.7,832.8 and 11105.6, Government Code section 6254(f)(1), Financial Code section 4050, California Financial Information Privacy Act, Department Policy P501.18 (Release of Information), P506.03 (Bond Surrender /Forfeitures)

GUIDELINES

1.0 Telephone Use

1.1 Each correctional facility has a responsibility to protect the privacy and rights of the inmates and staff members.

1.2 No staff member shall release information about a department member unless authorized by supervision pursuant to 832.7 P.C. and 832.8 P.C.

1.3 All department telephones are for official use only.

2.0 Release of Public Inmate Information

2.1 Information will not be released in conflict with Government Code 6254(f)(1).

2.2 Staff may release the following information, except to the extent that disclosure would endanger the safety of any person involved in an investigation or interfere with the progress of an investigation:

- The arrestee’s physical description including; full name, date of birth, physical description and occupation.
- Location, time and date of arrest, arresting agency, charges, and case number, outstanding warrants or holds.
- Time and date of booking, current facility the inmate is housed, or the date, time and manner of release.

2.3 Staff may NOT release the following information:

- The arresting officer’s name.
- Any information and/or photograph of any federal prisoner.
- The balance of an inmate’s trust account; to the public per Financial Code 4050, or to bail agents unless its’s pursuant to Penal Code section 11105.6 as outlined in P506.03 (Bond Surrender /Forfeitures).
- Medical information per the Health Insurance Portability and Accountability Act (HIPAA). Or the hospital location, when an inmate is on a “med run” or housed
at a location other than the Detention Care Unit (DCU) of Riverside University Health System (RUHS).

2.4 If a question exists regarding the release of information, staff shall bring it to the attention of a supervisor.

2.5 All other information contained in the inmate’s jail record(s) is not for disclosure except with the facility commander’s approval.
POLICY: Each correctional facility shall use the procedure set forth in this section for the completion of release dates for county sentenced inmates.

REFERENCE: 669 PC, 1205 PC, 1463 PC, 4013 PC, 4018.6 PC, 4019 PC, 4019.4 PC, 4024.1 PC, 2900.5 PC, 2933 PC, 1170(h) PC

DEFINITIONS

Computer Generated Time Computations - All time computations shall be completed on RSD Form 525a through the Excel for Windows, computerized spreadsheet. For standard methods of calculating an end of sentence date, refer to Department Issued Form Procedures 525.

Manual Time Computations - Time computations completed manually using RSD Form 525b.

Julian Date Calendar - The Julian date calendar is a perpetual calendar listing the days in number order. For example, January 1 is Julian date 001; January 31 is Julian date 031; February 1 is Julian date 032; December 31 is Julian date 365.

➤ A different Julian calendar is used for leap years to allow for the extra day. The leap year Julian calendar will end with day 366.

Sentence Date - The date an inmate is sentenced or the date a sentence commences.

Length of Sentence - The actual number of days, months, years, or amount of fine(s) (converted to custody time), stated on the commitment.

 Conversion of fine to custody time - A sentence to serve custody time in lieu of a fine.

Concurrent sentence (CC) - A sentence to be served at the same time as another sentence or sentences.

Consecutive sentences (CS) - Consecutive sentence is one commitment following another commitment.

Net Sentences - A net sentence is the time owed after credit for time served has been deducted from a sentence as directed by the court.

Suspended Sentences - A suspended sentence is all or a portion of the sentence that has been deferred until further order of the court.

Credit for Time Served (CTS) - Pre-sentencing custody time deducted from an inmate’s sentence.

Actual Days Served (ADS) - The number of days an inmate actually serves after all credits have
been applied.

GUIDELINES

1.0 General

1.1 It is the intent of this policy that all time computations be prepared utilizing the computer-generated Time Computation RSD Form 525a. However, should there be extenuating circumstances, time computations may be calculated manually on RSD Form 525b. Refer to Department Issued Forms Procedure for 525.

2.0 Jail Information Management System (JIMS) Documentation and Logs

2.1 The JIMS Case Information remarks line on each sentenced case will be updated to include the length of sentence, credit for time served, end of sentence date, and actual days served.

2.2 The JIMS Sentenced Inmate screen will be updated with the start and end of sentence date, actual days served, main charge, and length of sentence to county jail, 1170(h) or State Prison in terms of years, months or days for each case.

2.3 Once all local cases have been adjudicated, the JIMS Case Information screen header will be updated with the date mandating the greatest amount of custody time and actual days served.

2.4 As each case is adjudicated, the A.M. Release Card log will be updated with the date mandating the greatest amount of custody time.

Example(s): one case has been adjudicated and a second is not, the adjudicated case will be placed on the AM card. Once the second case is adjudicated, the date mandating the greatest amount of custody time will be updated on the AM card.

If multiple cases are sentenced on the same date, the date mandating the greatest amount of in custody time will be placed on the AM card.

2.5 If applicable, the 1170(h) Commitment reprint log will be updated.

3.0 Time Computations Review and Corrections

3.1 All time computations, minute orders, and balance of time information shall be reviewed by a supervisor for accuracy and to verify the JIMS computer has been updated with the correct information. Once the review is complete, the supervisor shall initial or stamp the “Reviewed by Name & ID” boxes and date.

3.2 In the absence of a supervisor, the time computation may be reviewed and signed off by a Corporal, Correctional Corporal, or Sheriff’s Corrections Assistant II.

3.3 In no case shall a time computation be reviewed by the same staff member completing the computation.
3.4 If a new sentence or other court ordered change requires a new computation, the old-time computation form shall remain in the file and the new one added.

4.0 Time Computation Issues

4.1 Conversion of fine to custody time

4.1.1 If the minutes state a fine is converted to custody time, and the number of days to be served is provided by the court, the court’s calculations will be used.

4.1.2 If the total number of days to be served in lieu of a fine is not provided by the court, they must be calculated by custody staff. The number of days for the fine is computed by dividing the total amount of fine(s), plus penalty assessment if applicable, by the rate ordered by the judicial officer of the court.

   Example: $190.00 divided by $30.00 per day = 6 days to be served.

4.1.3 The rate must be at least $30.00 per day (1205(a) PC, 2900.5(a) PC) unless otherwise directed by the court. All portions of a fine less than the rate per day shall not be used for time computation purposes (1205(a) PC).

   NOTE: Do not round up.

4.1.4 All fines are to be considered concurrent unless otherwise stated on the court commitment.

4.1.5 If a fine is paid after the inmate has begun his/her sentence; custody staff shall compute a new release date based on the amount of time already served and the amount of the fine that is paid.

4.2 Concurrent sentences

4.2.1 All sentences of time (hours, days, months, years) are concurrent, unless otherwise stated on the court commitment order (669 PC).

4.2.2 It is possible to have one sentence concurrent to another sentence and have two different release dates.

4.2.3 The date mandating the greatest amount of custody time is used for the inmate's release date.

4.3 Consecutive sentences

4.3.1 The court must state in the sentencing portion of the commitment order that the case is “consecutive”. Otherwise, the sentences shall be served concurrently.

4.3.2 In regard to processing consecutive sentences, after completion of one commitment, another begins.

   Example: An inmate is sentenced to consecutive time on two cases. The "sentence commenced" date on the second case would be the day following the release date of the time computation on the first case.
4.4 Suspended sentences

4.4.1 Suspended sentences are not to be served and will not be calculated into the time computation.

4.4.2 If the entire sentence is suspended, the case should read “released”.

4.4.3 If part of the sentence is suspended, only the balance left from the original sentence will be calculated into a time computation.

**Example:** An inmate is sentenced to thirty days, ten days suspended, and five days CTS. The time computation should be processed as twenty days, with five days CTS.

4.5 Credit for time served (CTS)

4.5.1 Credit for time served shall be processed by using the total credits listed in the court minutes, which includes actual days served and 4019 PC or 2933 PC credits.

4.5.2 Credit for time served should be stated on the court commitment (refer 2900.5(d) PC) and given in all cases (refer 2900.5(a) PC) unless it is specifically stated in the minutes that no credits are to be given (refer to 2900.5 PC).

4.5.3 If the court minute order does not indicate specific credit for time served to be given, the appropriate court clerk shall be contacted (California Rules of Court, Rule 4.310.) All correspondence should be communicated through e-mail for clarification and documentation purposes.

4.5.4 Consecutive (CS) commitment shall be given CTS only once per period of incarceration (refer 2900.5 (b) PC).

4.5.5 If the CTS is exactly the same on each case, regardless of the number of consecutive cases, the credits will only apply one time.

4.5.6 Cases that are consecutive with different CTS shall be calculated with the applicable CTS stated in the minutes.

**Example:** An inmate is booked the same day for two different cases and is then sentenced to consecutive time on both cases, with five days CTS on each case. This inmate would receive five days CTS on the first-time computation, and none on the second since the CTS on the second case is related to the same custody period.

4.6 Net sentencing with consecutive cases.

**Example:** If one sentence states "net" and the other case states specific "credit for time served", the inmate shall receive the credit for time served indicated.

4.7 Escapes

4.7.1 An inmate who escapes forfeits all good time and work time credits earned up to the time of escape. This is documented through the disciplinary marker procedures.

4.7.2 The inmate shall resume earning good time and work time credits from the
date of apprehension and return to the authority of the Riverside County Sheriff’s Department.

4.8 Juvenile case time computations

4.8.1 Inmates sentenced on juvenile cases are sometimes sentenced to a range of time, such as 30-60 days. In such cases the time computation will be completed using the lower amount, 30 days in this example.

4.8.2 **Inmates sentenced on juvenile cases do not receive good time or work time credit; therefore, this time is not to be credited on the time computation.**

*Note:* This does not apply to juvenile In-absentia bookings convicted as adults by the Riverside Superior Court.

4.9 Cases sentenced to both straight time and work release

4.9.1 If an inmate is sentenced to straight time and work release on the same case, the straight time shall be computed with CTS given. The inmate will then be released to the work release program.

**Example:** An inmate is sentenced to 180 days with 10 days CTS, 90 days straight time, with the balance served on work release. The time computation would be processed as 90 days with 10 days credit for time served. Upon release, the inmate would report to the Work Release Program (WRP) through the Riverside Alternative Sentencing Program (RASP) to complete the rest of the sentence.

4.10 Work release returned to custody

4.10.1 If an inmate serving a work release sentence is remanded back into the custody of the Sheriff, a time computation must be completed for the remainder of the time the inmate owes. Keywords that indicate this has occurred are as follows:

- Balance of time
- Weekend Commitment terminated
- Sheriff’s labor program terminated
- Additional time / Additional Term

4.10.2 Contact WRP staff at RASP via e-mail to obtain the balance of time owed.

*NOTE:* There is an exception to requesting a balance of time owed. Do not contact WRP staff at RASP when the minute order states “Additional time” as a result of imposing a previously suspended violation of Mandatory Supervision sentence.

4.10.3 WRP staff at RASP will only send the balance of time owed for the cases specifically requested by custody staff.

4.10.4 If an e-mail is received from WRP staff at RASP stating the subject owes no
balance of time or no record of work release time, the e-mail will be maintained in the file with the case to which it pertains.

4.10.5 The work release coordinator will send an Inmate Jail Report Form (Jail Report 02/2010) including the original sentence and the number of days completed on the program.

**NOTE:** The form contains two columns for use. Custody staff will complete these columns before they compute the time computation. The first column is for current credits and the second column is for the total credits. In the second column calculate the sum of all credits; including the original CTS, days completed on the program, and current CTS.

4.10.6 The new time computation will begin on the date the inmate was sentenced.

4.10.7 Any time owed on work release will be concurrent unless otherwise stated in the new court paperwork.

4.10.8 When “Additional Time” is stated, the WRP balance is consecutive unless specifically noted in the minutes as concurrent.

**NOTE:** An inmate serving a sentence on a part time work release commitment **CANNOT** be brought back into custody on his or her part-time work release commitment case unless the court has remanded them into custody or there has been a warrant issued for that case.

**DO NOT** request balance of time owed from WRP staff at RASP on part-time work release commitments brought in on new charges. When the inmate fails to appear, WRP staff at RASP will process the inmate’s file accordingly.

5.0 Program Credits (4019.4 PC)

5.1 An inmate may earn custody credit reductions based on successful completion of an approved in-custody rehabilitative program. The credit should appear on SITE-B Form 5035 (514.02 att. 1) and approved by the SITE-B Programs supervisor.

5.1.1 Program Credits can be earned by both sentenced and un-sentenced inmates

- For un-sentenced inmates, place the approved form on the left hand side of the inmate file. Upon sentencing, complete a time computation to include the earned program credits.
- For sentenced inmates, a new time computation will be completed to include the earned program credits.

5.1.2 Credit reduction may range from not less than one week, to no more than six weeks for each performance milestone, with no more than six weeks' reduction during a 12-month period of continuous confinement.

6.0 Fire Camp Returnees

6.1 When an inmate returns early from Fire Camp, due to removal for reasons such as medical or discipline, a new time computation will be completed. Use the “Return
from Fire Camp” form provided by RASP. The form will be reviewed and signed by a supervisor from RASP.

- A new time computation is not needed when the inmate is returned for standard release processing 30 days prior to their release date.

7.0 Parole Revocations and Post Release Community Supervision (PRCS) Violations

7.1 Parole and PRCS violators are heard locally and serve their time for the violation in county jail. The court will give a sentence and a release date in the Jail Minute Order (JMO) for these cases.

- PRCS sentences may also be in the form of a Booking Authorization Form (BAF) from the Probation Officer.

7.2 JIMS will be updated to reflect the sentence and release date. The staff member processing the JMO or BAF shall place their initials, date, and ID number on the JMO or BAF.

- No Time Computation form needs to be completed. However, an authorized review is required to include the initials, date, and ID number of the reviewer on the JMO or BAF. The information will also be recorded on the 1170(h) log and the appropriate A.M. Card.

8.0 Clarification of Court Paperwork

8.1 Interpretation of court paperwork is very critical to this procedure. If there is a question about the court paperwork, the meaning of a commitment is unclear, or there is a question on the amount of credit to be given, custody staff shall contact the appropriate court clerk for clarification. All correspondence should be communicated through e-mail for documentation purposes.

8.2 Any staff member who contacts the court for clarification of paperwork shall place a copy of the e-mail into the appropriate inmate’s file indicating the question and the court’s response so that others may interpret the paperwork the same way.

8.3 Unresolved issues related to an inmate’s court paperwork or a time computation shall be reported to a supervisor.

9.0 Historical Dates

9.1 January 25, 2010- The law changed regarding 4019 PC. Based on convicted charges a person could qualify to serve half time on their sentence instead of the previous two thirds time.

9.2 September 29, 2010- The law reverted back regarding 4019 PC. Violations occurring on or after this date would serve two thirds of their sentence. The violation dates were added to Jail Minute Orders on this date.

9.3 October 01, 2011- AB109 changed the law regarding 4019 PC. Violations
occurring on or after this date would serve half time.
Riverside County Correctional Facilities no longer provide fingerprinting for the general public.
RIVERSIDE COUNTY SHERIFF’S DEPARTMENT
CORRECTIONS DIVISION POLICY MANUAL

TITLE: Stalking/Domestic Violence - Notification

POLICY: The State of California mandates the county sheriff shall notify, “If requested”, a victim, a family member, or witness of the eminent release of a person convicted of stalking or domestic violence.

REFERENCE: 646.9 P.C., 646.92 P.C., 3058.61 P.C., 1192.7(c) PC, 6211 Family Code, and California Constitution Article I 28(b), (c)(1) and (e).

GUIDELINES

1.0 Notification Mandates

1.1 State law mandates that county sheriff’s give notice, not less than 15 days prior to the release from custody, of a person who is convicted of violating Section 646.9 of the California Penal Code, or convicted of a felony offense involving domestic violence, as defined in Section 6211 of the Family Code, to any person the court identifies as a victim of the offense, a family member of the victim of the offense, or a witness to the offense by telephone and certified mail at his or her last known address, upon request.

1.2 State Law (reference to Marsy Rights) also mandates that upon request from those victims as defined in 1192.7 (c) PC, they shall be informed of the conviction, sentence, place and time of incarceration, disposition, release date, release, and/or escape by a defendant from custody.

2.0 Notification Requirements

2.1 This section only applies to persons held in the custody of the Riverside Sheriff’s Department for a felony conviction of the following crimes:

- 646.9 PC
- 273.5 PC
- 422 PC

2.2 A 290 PC registrant may require victim notification.

2.3 All requests for notification will be accepted and documented on RSD Form 569 (Notification of Release), including public requests received after booking. Once received, they will follow the same telephonic and certified mail notification as any other request.

NOTE: A separate RSD Form 569 will be completed for each person to be notified.

3.0 Male/Female Intake Responsibilities
3.1 The booking deputy is responsible for checking the receiving sheet for the domestic violence notification.

3.2 If the domestic violence notification section on the receiving sheet has “Yes” circled, the booking deputy is responsible for completing RSD Form 569.

   - The booking deputy will have the arresting officer fill out the “person to be notified” information prior to putting the form in the inmates file.

3.3 After the form is filled out, the booking deputy will attach RSD Form 569 to the inmate booking file.

   - There will be a separate RSD Form 569 for each person to be notified.

4.0 Business Office Responsibility

4.1 It is the responsibility of the Business Office to update the JIMS system to include the need for domestic violence notification, when RSD Form 569 is present in the file.

5.0 Victim Notification

5.1 Notifications shall be made for felony convictions, not less than 15 days prior to the inmate’s scheduled release date.

5.2 The employee assigned to run the “Inmates Due for Release” report in JIMS, will also obtain the “Victim Notifications Required” report. The list will be given to the person designated by the facility to initiate and complete the Domestic Violence notification.

   5.2.1 If an inmate was sentenced to less than 15 days, notification will be made immediately.

6.0 Certified U.S. Mail Notification

6.1 It is the responsibility of the Business Office to address, pack, and seal the envelope with the completed RSD Form 569.

6.2 All release notification letters will be mailed by U.S. Certified Mail using legal "Sheriff labeled" envelopes, which have the return address preprinted.

6.3 The forms shall be routed according to the instructions on the forms.

   6.3.1 The original form shall be mailed via U.S. Certified Mail to the appropriate victim, family member of the victim, or witness to the offense.

   - The booking number will be referenced on all U.S. Certified Mail forms and envelope.
   - The completed certified notification will be forwarded to the appropriate department for mailing.
6.3.2 The “Inmate File” copy shall be placed in the inmate booking file.
6.3.3 Once the certified mail return is received it shall be attached to RSD Form 569 in an active booking file. If the file has already been released, the certified mail return shall be scanned into R.E.D.S. referencing the released file booking number.

7.0 Telephonic Notification

7.1 It is the responsibility of designated staff to make all telephonic notifications from RSD Form 569.

7.2 After making notification, the designated employee will complete RSD Form 569.

7.3 If telephonic notification cannot be made, the employee will notify the arresting agency via dispatch. After notification is made, the employee will document which agency was contacted on RSD Form 569, in the appropriate area.
TITLE: Immigration and Customs Enforcement (ICE) - Notification  
NUMBER: 506.23

POLICY: Effective May 6, 2014, ICE Detainers will no longer be honored on advice from legal counsel, unless supported by a federal probable cause hearing. However, Release Notification Requests will be accepted and honored as permitted by law.


GUIDELINES

1.0 ICE Detainer (DHS Form I-247A)

ICE Detainers will not be honored unless accompanied with documentation of proof a federal probable cause hearing occurred and such proof is signed by a judge.

Upon receipt of an ICE Detainer, designated staff shall:

1.1 Complete the "ICE Detainer/Notification Request Eligibility Worksheet" (RSD Form 519). Follow section 3.0 for instructions.

1.2 Place the ICE Detainer in the inmate file and in the comments section indicate, "ICE Hold Rejected" with the date and time.

1.2.1 DO NOT enter the ICE Detainer information into JIMS.

1.3 Complete the "Notification to Inmate - ICE Immigration Request" Form (506.23, attachment 1-A). This attachment is also available in: Chinese (attachment 1-B), Korean (attachment 1-C), Tagalog (attachment 1-D), and Vietnamese (attachment 1-E).

1.3.1 Coordinate the delivery of the form to the inmate for his/her signature.

1.3.2 A copy of the ICE Detainer (DHS I-247A) shall be provided to the inmate, along with the yellow copy of the Notification to Inmate form.

1.3.3 The white copy of the Notification to Inmate form shall be kept in the inmate’s file.

1.4 For Inmates with ICE Detainers previously documented in JIMS and who are due for release, staff shall:
1.4.1 Process the inmate for release per Corrections Policy.
1.4.2 Update the following:

- In the JIMS description section, indicate “ICE Hold Rejected” with the date.
- In the comments section of the inmate file, indicate “ICE Hold Rejected” with the date and time.

1.5 Follow section 4.0 for notification of ICE upon release

2.0 ICE Notification Request (DHS Form I-247A)

ICE Release Notification Requests will be accepted and honored as permitted by law. Upon receiving an ICE Notification Request, designated staff shall:

2.1 Complete the “ICE Detainer/Notification Request Eligibility Worksheet” (RSD Form 519). Follow section 3.0 for instructions.

2.2 Place the ICE Notification Request in the inmate file and print in the comments section, “ICE Notification Request Received” with the date and time.

2.3.1 DO NOT enter the ICE Notification Request information into JIMS

2.3 Complete the “Notification to Inmate - ICE Immigration Request” Form (506.23, attachment 1).

2.3.1 Coordinate the delivery of the form to the inmate for his/her signature.
2.3.2 A copy of the ICE Release Notification Request (DHS I-247A) shall be provided to the inmate, along with the yellow copy of the Notification to Inmate form.
2.3.3 The white copy of the Notification to Inmate form shall be kept in the inmate’s file.

2.4 Follow section 4.0 for notification of ICE upon release

3.0 ICE Detainer/Notification Request Eligibility Worksheet (RSD Form 519)

Beginning January 1, 2018, California Government Code § 7282.5, allows a law enforcement agency to notify immigration authorities at the time the individual becomes eligible for release from custody, if certain conditions are met. To determine eligibility, staff shall do the following:

3.1 Upon receipt of an ICE Detainer/Notification Request, designated staff will review the inmate’s CII and/or FBI to confirm if a qualifying conviction/condition has been met and complete the “ICE Detainer/Notification Eligibility Worksheet”

3.1.1 Section I - ICE Detainer/Notification Eligibility

- “QUALIFIED” - If a qualifying conviction/condition has been met, designated staff will check the “QUALIFIED” box and indicate the charge
and/or condition met.

- Follow section 4.0 for notification of ICE upon release

- “PENDING Pre-Release Verification” - If the inmate does not have a qualifying conviction/condition, designated staff will check the “PENDING Pre-Release Verification” box.

3.1.2 Section II - Pre-Release ICE Detainer Eligibility Verification

If the ICE Detainer/Notification Request did not qualify in Section I, the inmate’s CII/FBI/Current case disposition will be reassessed prior to release.

- If the inmate is due for release and still does not meet any of the convictions/conditions, designated staff will NOT notify ICE of the inmate’s release.
- If the inmate QUALIFIED while in custody, the designated staff shall:
  - Check the appropriate box, along with date and qualifying charge/condition
  - Follow section 4.0 for notification of ICE upon release

4.0 Release of inmates with ICE Detainers or Release Notification Requests

4.1 Notify ICE as soon as practical regarding the release of an inmate with an ICE Detainer/Notification Request that has a qualifying conviction/condition listed on Form 519.

4.1.1 In the comments section of the inmate’s file, document the date, time and ICE agent notified.

4.2 Complete the “Notification to Inmate – ICE Notified of Your Release Date” Form (506.23, attachment 2-A). This attachment is also available in: Chinese (attachment 2-B), Korean (attachment 2-C), Tagalog (attachment 2-D), and Vietnamese (attachment 2-E).

4.2.1 Coordinate the delivery of the form to the inmate for signatures and attorney/designee address. The pink copy of the form shall be provided to the inmate.

4.2.2 If the inmate provides an attorney/designee address, the yellow copy shall be promptly mailed to the attorney/designee via certified mail and documented on the form. The mailing should be deposited for collection in the mail the same day or as soon thereafter as may be practical.

4.2.3 The white copy of the form shall be kept in the inmate’s file.

4.3 Process the inmate’s file for release per Corrections Policy. Inmates in this category shall NOT be held beyond their release date. They will be released according to each facility’s release procedure without delay.

4.4 In the event an ICE agent arrives at a facility, after previously being notified of release of a specific inmate per section 4.1, staff shall arrange to immediately
transfer custody of such inmate to ICE within the secure area of the facility without delay prior to the inmate’s scheduled release time.

4.4.1 If the transfer of the inmate to ICE occurs, staff shall document it for annual reporting to the California Department of Justice.
POLICY: The Riverside County Sheriff's Department Corrections Division shall establish a procedure for providing access to personal care items and commissary to inmates. Corrections staff will provide security and assist in dispensing commissary items supplied by a private vendor.

REFERENCE: Title 15 section 1043, 1063, 1265

GUIDELINES

1.0 Booking Pack

1.1 Inmates housed in Riverside County Correctional Facilities will have access to personal care items through a private vendor.

1.2 All inmates who will be housed will be issued a cup and a "booking pack." This pack contains a razor, toothbrush, toothpaste, soap, two tablets of non-aspirin pain reliever, an inmate rulebook, and instructions for accessing medical care. The pain reliever will be removed from the packets of inmates in the following categories:

- Suicide watch
- Mental health housing
- Disciplinary housing

1.3 Inmates under suicide watch, mental health observation, or in disciplinary housing are prohibited from purchasing over the counter medication from inmate commissary.

1.4 Inmates housed in any housing unit that has been identified as having restrictive access to safety razors by the Facility Commander are prohibited from purchasing safety razors from inmate commissary.

2.0 Ordering Commissary

2.1 Inmates will order commissary through the commissary kiosk system. Commissary kiosks are located in designated areas inside housing units.

2.2 Inmates who are housed in areas where there are no commissary kiosks will order commissary through order forms, which commissary personnel will pick up on a regular basis.

3.0 Commissary Delivery

3.1 Custody Staff will standby and supervise while commissary staff dispense commissary orders.

3.2 Custody Staff will stop the delivery of commissary whenever an inmate fails to comply with regulations or requests.

3.3 At no time shall commissary staff be allowed to direct or instruct inmates to comply.
with any rule or regulation.

3.3.1 Commissary staff shall only answer inmate’s questions pertaining to issues of commissary, and not answer questions pertaining to housing problems or other inmate complaints.

3.2.2 Commissary staff will deliver orders in a clear bag for the inmates.

3.3.2 Commissary staff will deliver orders in a clear bag for the inmates.

3.3.3 Commissary staff shall remain alert for any unauthorized items and/or contraband which are not part of the commissary order list and shall report all violations they observe to Custody Staff.

3.3.4 Commissary staff will review on a yearly basis and will adhere to the Riverside County Sheriff’s Department policy on fraternization. Refer to Department Policy 503.01 (Fraternization Policy).

3.4 Custody staff may inspect any commissary order prior to the bag being delivered into the housing unit.

4.0 Inmate “Indigent Kits”

4.1 The inmate welfare fund is used to provide indigent inmates “Indigent kits” while in custody.

4.1.1 A “Indigent kit” is given out once every seven days. The kit consists of the following:

- (4) Sheets of writing paper
- (2) Envelopes
- (1) Golf style pencil
- (1) Safety razor
- (1) Short handle toothbrush
- (1) Clear gel toothpaste
- (1) 5-inch comb
- (1) Bar of soap
- (1) Mini deodorant

4.2 Dispensing Procedures

4.2.1 An indigent inmate refers to an inmate who has less than $3.52 on their account.

4.2.2 Commissary staff will check money balances for inmates who are requesting indigent kits using the Jail Information Management System (JIMS). Any inmate that is indigent will receive a “Indigent kit” from commissary staff.

4.2.3 The inmate shall sign the commissary receipt when they receive an “Indigent kit” from commissary staff.

4.2.4 The commissary receipt shall be maintained by commissary staff to complete the "monthly welfare report."

5.0 Maximum Amount of Commissary Items Possessed by Inmates

5.1 Inmates may only possess double the amount of any item listed on the commissary order envelope. For example, if the maximum order for Tylenol is 20 tablets, the
inmate may not possess any more than 40 Tylenol.

5.2 Additionally, all inmate's personal property, except legal mail, must fit inside one property box.

5.2.1 Excess commissary items shall be placed in the inmate’s property container(s) in an inmate property storeroom. (Except food items).
5.2.2 Commissary items, seized through the inmate discipline process, shall be placed in the inmate’s property container(s) in an inmate property storeroom.
5.2.3 A supervisor may authorize the disposal of excess or seized inmate hygiene items (like soap and razors) when appropriate.

6.0 Inmate Complaints

6.1 Custody Staff receiving inmate complaints or questions pertaining to commissary issues shall issue a Commissary Service Complaint Form (RSD Form 599). The complaint will be forwarded to commissary staff.
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<th>Date Filed</th>
<th>Inmates Name</th>
<th>Booking No.</th>
<th>Jail P &amp; P</th>
<th>Jail Conditions</th>
<th>Jail Staff</th>
<th>Medical</th>
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507.02 att 1
TITLE: Grievance/Writ Petition

POLICY: The Riverside County Sheriff’s Department Corrections Division shall accept inmate grievances. Any inmate may file a grievance to complain about any condition of confinement that the Riverside County Sheriff's Department has control over.

REFERENCE: CAC Title 15, Section 1068 and 1073. Prison Litigation Reform Act (PLRA) Department General Orders Section 108.02, 108.18, AB1953.

DEFINITIONS:

Inmate Grievance - An inmate grievance is an allegation by an inmate regarding any current condition of confinement, act, rule, and/or policy, written or unwritten in which an inmate feels their inmate rights or privileges have been violated or not adhered to. Typical inmate grievances include, but are not limited to: Classification actions, program access, telephone usage, mail distribution, disciplinary actions, commissary services, food quality, clothing and bedding allocation and hygiene allotment. Additionally, inmates can use the grievance process to allege employee misconduct, use of force, lack of or improper medical and mental health care, failure to protect or infringement upon personal, human, or constitutional rights.

➢ Staff members are encouraged to resolve inmate grievances at the lowest possible level where appropriate. However, inmate grievances related to employee misconduct, use of force, lack of or improper medical and mental health care or failure to protect shall be brought to the immediate attention of a supervisor.
➢ Staff mentioned in a grievance related to a direct complaint will be prohibited from participating in the hearing process.

GUIDELINES

1.0 Grievance Process

1.1 Inmate Grievance forms (RSD Form 559) will be made available at all times at all facilities. Grievance forms will be maintained in every housing unit for inmates to freely access without the need to obtain from staff.

➢ Due to the unique layout of our facilities some areas may not have grievance forms or grievance collection mailboxes in their immediate area. Inmates can still request a grievance from their Housing Unit Deputy and turn in completed forms.

1.2 No staff member can refuse to accept an inmate grievance.

1.3 Inmates can grieve any current condition of confinement, including but not limited to:

➢ Medical and mental health care
➢ Classification actions
- Staff misconduct (including use of force)
- Failure to protect
- Disciplinary actions - Refer to Department Policy 504.09 (Discipline)
- Program participation (including religious services, customs and practices)
- Telephone, mail and visiting procedures
- Food, clothing, hygiene and bedding
- Commissary services - All commissary grievances will be handled using the Commissary Services Complaint Form (RSD Form 599) Refer to Department Policy 507.01 (Commissary).

1.4 Inmates have 10 days to file a grievance from the issue occurrence.

1.4.1 If the grievance is submitted more than 10 days after the incident in question, a supervisor will determine if there is a legitimate reason for the grievance to be late.
1.4.2 If there is no legitimate reason for the grievance to be late, the supervisor may respond to the grievance by indicating that it was submitted late and will not be acted upon.
1.4.3 If the supervisor finds a legitimate reason for the grievance to be submitted beyond the 10 days from issue occurrence, or if the grievance is an allegation involving immediate risk of personal injury, health and safety issues or staff misconduct, the supervisor will address the issue or bring the grievance to the attention of a facility lieutenant where appropriate.

1.5 Staff receiving grievances regarding staff misconduct, use of force, failure to protect or sexual abuse will immediately notify their supervisor. These grievances shall be brought to the attention of a facility lieutenant.

1.5.1 The supervisor will enter the grievance information into the JIMS Grievance Tracking System.

1.6 If the grievance involves a medical or mental health issue, the supervisor will contact the appropriate health care staff who will attempt to resolve the grievance without unnecessary delay.

1.6.1 Staff receiving grievances involving medical and/or mental health issues will maintain the confidentiality of protected health information in accordance with their training.

2.0 Grievance Collection

2.1 When a grievance mailbox is present in the dayroom, completed grievance forms can be placed in the grievance mailbox or submitted to staff.

2.1.1 In the event, there is no grievance mailbox in the dayroom, the staff member receiving the completed form from the inmate will give it to a Shift Sergeant prior to the end of shift. Any grievance issues outlined in section 2.5.1 will be immediately reported to a sergeant.
2.1.2 The sergeant will review the grievance, enter the grievance information into the JIMS Grievance Tracking System, and will determine how the grievance
should be handled.

2.1.3 If the grievance is not related to any issues previously outlined, and it is able to be handled at a lower level, the Shift Sergeant will distribute the grievance in an attempt to resolve.

2.1.4 Once staff makes contact with an inmate regarding a grievance, they will attempt to resolve the grievance. Once completed, resolved or not, staff will sign and date the form where indicated, and give the inmate the goldenrod copy as a receipt.

2.2 Supervisor Responsibilities

2.2.1 A sergeant will collect and review grievances once per shift.

2.2.2 The collection of grievances shall be documented on the Supervisors' Incident Pass-on Log.

2.2.3 The supervisor will document his/her findings and resolutions on the grievance form.

2.2.4 The supervisor will ensure the findings/resolutions are discussed with the inmate and the information is updated in the JIMS Tracking System.

2.2.5 If necessary, the supervisor may forward the grievance to another more appropriate supervisor for resolution. (Floor Operations, Classification, Transportation, etc.)

2.2.6 The inmate will be asked to sign the bottom of the grievance form to indicate the grievance findings have been discussed with him/her.

2.2.7 Inmate grievances need to be investigated and discussed with the inmate within ten days of being submitted.

2.2.8 After the grievance and findings have been discussed with the inmate, the form will be distributed as follows:

- White copy to the inmate's file.
- Yellow copy to the facility commander or designee.
- Pink copy to inmate.
- (Goldenrod copy already to the inmate as a receipt.)

3.0 Appeal Process

3.1 Inmates may submit a hand-written appeal to the grievance findings/resolution within seven days. Inmates do not need to submit this written appeal on a Form 559.

3.1.1 If an appeal is submitted, the supervisor will forward the appeal to their respective lieutenant with an attached memorandum providing information regarding previous steps taken to resolve the original grievance.

3.1.2 The lieutenant will review the original grievance, findings, and appeal letter. He/she will provide the inmate with a written response addressing each documented concern.

3.1.3 Grievances not resolved at the lieutenant level may be appealed to the Facility Commander within seven days. The Facility Commander will be the final authority for the disposition of the grievance and will provide a written response.

4.0 Grievance System Abuse

IV-4 08/18/2021
4.1 An inmate may be suspected of abusing the grievance system if the inmate:

4.1.1 Submits repeated grievances or appeals regarding the same issue without allowing sufficient time for a response.
4.1.2 Submits repeated grievances for issues that have already been addressed and/or resolved.
4.1.3 Submits repeated grievances or appeals regarding an issue for which the inmate has exhausted his/her administrative remedies or time constraints.
4.1.4 Submits repeated grievances or appeals that are frivolous, malicious, or include abusive, foul, or obscene language.

4.2 When a supervisor or lieutenant who is responding to a grievance believes that the inmate is abusing the grievance system, the lieutenant will notify the Facility Commander of the specifics of the abuse. If the Facility Commander determines that the inmate is abusing the grievance system, he/she may suspend the inmate’s ability to submit grievances for a specific period of time (usually 30 days). The Facility Commander will prepare a letter of suspension and verify that it is delivered to the inmate.

4.3 Once an inmate’s ability to submit grievances has been suspended, grievances submitted by that inmate will still be accepted and forwarded to a shift supervisor.

4.3.1 If the grievance alleges an immediate risk to the inmate’s wellbeing, staff misconduct, use of force, lack of or improper medical and mental health care, failure to protect, or sexual abuse, the supervisor will still address these concerns and bring them to the attention of a lieutenant where appropriate.
4.3.2 If none of the above conditions exist, copies of the grievance will be disseminated with a copy of the suspension letter attached as outlined in this policy.

5.0 Writ Petition

5.1 Facility staff shall provide a blank Petition for Writ form to any inmate requesting a writ (Judicial Council of California Form MC-275, revised 1-1-17).

5.1.1 The staff member providing the writ shall notify a supervisor of the circumstances surrounding the request.
5.1.2 If the dispute involves a matter concerning the Department or facility operations, the staff member shall contact the inmate and attempt to address the issue and explain the grievance process. (If the grievance process has not been used to address the matter, a grievance form will be given to the inmate.)

5.2 If the staff member is unable to resolve the matter, and the inmate submits a petition for writ, the staff member shall accept the petition from the inmate.

5.2.1 Department staff members shall not provide any assistance or legal advice to inmates in the preparation of a Petition for Writ. Any requests for information shall be forward to a supervisor.
5.2.2 All Petitions for Writ forms shall be accepted from inmates, without regard for completeness, content, or legibility.

5.3 A copy of the writ and a memo from a supervisor explaining the circumstances shall be forwarded to the Facility Commander, via chain of command.

5.3.1 If the matter involves an allegation of staff misconduct, the Facility Commander is to be notified immediately.

5.4 The facility will verify writs are filed with the court.

6.0 Civilian Complaint Reports Submitted by or for Inmates

6.1 As indicated in Department General Orders (Sec. 108.02), any person may file a complaint. However, if a Civilian Complaint Report is received from an inmate or from a third party regarding an inmate, the report will immediately be brought to the attention of the Facility Commander who shall have the discretion to determine how the complaint should be handled (administrative review, personnel investigation or as an inmate grievance).

6.2 If the Civilian Complaint Report is handled as an inmate grievance, the complaint and all related investigative material shall be forwarded to the Professional Standards Bureau.
POLICY: The Riverside County Sheriff’s Department Corrections Division shall develop procedures for inmates to receive showers, personal hygiene, and hair and nail care items.

REFERENCE: CAC Title 15, sections 1265, 1266, and 1267
CROSS-REFERENCE: H&S, section 459; B&P, section 6586.5(H)

GUIDELINES

1.0 Booking Pack

1.1 Each inmate shall receive an “booking pack” from the Booking/Intake Deputy, prior to movement to their housing unit.

1.1.1 Booking packs shall at a minimum contain the following items:

- Short handle toothbrush
- Clear gel toothpaste
- Soap
- 5-inch comb
- Safety razor
- 2 tablets of non-aspirin (1 pack)
- Inmate rules and medical instructions

1.2 Inmates shall not be required to share any personal care items.

1.3 Feminine care items shall be made available, as needed, to inmates.

1.4 Special hygiene items; i.e. special soaps, lotions, shampoo’s, etc; may be authorized by medical staff, as needed.

1.5 Pain relievers and safety razors may be removed from the booking packs of inmates in the following categories:

- Suicide Watch
- Mental Health Housing
- Disciplinary Housing

2.0 Showers

2.1 Facility staff shall permit inmates to shower upon assignment to a housing unit and at least every other day or more often if possible.

3.0 Hair and Nail Care

3.1 Hair care services shall be available to inmates at a minimum of once a month. A
contracted professional barber will be available to provide basic haircut services up to two times per month, as scheduled by each facility Program Coordinator.

3.2 Facility staff shall verify that hair and nail care equipment is properly sterilized.

- All hair and nail equipment will be sprayed with the provided disinfectant after each use and prior to storage.
- At no time shall an inmate be given scissors to cut their hair or another inmate’s hair.

3.3 Facility staff shall verify proper security measures are in place for the accountability of hair care items.

3.4 Facility staff shall establish a sign-up list of inmates desiring haircut services by the contracted barber prior to each scheduled session.

3.4.1 Administrative Housing inmates and inmates with a court order for a haircut should be given priority over other classifications of inmates.

3.5 Inmates may be added to the list during the session as needed by the facility; not to exceed the maximum three-hour block per session per facility.

3.6 Facility staff shall inventory the contracted barber’s equipment, to include clippers, a comb, and one pair of scissors, upon entering and exiting the facility.

3.7 Facility staff shall verify the contracted barber submits a completed Inmate Haircut Log (507.03 Attachment 2) after each scheduled haircut session, to include the inmate’s name, booking number, date and time of services provided, session start and end time, barber signature and date, and deputy escort signature, prior to leaving the facility. Completed Inmate Haircut Logs shall be submitted to the facility Program Coordinator. The facility Program Coordinators will submit completed logs to the Sheriff’s Inmate Training and Education Bureau (SITE-B) Accounting monthly for archiving.

3.8 Inmates, except those who may not shave for reasons of identification in court, shall be allowed to shave daily.

4.0 Methicillin-Resistant Staphylococcus Aureus (MRSA) Information

4.1 Information on MRSA is available on the Dedicated Inmate Channel for inmates to review, Refer to Department Policy 507.22 (Dedicated Inmate Channel).
What is MRSA?
Staphylococcus aureus, often referred to as “staph,” is a common type of bacteria that is found on the skin and in the nose of healthy persons. Staph bacteria may cause minor skin infections such as boils or more serious infections such as pneumonia and blood poisoning. Certain “staph” bacteria that have become resistant to first-line antibiotics are called MRSA. MRSA infections are more difficult to treat, but usually respond to incision and drainage and/or antibiotics.

How is MRSA spread from person to person?
MRSA is usually spread through direct physical contact with an infected person, but may also be transmitted through contact with contaminated objects or surfaces. MRSA is not spread by coughing unless the infected person has pneumonia.

How can I prevent becoming infected with MRSA?
- **Wash your hands** thoroughly with soap and water throughout the day, particularly every time you use the toilet and before every meal.
- Never touch another person’s wounds, infected skin, or dirty bandages.
- Don’t scratch skin rashes.
- Maintain excellent personal hygiene through regular showers and by keeping your living space clean.
- Don’t ever share personal hygiene items with others, including toiletries and towels.
- Clean off any surfaces shared with others such as weight benches.
- Use a towel or shirt as a barrier between your bare skin and exercise equipment.
- Shower after participating in close-contact recreational activities whenever possible.
- Don’t get a tattoo in prison.
- Don’t use injection drugs.
- Don’t have sexual contacts with other inmates.

How does a person know that he or she has a MRSA infection?
- A skin infection is the most common way to detect MRSA. **Always seek medical attention if you develop a boil, red or inflamed skin, insect or spider bite, or a sore that does not go away.**

Can MRSA be treated?
- MRSA skin infections are often treated first with frequent warm soaks and draining the wound. Strong antibiotics can be effective in treating MRSA. Serious or highly resistant MRSA infections may require intravenous (IV) antibiotics in the hospital.
**Que es MRSA?**

Staplylococcus aureus, que a menudo se refiere a “Staph”, es un tipo común de bacterias que se encuentran en la piel y la nariz de personas sanas. Las bacterias de Staph pueden causar infecciones de piel menores como ampollas o infecciones mas serias como pulmonía y envenenamiento de la sangre. Ciertas bacterias “staph” que se han hecho resistentes a antibióticos de primera línea son llamadas MRSA. Las infecciones de MRSA son mas difíciles de tratar, pero responden por lo general a incisión y avenamiento y/o antibióticos.

**Como se transmite MRSA de persona a persona?**

MRSA es por lo general transmitido por el contacto físico directo con una persona infectada, pero también puede ser transmitido por el contacto de objetos contaminados o superficies. El MRSA no es transmitido tosiendo a menos que la persona infectada tenga pulmonía.

**Como puedo prevenir ser infectado por MRSA?**

Lave sus manos a fondo con jabón y agua a lo largo del día, en particular cada vez que usted use los servicios sanitarios y antes de cada comida.

Nunca toque las heridas de otra persona, piel infectada o vendas sucias.

No rasgue erupciones de la piel.

Mantenga artículos de higiene personal sin contaminar con otros, incluso artículos de tocador y toallas.

Limpie cualquier superficie que este compartiendo con otros incluyendo las bancas de pesos.

Use una toalla o camisa de barrera entre su piel y los equipos de ejercicios.

Banese después de participar y tener contacto físico y después de actividades recreacionales.

No se tatue en la prisión.

No use drogas a medio de inyecciones.

No tenga contacto sexual con otros presos.

**Como sabe alguien si esta infectado con una infeccion de MRSA?**

Una infección de piel con pus es la manera más común de detectar MRSA.

Siempre use asistencia médica si usted desarrolla una ampolla, piel roja o inflamada, un piquete de insecto o arana o una llaga que no sana.

**Hay tratamiento para MRSA?**

Las infecciones de piel de MRSA a menudo son tratadas primero con banos de agua caliente y escurrimiento de la herida. Los antibióticos fuertes pueden ser eficaces en el trato de MRSA. Infecciones de MRSA serias o muy resistentes podrían requerir tratamiento de suero con antibióticos Fuertes y hospitalización.
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Completed logs will be turned in to the Program Coordinator

**Facility:** ______________________  **Date of Services:** ______________________

**Start Time:** ______________________  **End Time:** ______________________

Barber Signature: ______________________  Date: ______________________

Deputy Escort Signature: ______________________  Date: ______________________

P507.03 Attachment #2 (10/2010)
TITLE: Inmate Education Programs

POLICY: The Riverside County Sheriff's Department Corrections Division shall follow the administration of an inmate education program. The program may include academic and/or vocational education for housed inmates who volunteer to participate.

REFERENCE: Title 15 Section 1061, 1064, 1070, 1072; Penal Code 4018.5, 4029, 1170

GUIDELINES

1.0 Sheriff’s Inmate Training and Education Bureau (SITE-B) Responsibilities

1.1 The establishment, coordination, scheduling, and monitoring of programs for inmates is the responsibility of the SITE-B Inmate Services Manager.

1.2 The Inmate Services Manager will assign SITE-B Supervisors to oversee the work-related activities of subordinates assigned to programs at each facility.

1.2.1 The supervisor is responsible for scheduling and preparing a “weekly activities list,” which will be distributed to the “program coordinators” at each facility.

1.3 The SITE-B Inmate Services Manager is responsible for collecting and maintaining the statistics for programs delivered in the Facilities.

2.0 Program Coordinator Responsibilities

2.1 The SITE-B Inmate Services Manager will assign a SITE-B staff member to each facility to act as the Program Coordinator, who will coordinate programs that are scheduled on a daily/weekly basis.

2.1.1 The Program Coordinators will be responsible for informing the facility staff members of the activities, locations, and responsibilities associated with each program.

2.2 Each staff member is expected to assist in the programs endeavor by forwarding both positive and negative comments about existing programs, suggestions for improvement, and ideas for additional programs to the facility’s Program Coordinator.

2.2.1 The Program Coordinator will discuss these matters with their assigned supervisor and SITE-B Inmate Services Manager.

3.0 Eligibility
3.1 Reasonable criteria for program eligibility is established. An inmate may be excluded or removed based on safety and security standards or failure to abide by facility rules and regulations.

3.2 Inmates will be afforded equal opportunity to participate in all Facility programs regardless of their race, national origin, color, creed, sex, economic status, or political belief.

3.3 Generally, limited programs will be offered within the housing areas. The Sheriff’s Correctional Counselor(s) and Chaplain(s) or contracted teachers and clinical personnel may regularly visit housing areas to provide support services and programs, including but not limited to administering program assessments, providing therapeutic groups and counseling services, educational classes, or to distribute books and program materials.

4.0 Volunteers

4.1 In the event that Corrections Staff determine that a specific volunteer or volunteer program poses a threat to security, a supervisor shall be contacted immediately. Refer to Department Policy 507.18 (Volunteers)

5.0 Inmate Requests for Programs

5.1 Inmates may become aware of programs by watching the Dedicated Inmate Channel or by requesting an Informational Pamphlet (P507.04 attachment #1) from the Program Coordinator. Refer to Department Policy 507.22 (Dedicated Inmate Channel).

5.2 A weekly program activity schedule will also be posted in each housing area. It is anticipated that inmates will share “word of mouth” information regarding the availability and/or desirability of programs.

5.3 Inmates may request to participate in one or more programs using an Inmate Request Form (RSD Form 505). Inmate Request Forms are given to the Housing Unit Deputy, who will forward them to the Program Coordinator for dissemination to the appropriate SITE-B personnel for processing.

6.0 Inmate Programs and Activities

6.1 Inmate programs includes the following but may be limited to specific facilities:

6.1.1 Chaplain Services
6.1.2 Religious Citizen Volunteer Services
6.1.3 NA/AA Citizen Volunteer Services
6.1.4 Library Book Cart
6.1.5 English as a Second Language (ESL) and English Language Civics (ELC)

- Adult Basic Education and Special Education Services
- Career Technical and Vocational Education
- GED and HiSet testing
Culinary Arts
Life Skills
Community College Correspondence Courses

6.1.6 Inmate Support Services

- Law Library
- Barber Services
- Indigent Services (e.g. transportation vouchers, release clothing, etc.)
- Voting
- Recreation (e.g. exercise equipment, television/cable, etc.)

6.1.7 Re-Entry Services and Workforce Readiness

6.1.8 Greybar Print Shop and Print Graphics

6.1.9 Veterans Enrichment Transition (VET) Program

6.1.10 Occupational Technology

6.1.11 Correctional Counseling Services

6.1.12 Residential Substance Abuse Treatment (RSAT) Program

6.1.13 Guidance and Opportunities to Achieve Lifelong Success (GOALS) Program

- Cognitive Behavioral Treatment
- Criminal Thinking and Behavior
- Anger Management and Domestic Violence
- Parenting
- MediCal and CalFresh Eligibility
TITLE: Inmate Workers

POLICY: The Riverside County Sheriff’s Department Corrections Division shall prepare and implement a policy for the selection, management, and compensation of inmate workers.

REFERENCE: CAC Title 15, section 1230; H&S section 113953

GUIDELINES

1.0 Inmate Worker Coordinator

1.1 Each facility shall assign a staff member or staff members to select, assign, and monitor inmate workers and take corrective action on those who are not performing or are creating disciplinary problems.

2.0 Inmate Worker Payroll

2.1 Each facility shall assign a staff member to prepare and oversee inmate worker payroll.

2.1.1 This staff member may be the same person assigned to select, assign, and monitor the inmate workers.

3.0 Inside Work Crews

3.1 Inside work crews shall not exceed Custody Level 4. Inmates must fall into the below listed criteria to be considered for a work assignment:

3.1.1 Must be sentenced to county facility for actual time of 3 years or less (after custody credits are calculated). Inmates may be eligible for a work assignment when only 3 years or less of their county sentence remains.

3.1.2 No violent crimes.

3.1.3 No protective custody (unless utilized solely in a protective custody housing unit).

3.1.4 No Administrative Custody or Civil Commitment inmates.

3.1.5 No known history of escape or attempted escapes.

3.1.6 No known history of disciplinary problems. Custody Level 4 inmates utilized for a work assignment must be free of any in-custody behavioral problems.

3.1.7 No known active membership in a gang.

3.2 In the event a shortage of available inmate workers becomes apparent, facility staff may select inmate workers based on the severity of crime(s). The Facility Commander must approve any inmate who does not meet the criteria outlined above prior to placing that inmate in a work assignment.

3.2.1 Inmates sentenced on low-level and/or non-violent crimes shall be selected
prior to selecting an inmate who does not meet the established criteria.

4.0 Outside Work Crews

4.1 Outside work crews shall not exceed Custody Level 3. In addition to the above, inmates may be selected for an outside work crew if they meet the following criteria:

4.1.1 Are sentenced to county time ONLY, have no federal / state holds, no outside agency felony warrants, AND have one year or less remaining on their sentence.
4.1.2 No prior discipline or charges for smuggling or possession of contraband in a facility or escape/attempted escape.
4.1.3 No known history of disciplinary problems.
4.1.4 The Facility Commander shall have final review and approval of any inmate assigned to an outside work crew.

5.0 Inmate Worker Contract (RSD Form 534)

5.1 Before an inmate can be given the status of an inmate worker, the Inmate Worker Contract must be signed. The signed form will be placed in the inmate’s booking file.

6.0 Inmate Worker Assignment Duration

6.1 In order to limit inmate familiarity with certain areas of the correctional facilities, inmate workers will be limited to a 12-month continuous work assignment.
6.2 The intent is to prevent long term sentenced inmates from becoming overly familiar with facility policies, procedures, and staff members.
6.3 A 1-month period of non-work assignment evaluation where staff will review an inmate’s past behavior and conduct will take place.
6.4 After this period of review, the inmate may be considered for rehire to another 12-month work assignment. However, every effort should be made to provide the inmate with a different work assignment.

7.0 Inmate Kitchen Workers

7.1 Inmate workers assigned to kitchen duties will adhere to the following guidelines:
7.1.1 All kitchen workers must pass a medical screening before working in the kitchen.
7.1.2 Medical staff shall administer a tuberculosis skin test to all kitchen workers.
   - This skin test must be reviewed and approved by medical staff prior to any inmate being assigned food handling duties.
7.1.3 Medical staff shall complete a hepatitis “profile” on inmates who have a history of hepatitis. Inmates with a history of hepatitis shall not work in the kitchen until a physician has reviewed the profile and approved the kitchen
assignment.

7.1.4 Mental health staff must evaluate and clear inmates on psychiatric medication before those inmates may become kitchen workers.

7.2 Kitchen staff is responsible for educating inmate workers in sanitation practices and monitoring their compliance. These practices are set forth in H&S 113953:

7.2.1 All inmate workers preparing, serving, or handling food shall wear clean, washable outer garments or other clean uniforms, and shall keep their hands clean.

7.2.2 All inmate workers shall wash their hands and arms with cleanser and warm water before commencing work, immediately after using the toilet and at other times as necessary to prevent contamination of food.

7.2.3 Facility staff shall post signs in each toilet room directing those working in the kitchen to wash their hands.

7.2.4 All inmate workers shall wear hairnets, caps, or other suitable coverings to confine all hair to prevent contamination of food or utensils. Inmate workers serving food shall use tongs or other implements rather than their hands.

- All inmates assigned to work in the kitchen will be clean-shaven daily, prior to starting their shift. It will be the responsibility of the Housing Unit Deputies, the Food Coordinator and the kitchen staff to verify the requirement is met and complied with. Refer to Department Policy 507.03 (Hygiene).

- Each facility will provide free razors to indigent inmates assigned to the kitchen who cannot afford one.

8.0 Inmate workers returning to housing

8.1 Inmates assigned to work crews shall be strip searched prior to returning to their housing area. Refer to Department Policy 502.11 (Strip Searches).

8.2 All inmates assigned to work crews will have their clothing exchanged prior to returning to their housing area.
POLICY: The Riverside County Sheriff’s Department Corrections Division shall establish procedures which provide for the issue and exchange of clean clothing, laundry, and bedding.

REFERENCE: CAC Title 15, sections 1260, 1261, 1262, 1263, 1264, 1270, 1271, 1272, and 1280.

GUIDELINES

1.0 Initial Facility Clothing Issue

1.1 The initial issue of facility clothing will consist of:

- One v-neck shirt
- One pant
- One white tee shirt
- One pair of underwear/boxer shorts
- Two pairs of panties (female inmates)
- One bra (female inmates)
- One pair of socks
- One pair of sandals

1.2 Optional clothing items

- One long sleeve sweatshirt (some facilities)
- One jacket (some facilities)
- Orange canvas shoes (some facilities)

1.3 If the facility does not have adequate clothing sizes, the Shift Supervisor may authorize an inmate to wear their own personal clothing temporarily until a larger size is located.

1.4 Appropriate protective clothing and equipment (food service hats, gloves, aprons, etc.) will be issued to inmates participating in special work assignments.

2.0 Vermin Infested or Soiled Clothing

2.1 If the Intake Deputy/Property Room Deputy finds that the personal clothing of the inmate is infested with vermin the clothing will be handled in one of the following ways to eradicate or stop the spread of the vermin:

2.1.1 The clothing may be washed, dried, and placed back into the inmate’s personal property.
2.1.2 The clothing may be sealed in a closed container (such as a plastic bag).
2.1.3 The inmate may elect to have the clothing disposed of.
2.2 All employees shall protect themselves by use of universal precautions. Refer to Department 508.08 (Exposure Control Plan).

3.0 Inmate Bedding

3.1 Designated staff will issue the inmate the following items before escorting the inmate to his/her housing unit:

- One blanket
- Two flat sheets
- One towel
- One property box
- One additional blanket (some facilities during winter months)

3.2 When the inmate arrives in their housing unit, it will be the responsibility of the Housing Unit Deputy to verify that the inmate receives one non-combustible mattress.

4.0 Inmate Clothing Exchange

4.1 All garments, towels, and linen will be exchanged on a one for one basis.

4.2 Outer garments (except shoes), towels and sheets will be exchanged once weekly.

4.3 Underwear, tee shirts, bras, and socks will be exchanged twice weekly.

4.4 All inmate workers assigned to the kitchen will change their clothing daily.

4.5 Blankets will be exchanged/laundered every three months and prior to being reissued to another inmate.

4.6 There will be a quantity of clothing, bedding, and linen available for actual and replacement needs of the inmate population.

4.7 Each facility’s procedure should include a plan for searching inmates and housing areas during laundry/clothing exchange.
POLICY: The Riverside County Sheriff’s Department Corrections Division shall allow all incarcerated inmates reasonable access to a Law Library.

REFERENCE: Title 15 section 1064

DEFINITIONS:

Law Library Kiosk- A computer with access to legal reference materials and various types of audio, video, image, and document files.

REDS - The Retention of Electronic Documents System (REDS) is a trusted document storage system for records to be reviewed, filed, and purged once their specific retention date has been reached. Refer to Department Policy 506.14 (Purging of Records).

Pro Per - An inmate who has been appointed, by a court order, to act as his or her own legal representative. Refer to Department Policy 504.35 (Pro Per Inmates).

COTS - The Court Order Tracking System (COTS) is a computer system of monitoring Court Orders for inmates within the facility. Refer to Department Policy 501.06 (Court Orders).

GUIDELINES

1.0 Law Library Kiosk

1.1 Inmate Law Library Kiosks are in each correctional facility and may include wall mounted or portable units.

1.2 The contracted service vendor provides quarterly updates to each facility’s Program Coordinator. Once the Program Coordinator receives the update they shall upload the information into each kiosk.

1.3 No printer is attached to the kiosk and no provision will be made to print documents from the Law Library database.

1.4 The Law Library Kiosks have the capability to provide inmates with READ ONLY access to various types of audio, video, image and document files such as PDF, WMV, AVI, MPEG, and JPEG for viewing electronic discovery items contained on a USB Flash Drive. The kiosk has an audio jack for headsets. Headsets are provided by each facility Classification unit. If the headsets need to be replaced contact your facility’s Program Coordinator.

2.0 Inmate Use

2.1 Inmates will be allowed to use the Law Library Kiosk as facility security needs and staff availability permit.
2.2 Inmates may submit a request for access to the Law Library Kiosk to their Housing Unit Deputy. Access will be limited to one inmate at a time.

2.3 Inmates will be provided with one form of instruction. Inmates must utilize the instructional video accessible on the kiosk. Inmates may request the assistance of the facility’s Program Coordinator if they are unable to connect to the instructional video.

3.0 Documentation

3.1 Law Library Kiosk usage shall be documented on the Law Library Request and Use Log (P507.07 Attachment 1).

3.2 The log will include the inmate’s name, booking number, date/time begin, and date/time end. The log will also include whether the inmate used a flash drive and headset.

3.3 Logs will be archived and uploaded into REDS monthly by each facility’s Program Coordinator.

4.0 Priority Access

4.1 Court approved and Pro Per inmates shall have priority access to the Law Library Kiosk.

4.2 The status of an inmate’s criminal case is not a factor when determining access to legal materials. Both sentenced and unsentenced inmates shall be provided access to the Law Library Kiosk.

5.0 Supplies/Allowed Items

5.1 All Inmates requesting usage of the Law Library Kiosk must provide their own supplies. If the inmate is Pro Per, the inmate’s court appointed liaison may provide all supplies (i.e. envelopes, note pads, pencils, and/or a flash drive).

5.2 If a flash drive is provided to the inmate, whoever delivers it will provide a computer to plug the flash drive into, so a Classification Supervisor can check it for inappropriate content. Under no circumstances will the Classification Supervisor use a county computer to scan the flash drive.

5.3 The Classification Supervisor accepting the flash drive will look at the bottom right hand corner of the computer to verify there is no internet connection. When the flash drive opens it will show titles of files only. Under no circumstances are we to request those files be opened.

5.4 Once it is accepted by the Classification Supervisor, a Deposit to Inmate’s Property (RSD Form 509) receipt will be given to the deliverer. The flash drive will be placed in an envelope and secured in a safe location determined by each Facility Commander.
5.5 Inmates will be allowed to take a flash drive (if they have one), two pencils and one tablet of paper with them when they use the Law Library Kiosk.

5.6 Inmates who damage Law Library equipment can be denied future access.

5.7 No food/drink allowed while using the kiosk.

5.8 Inmates will be searched before entering the room and before rehousing.

5.9 The Law Library Kiosk and area of use will be searched before and after each inmate use.

6.0 Court Orders

6.1 Each facility shall complete the following tasks:

   6.1.1 Review and approve court orders for inmates to use the Law Library Kiosk.
   6.1.2 Enter court orders into COTS and maintain a hard copy for reference.

7.0 Pro Per Inmates

7.1 Each facility shall track Pro Per inmate use of the Law Library Kiosk, to include:

   7.1.1 Verifying Pro Per inmates and those with court orders have had an opportunity to use the Law Library Kiosk by checking the Law Library Request and Use Log.
   7.1.2 Verifying Classification notes are entered whenever an inmate accepts, refuses, or is denied use of the Law Library Kiosk.
   7.1.3 Compliance with court orders, including contacting inmates and facilitating timely use of the Law Library Kiosk.

8.0 Law Library Kiosk Maintenance and Repair

8.1 The Sheriff’s Inmate Training and Education Bureau (SITE-B) will oversee the contract for the Law Library system and verify each facility’s Program Coordinator completes the following tasks:

   8.1.1 Coordinate the maintenance, repair, and replacement of any Law Library Kiosk that is not functioning with the vendor.
   8.1.2 Provide a spare Law Library (if available) to any facility that has a nonfunctioning kiosk out for repair.
   8.1.3 Complete daily inspections of each unit to verify the Law Library Kiosk is operational and free of damage.
   8.1.4 Collect, maintain, and scan Law Library logs into REDS.
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<th>INMATE’S NAME</th>
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Inmates will be offered Law Library time starting at the top of the list and working down. If an inmate refuses, the refusal will be noted on the Law Library request and use log and the inmates class notes. A new request form will be needed for the inmate to use the Law Library.

507.07 Attachment#1 08/26/19 (1)
POLICY: The Riverside County Sheriff’s Department Corrections Division shall establish a procedure for lost / damaged inmate property which includes reporting, attempts to locate, and a method of reimbursement.

REFERENCE:

GUIDELINES

1.0 Release Deputy Responsibilities

1.1 If items listed on the Intake Property List are not accounted for upon release, the Release Deputy shall attempt to locate the items prior to releasing the inmate.

1.1.1 If the item(s) are still not located, the Release Deputy will complete an “Inmate Claim for Missing Property” (RSD Form 506).

1.1.2 The Release Deputy, inmate, and Release Sergeant sign the Form 506.

1.2 If an inmate reports property missing that was not on the Intake Property List, the inmate should be directed to contact the arresting agency. The arresting agency may have kept the property as evidence or safekeeping.

1.3 After the inmate is released, the designated deputy will follow-up and try to locate the property listed on RSD Form 506.

1.3.1 The other correctional facilities in the county will be contacted to see if the property was moved or left during transfers.

1.3.2 The designated deputy will prepare a memorandum explaining the steps taken to locate the property.

1.4 The form 506 and memorandum will be forwarded to the Facility Commander, via chain of command.

1.4.1 The Facility Commander, or designee, will determine if reimbursement is authorized.

1.4.2 Inmate reimbursement for lost property shall not be withdrawn from the Inmate Welfare Fund. The money must be withdrawn from county funds.

2.0 Security and Tracking of Inmate Property

2.1 Each facility will establish methods for ensuring the security and tracking of inmate property.

2.2 Access to property storage areas shall be limited to those with business in the storage areas.
2.3 Classification and Transportation Deputies shall verify that they have all the personal property of the inmates being transferred or released to other agencies.

3.0 Damaged Property

3.1 An inmate who claims their property was damaged while incarcerated shall be given a county Claim for Damages to Person or Property form (P507.08 Attachment 1).

3.1.1 A sergeant shall be advised of the claim and will provide the deputy with the claim. The deputy shall give the claim to the inmate to complete.

3.1.2 The sergeant shall advise the deputy to complete a memorandum concerning the damaged property.

3.1.3 The memorandum and claim shall be routed as indicated on the claim by the department. If the claim is not returned to the sergeant, the sergeant shall follow up with the inmate concerning the claim.

3.1.4 Classification notes shall be entered into the Jail Information Management System (JIMS) concerning the incident.
POLICY: The Riverside County Sheriff’s Department Corrections Division shall permit inmates to send and receive unlimited letters each day in order to maintain communications with their legal representatives, families, friends, business associates, and government authorities.

REFERENCE: Penal Code 2601, Title 15 section 1063, 1066, 1068, 28 CFR 115.53
Riverside County Counsel Memorandum (William D. Kenison), August 13, 2003. (Tawny Lieu)

DEFINITIONS

Regular Correspondence - Communication to or from inmates through letters.

Legal/Special Correspondence - Mail between an inmate and:

- All state and federal elected officials
- All state and federal officials appointed by the Governor or the President of the United States
- All city, county, state, and federal officials having responsibility for the inmate’s present, prior, or anticipated custody, parole, or probation supervision
- All state and federal judges and courts
- An attorney at law registered with a state bar association
- Board of State and Community Corrections (BSCC)
- Facility Commander
- Prison Rape Elimination Act (PREA) Coordinator

Mail Cover - The process of collecting, reading, copying, distributing, and retaining the incoming and outgoing mail of a specific inmate for investigative purposes. Refer to Department Policy 504.36 (Inmate Communication) for additional information.

GUIDELINES

1.0 Regular Correspondence

1.1 In-coming mail

1.1.1 All incoming mail will be processed through the United States Postal Service.
1.1.2 Incoming mail will be inspected to prevent the following:

- Transmission of contraband, i.e. drugs or any other prohibited materials or substances into the facility
- Escape plans
- Criminal conspiracies
- Any other type of threat or compromise to the over-all security of the facility and/or the safety of staff and inmates
1.1.3 Incoming mail will be processed in a timely manner and generally within 24 hours, excluding weekends and holidays.

1.1.4 Screening of incoming mail shall include rejection of mail containing the following:

- No return address listed
- Obvious fictitious return address or sender's name. Example: Mary Jane, 1234 High Times Lane, Indio Ca. 92201
- Coded messages
- Gang content
- Anything that promotes, aids, or abets criminal activity or violates any department policies, including but not limited to extortion, rioting, illegal drug use, violence or threats towards others or encourages a Security Threat Group
- Letters written in code or found to have a coded message
- No more than 10 photos (no Polaroid's) per letter. The pictures may not contain nudity, violent acts, and/or gang related activities
- Stationery, envelopes, postage or any type of craft materials
- Stickers, or any type of substance including perfume/cologne that permeates the mail
- Care packages
- Greeting cards
- Post cards
- Cash or personal checks; only U.S. Postal money orders are accepted
- Hardback books
- Mail written in crayon, marker or any writing utensil other than pen or pencil

1.1.5 Once the mail has been processed, it will be taken to the individual housing units for mail delivery.

- At the housing unit, the contents of each piece of mail shall be removed and handed to the inmate.
- If requested, read the return address to the inmate. The empty envelopes shall be disposed of after mail is distributed.

1.2 Out-going Mail

1.2.1 All outgoing inmate mail will be placed in the designated mailboxes when they are present in the dayrooms.

1.2.2 If no mailbox is present in the cell or dayroom, each facility shall develop a procedure detailing proper mail collection for each area.

1.2.3 Staff shall collect and process mail during each shift.

1.2.4 All outgoing inmate mail will be processed through the United States Postal Service.

1.2.5 Outgoing mail will be processed in a timely manner and not delayed more than 24 hours, excluding weekends and holidays.

1.2.6 All outgoing mail will include inmate's last, first name, and booking number written in the upper left-hand corner of the envelope- no nicknames allowed.
1.2.7 United States postage stamps/postage paid envelopes may be sold through
the inmate commissary.

1.2.8 Upon request, indigent inmates may receive two free stamped/postage paid
envelopes and writing paper each week for social correspondence, with the
following exception:

- Inmates who zero out their account purchasing commissary and fail to
  purchase postage stamps/postage paid envelopes will not receive free
  postage for three weeks after they zero out their accounts.

1.2.9 During the screening of outgoing mail, the following can result in rejection of
the correspondence:

- Promotes, aids, or abets criminal activity or violates any department
  policies, including but not limited to; extortion, rioting, illegal drug use,
  violence or threats towards others, encourages a Security Threat Group
  or gang activity
- Escape plans
- Correspondence found to have a coded message(s)
- False representation of the sender’s identity. Only one letter per envelope
  (No 3-way communication)
- No more than (5) 8 ½ by 11-inch pages (Standard size) are allowed with
  the exception of greeting cards

1.3 Inmate to Staff Correspondence

1.3.1 The Inmate Request Form (Kite), RSD Form 505, is a one quarter sheet
single form. However, an inmate request can be written on any form of writing
paper. Kites are not retained or archived.

1.3.2 Staff cannot refuse to accept an inmate request slip.

1.3.3 Staff will prioritize inmate request slips. If staff cannot address or resolve the
issue, the request will be forwarded to the appropriate department.

1.3.4 Requests for medical or mental health will be made on RSD Form 511.

1.4 Metered self-addressed business reply envelopes from approved ministries,
churches, and related correspondence schools shall be allowed to be distributed.

1.4.1 The list for approved ministries, churches, and correspondence schools shall
be maintained by the SITE-B Inmate Services Manager or his/her designee.

1.4.2 The approved list shall be disseminated to the facility chaplains for
distribution to each facility command and mailroom staff.

1.4.3 Business reply envelopes provided strictly as a means of soliciting monetary
donations from inmates will not be allowed, as inmates are incapable of
making monetary donations, in such a manner, while incarcerated.

2.0 Special Correspondence/Legal Mail

2.1 In-coming legal mail

2.1.1 Inmates are permitted to receive sealed letters from a specified class of
persons and organizations, including, but not limited to courts, attorneys, officials of the confining authority, government officials, administrators of grievance systems, and members of the parole authority.

2.1.2 Mail to inmates from this specified class of persons and organizations may be opened only to inspect for contraband and only in the presence of the inmate unless waived in writing.

2.1.3 All mail intended to be identified as legal shall have the words “legal mail” written on the item to be considered as such.

2.2 Out-going legal mail

2.2.1 Inmates are permitted to send sealed letters to a specified class of persons and organizations, including, but not limited to courts, attorneys, officials of the confining authority, government officials, administrators of grievance systems, PREA Coordinator and members of the parole authority.

2.2.2 Mail from inmates to these specified classes of persons and organizations may be inspected for contraband by custody staff. The mail will be inspected in the presence of the inmate unless waived in writing. Once the mail has been inspected, the inmate may seal the envelope and the letter will be processed with other outgoing mail.

2.2.3 Staff receiving correspondence addressed to the PREA Coordinator will send the letters via county mail to the Department’s PREA Coordinator.

2.3 Indigent inmates will be allowed an unlimited number of stamps/postage paid envelopes for correspondence to their attorneys, courts, and public officials (special correspondence)

2.3.1 Indigent status will be determined by the appropriate commissary employee. Refer to Department Policy 507.01 (Commissary).

3.0 Facility to Facility Mail

3.1 Inmate mail from Facility to Facility will be processed the same as any other out-going or in-coming mail. The Facility to Facility mail will be processed via the United States Postal Service.

4.0 Mail containing contraband

4.1 Staff will open all incoming inmate mail and inspect for contraband. Legal Mail shall be opened and inspected in front of the inmate.

4.2 Examples of Contraband include:

- Narcotics, marijuana, handcuff keys, hacksaw blades, postage stamps, stickers, etc.
- Pictures or Polaroid photographs depicting nudity, gang graffiti and/or groups, raised decorative stickers, personal checks, etc.
- Mail tainted with perfume, cologne, or any other type of substance, including correction fluid, gel, or written in crayon. etc.

4.3 If contraband is found in any incoming inmate mail, staff shall contact the
4.3.1 The Shift Supervisor and/or immediate supervisor of the employee finding the contraband will inspect the contraband and has the option to:

- Assign a deputy to investigate and write a criminal report when the contraband is of a criminal nature.
- Seized narcotics or contraband for evidence and possible criminal action against sender and/or inmate.
- All other mail containing contraband, but not of a criminal nature, shall be placed on the inmate’s personal property. A property deposit slip shall be completed (RSD Form 509) and copies dispersed accordingly.
- All possible steps shall be taken to identify those inmates who are not in custody before the mail is opened. Unopened mail can be marked “return to sender,” at no additional cost.

4.3.2 If the receipt of, or the mailing of the contraband constitutes a criminal act, the Shift Supervisor or designated supervisor will assign a deputy to complete a crime report and collect evidence. The evidence collected by the deputy will be properly marked, tagged, and secured in an evidence locker.

5.0 Processing of Books, Magazines, Newspapers and Periodicals for Inmates

5.1 All books, magazines, and periodicals must be prepaid and delivered to the facilities by the United States Postal Service. The publication/subscription shall be mailed directly from the publisher or originate from a verifiable and reputable internet/mail order company or a bookstore via their internet or mail order facilities.

5.1.1 All subscription magazines and periodicals will be subject to review. If, upon review it is determined that they contain inappropriate information and/or pictures as described in sections 1.1.2 and 1.1.4 that particular issue will be placed in the inmate’s property. When an item of mail has been denied, notification shall be made to both the inmate and the publisher by use of the Notification of Denied Mail Form (507.09 Attachment 2. An additional copy of the completed form will be placed in the inmate’s file.

- All Facility Commanders or their designee shall coordinate information when a particular subscription magazine or periodical is to be denied due to content.

5.2 The following are prohibited publications:

5.2.1 Obscene, or sexually oriented publications or writings (including magazines such as Playboy, Penthouse, Hustler, etc.) and mail containing information concerning where, how or from whom such matter may be obtained; and any matter of character tending to incite murder, arson, riot, racism, or any other form of violence (including anything which may adversely affect facility security due to a gang type theme or pictures depicting gang activity); and any other matter concerning unlawful gambling or an unlawful lottery.
5.3 Subscriptions will not be canceled by the facility staff upon the release of an inmate. It will be the responsibility of the inmate to cancel or change address information on all subscriptions.

5.4 Books, magazines, and periodicals will not be forwarded upon release for an inmate. Such materials will be stamped "Return to Sender" and will be placed in the outgoing mail bag.

5.5 All newspapers not sent from the publisher by mail must be delivered to the Facility by an employee of the publisher. All newspapers must have the inmate's name clearly marked thereon.

5.6 Books, magazines, periodicals, and newspapers will be delivered to the housing areas with the incoming mail.

5.7 The Notification of Denied Mail / Publication Form (P507.09 attachment #1) is to be filled out when mail or a publication is not delivered due to safety and security concerns or content which may pose a threat to facility operations.

6.0 Violation of Correspondence Rules and Regulations

6.1 Violation of Correspondence Rules and Regulations by an inmate will be dealt with in accordance with Inmate Disciplinary procedures. Refer to Department Policy 504.09 (Inmate Discipline).

6.2 Violations of Correspondence Rules and Regulations by a person corresponding with an inmate may result in that person being denied the privilege of corresponding.

6.3 Criminal conduct by persons corresponding with an inmate may be cause for arrest.
Notification of Denied Mail / Publication

Facility Name  ____________________________________
Facility Address  ____________________________________
Inmate Name  ____________________________________
Booking Number  ____________________________________
Housing Location  ____________________________________
Date Item Received  ____________________________________

The below listed item has been denied in accordance with Riverside County Sheriff’s Department Corrections Policy 504.36. This decision may be appealed to the Corrections Chief Deputy or designee within seven (7) days of receipt of this notice.

Description of Item Denied

Reason for Denial

_________________________________________________________

_________________________________________________________

Signature of Captain or Designee

Notification to Sender

The above mail and/or publication has been denied entrance to a Riverside County Correctional Facility. Items are denied based on safety and security concerns or content which may pose a threat to facility operations. Appeals must be filed within twenty (20) days of the posted date of this notification. Appeals shall be made to the Captain or designee of the Riverside County Sheriff’s Department Corrections Division.

Sender Name

_________________________________________________________

Sender Address

_________________________________________________________

03/26/19 (507.09 Attachment 1)

Original – Sender        Yellow – Inmate         Pink – Inmate File

IV-4 08/18/2021
POLICY: Each correctional facility shall develop procedures to allow inmate marriages.

REFERENCE: People v Hassan, Turner v Safley

GUIDELINES

1.0 Marriage Ceremonies

1.1 The Riverside County Sheriff’s Department Corrections Division neither encourages nor discourages in-custody marriages. The department shall allow in-custody marriages for any inmates who otherwise meet legal requirements for marriage.

1.2 A Facility Commander (or his/her designate) may allow other persons to attend a ceremony.

1.3 Ceremonies may be civil or religious, but no religious rites beyond readings are permitted.

1.4 Rings may not be exchanged.

1.5 No physical contact will be allowed.

2.0 Inmate’s Responsibility

2.1 It is the inmate’s responsibility to make arrangements to obtain a marriage license. Sheriff’s employees shall not become involved in this process.

2.2 It is the inmate’s responsibility to contact the County Clerk’s office for instructions on obtaining the marriage license.

2.3 The inmate must make arrangements for any fees related to obtaining a marriage license.

3.0 Eligibility of Marriage

3.1 The County Clerk is responsible for determining the eligibility of the persons seeking marriage licenses and for verifying the credentials of the person performing the ceremony.

4.0 Court Ordered Incarcerated Marriage

4.1 Marriage requests where both parties are in custody will take place with a Court order. Those court ordered marriages will take place in the court of the Judge issuing the order.
4.2 Inmates will be transported to the courts for any court ordered ceremonies.

4.3 The security status of the inmate, escape potential, and available security staff will be considered when determining if a court ordered marriage will be allowed.
TITLE: Orientation

NUMBER: 507.11

POLICY: The Riverside County Sheriff’s Department Corrections Division shall have procedures for providing newly booked inmates, who are to be housed, with information on facility discipline, facility services, facility housing, and court appearances, as set forth in Title 15.

REFERENCE: CAC Title 15 Section 1069

GUIDELINES

1.0 Inmate Issue

1.1 A current copy of the Inmate Orientation Pamphlet (P507.11 Attachment 1) shall be given to each inmate prior to being housed.

1.1.1 The Inmate Orientation Pamphlet shall contain information intended to orient a newly received inmate at the time of his/her placement into a housing unit.

1.1.2 The Inmate Orientation Pamphlet shall also be made available in Spanish.

2.0 Inmate Orientation Pamphlet Contents

2.1 The orientation booklet shall include the following:

2.1.1 Correspondence, visiting and telephone usage rules
2.1.2 Rules and disciplinary procedures
2.1.3 Inmate grievance procedures
2.1.4 Programs and activities available and method of application
2.1.5 Medical/Mental health services
2.1.6 Classification/Housing assignments
2.1.7 Availability of personal care items, opportunities for personal hygiene
2.1.8 Availability of reading and recreational materials

3.0 Prison Rape Elimination Act (PREA) Information

3.1 The Prison Rape Elimination Act Education Pamphlet (507.11 Attachment 2) will be provided to all inmates housed. Refer to Department Policy 501.24 (Sexual Assault).

3.1.1 The Prison Rape Elimination Act Education pamphlet will also be made available in Spanish.
POLICY: The Riverside County Sheriff’s Department Corrections Division shall establish guidelines for the access and service of legal papers on inmates housed within the facility.

REFERENCE: PC, section 4013
CROSS-REFERENCE: Code of Civil Procedures, sections 415.21, 1011, 1012, and 527.6.

GUIDELINES

1.0 General

1.1 Legal processes may be served by four types of servers. These are as follows:

1.1.1 Registered process server
1.1.2 Citizen server (Any person 18 years or older, who is not party to the suit)
1.1.3 Peace Officer
1.1.4 Facility Personnel (For legal paperwork received through the mail)

1.2 An Order to Show Cause (OSC) is a notice of motion and a citation to the party to appear at a stated time and place to show why the motion should not be granted.

1.3 The purpose of a Temporary Restraining Order (TRO) is to stop the restrained party from specific activities until the time of the hearing. The TRO must be served personally. Care should be taken to verify the proper party is being served.

2.0 Access

2.1 Process servers should be permitted reasonable access to inmates to serve official legal papers.

2.2 Process servers shall present proper identification and/or credentials.

2.2.1 Facility staff shall verify the identification/credentials are valid.
2.2.2 Staff should check the server’s name against the name(s) listed on the paperwork to be served.

3.0 Document Inspection

3.1 Paperwork being served should be inspected to verify it appears to be in order.

3.1.1 It is not the role of staff to determine if the document is valid, rather that the document does not appear to be a ruse to allow a visit between the server and inmate.
3.1.2 Process servers shall not be allowed to engage in lengthy conversation or discussion with the inmate.
3.1.3 Staff shall be alert to the possibility of contraband entering the facility via the service of paperwork.

4.0 Other Legal Documents

4.1 Each facility shall continue to serve inmates with domestic violence restraining orders, temporary restraining orders, or other legal documents as required by Department Policy.

4.2 Staff shall complete the proper proof of service where one is provided or attached. The proof of service shall be forwarded to the appropriate court clerk’s office.

4.2.1 If a proof of service is not provided or attached, and the order relates to a case involving domestic violence, staff shall obtain one and fill it out for the party requesting the service.

5.0 Process Service and Time constraints

5.1 When a process is delivered or received through the mail, staff must take into consideration any time constraints prior to service of the process.

5.1.1 The times for service may vary according to the type of document or order. Staff shall make every attempt to follow the time(s) specified on the order or document.

5.1.2 Staff shall verify that all orders, court orders, and other documents relating to domestic violence, are followed and served in a timely manner.

5.2 The petitioner may direct the Sheriff to “Serve regardless of time limit.” This statement must have written instructions to the Sheriff. Verbal instructions are not valid.

6.0 Service of Process on Sheriff or Employee

6.1 In the event that a process server or citizen serves a staff member with legal process for an inmate in custody of the Sheriff, the following steps should be taken:

6.1.1 Accept the paperwork, only if the inmate is in custody at the facility where the process is to be served.

6.1.2 Upon receipt, record the time and date on each page of the document.

6.1.3 Make one copy of the document(s).

6.1.4 Verify the Inmate’s identity with their wristband.

6.1.5 Deliver the original documents(s) forthwith to the inmate. Have the inmate sign the original document(s) and the copy, to prove receipt.

6.1.6 The inmate will keep the original copy of the process and the copy will be forwarded to the Business Office to be placed in the inmate’s booking file.

6.1.7 If the process is for an inmate housed within another Riverside County Facility, direct the process server/citizen to serve the process at the county facility where the inmate is currently housed.
POLICY: The Riverside County Sheriff’s Department Corrections Division shall develop and implement an inmate exercise and recreation program in accordance with CAC, Title 15.

REFERENCE: CAC, Title 15 Section 1065, 1050

GUIDELINES

1.0 Recreation Program

1.1 Each Facility Commander shall develop and implement an exercise and recreation program within the limit design of the facility.

1.2 Per CAC, Title 15 section 1065, inmates shall be given a minimum of three hours of recreation over a period of seven days.

1.3 This requirement does not apply to inmates who have had their recreation privileges revoked under the administrative discipline process. Refer to Department Policy 504.09 (Inmate Discipline).

1.4 Each facility will develop and implement a system for tracking and verifying inmates are given access to at least three hours of recreation over a seven-day period.

1.4.1 The system should provide the following:

- An individual account of those inmates who were offered/participated in recreation.
- A weekly Recreation Verification Log accounting for all housing units within the facility are provided access to recreation.
- The percentages of all inmate classifications and housing units given recreation over a seven-day period.

1.5 Each facility shall develop procedures that will safeguard staff and inmates during recreation.

1.6 Inmates from different classifications, will not attend recreation together.

1.7 Refer to Department Policy 508.06 (Inmate Medical Care), for documenting and handling inmate accidents during recreation.

2.0 Administrative Housing Recreation

2.1 Administrative Housing inmates will be offered recreation unless there is a legitimate security and safety concern to deny this privilege. Classification will address this issue when conducting 30-day reviews of Administrative Housing inmates and
document in classification notes (E.g., security risks, history of violence, threats of more violence, and constant disciplinary infractions documented.) Refer to Department Policy 504.01 (Administrative Housing).

2.2 All Administrative Housing inmates shall be handcuffed prior to leaving their cell and the recreation area.

2.3 Two deputies shall be present for removal and placement into and from cell, escorting to and from recreation, and placement into and removal from the recreation yard.

2.4 If a door/handcuff hatch is available, placement and removal of handcuffs shall be conducted through the hatch.

2.5 Only one cell at a time shall be allowed in the recreation area.
TITLE: Religious Services  NUMBER: 507.14

POLICY: The Riverside County Sheriff’s Department Corrections Division shall develop written procedures to provide opportunities for inmates to participate in religious services and counseling on a voluntary basis.

REFERENCE: CAC Title 15 Section 1072

GUIDELINES

1.0 Religious Services

1.1 Religious services are provided by Citizen Volunteers from local religious organizations. Refer to Department Policy 507.18 (Volunteers).

1.2 The Department employs chaplains to provide for the religious needs of all persons incarcerated in Riverside County facilities. The chaplain provides religious reading materials, religious items, and diets for inmates. Additionally, Chaplains are available to assist inmates in meeting their spiritual needs. Refer to Department Policy 507.21 (Religious items and Head Coverings) and 509.04 (Inmate Meals).

1.2.1 Chaplains are assigned to the Sheriff’s Inmate Training and Education Bureau (SITE-B) and report to the Inmate Services Manager or designee.

1.3 Each facility Program Coordinator shall manage and schedule religious services for inmates at their assigned facility.

1.3.1 Religious services will take place within each housing units Program Room or other approved area.

1.3.2 Inmates voluntarily attend religious services.
POLICY: The Riverside County Sheriff’s Department Corrections Division will provide reasonable access to telephones in order to maintain community ties and contact with legal representatives. Arrestees shall be afforded telephone calls in accordance with P.C. 851.5. Each facility shall also establish procedures, which adequately meet the needs of those inmates who are hard of hearing (TTY/TDD phone access).

REFERENCE: Title 15 Section 1067, P.C. 6030, 851.5, Policy sections 504.36 and 507.02

GUIDELINES

1.0 Newly Admitted Inmate Phone Calls

1.1 Newly admitted inmates will be given the opportunity to complete at least three local or collect long distance telephone calls.

1.2 Immediately upon being booked, and except where physically impossible, no later than three hours after arrest, an arrested person has the right to make at least three completed telephone calls.

- An attorney or public defender.
- A bail bondsman.
- A relative or other person.

1.3 Newly admitted inmates with children at home have the right to two additional phone calls to arrange for care for the minors.

1.4 These calls shall be documented and signed for by the inmate on the Jail Information Management System (JIMS) computer booking sheet.

1.5 Telephone calls to attorneys, including public defenders, shall not be monitored, eavesdropped upon, or recorded.

1.6 After the intake process, the inmate will be allowed to use the telephone to complete the required calls.

1.6.1 Combative inmates, or inmates who are intoxicated to the point that they may injure themselves if left alone in the holding cell, are to be placed in a detoxification or safety cell until they can safely make their telephone calls.

1.6.2 Mere intoxication is not enough to deny telephone access to arrestees.

1.7 The Inmate Phone Specific Consent (RSD Form 576) document will notify the inmates their telephone calls are recorded and monitored by the Riverside County Sheriff’s Department. As part of the booking process, any inmate that will be housed within the facility will be asked to read and sign the document. For additional
2.0 Issuing of Inmate Pin Number

2.1 Each Facility Commander will designate the responsibility of issuing, redistributing, changing and disabling of inmate pin numbers.

2.2 This will include the assigning of pin numbers to all inmates, within the facility.

3.0 Disabling/Deleting Pin Numbers

3.1 In the event that an inmate’s pin must be changed, the initial pin will be disabled and a new pin will be activated.

3.2 After issuing and activating a new pin number, an entry will be made in the inmate’s Classification notes stating the reason for the new pin number. The date, time and the amount of money transferred from the old pin to the new pin shall also be noted.

3.3 After an inmate is released from custody via bail, own recognizance (OR), released for time served, or any other reason, the pin number will be disabled.

3.4 No pin numbers will be deleted unless it is approved by a Facility Lieutenant.

4.0 Telephone access for housed inmates

4.1 Inmates who are placed in housing units will be given unrestricted access to the telephones inside the housing unit unless the phone is shut off for security or disciplinary reasons. The loss of inmate phone privileges must be approved by a supervisor and documented as explained in the inmate disciplinary procedure. Refer to Department Policy 504.09 (Inmate Discipline).

4.2 Inmates housed in a cell without telephone service will be given reasonable access to telephones in a designated area of the facility. Inmates may access these phones by written request to their Housing Unit Deputy.

4.3 All inmates regardless of classification or disability issue will be afforded the same telephone privileges.

4.4 Due to the unique housing restrictions of inmates assigned to Administrative Custody, telephone privileges will be provided for the inmates on a regularly scheduled basis.
4.5 Inmates assigned to disciplinary housing ordinarily are not provided telephone privileges as a condition of the imposed discipline. This should not preclude emergency telephone calls to designated attorneys in connection with prospective or pending litigation.

5.0 Deaf or Hard of Hearing Inmates

5.1 All deaf or hard of hearing inmates booked into Riverside County Correctional Facilities will be afforded the same reasonable phone access as general population inmates. This will be done with the use of a Teletext Device for the Deaf (TDD) or similar device.

5.1.1 A TDD is a machine, similar in appearance to a small typewriter, which allows a deaf person to use the telephone for written conversation.

5.2 Intake Deputies who contact new book or transfer inmates who are deaf or have hearing impairments, shall note this on the receiving sheet and class notes. The intake deputy shall inform a facility Classification Deputy of the inmate’s special needs, so the inmate may be properly classified and housed. In addition, an entry will be made onto the inmate’s “Special Needs Tracking” located in JIMS. Under the “Impairments” section, staff will need to check the boxes located next to “Hearing” and “Needs TTY/TDD Access.”

5.3 Each facility shall have at least one sign posted in the intake/receiving area and have at least one sign posted in each of the housing units.

5.4 Each facility will designate an area(s) within the facility where deaf or hard of hearing inmates will use the TDD machine.

5.5 Inmates requiring the use of a TDD machine will be offered its use on a daily basis.

5.6 There will be no time limit imposed on inmates using the TDD equipment.

5.7 Inmates without a hearing disability may use the TDD machine to communicate with a deaf or hard of hearing individual outside of the facility.

5.8 The commander of each facility will designate a supervisor who will be responsible for the care and maintenance of the TDD machine.

6.0 Toll-Free Service for Deaf or Hard of Hearing Inmates

6.1 To enhance the Correctional Facilities TDD services for deaf or hard of hearing inmates, a toll-free service has been established through the California Relay Service (CRS). This service is provided for inmate outgoing telephone calls.

6.2 This is a free service that one can call with a TDD, then the CRS operator reads the TDD text to the non TDD user (outside facility) and types the spoken response to the TDD user (inmate). This will be useful if an inmate wants to call someone who does not have a TDD.
6.4 This information is provided in the inmate orientation pamphlet, which is provided to each inmate upon entering the facility. Refer to Department Policy 507.11 (Orientation).

7.0 Video Remote Interpretation (VRI)/ Video Relay Services (VRS)/ America Sign Language (ASL)

7.1 Refer to Department Policy 508.17 (Inmates with Disabilities) for additional information.

8.0 Inmate Telephone System Complaint Procedure

8.1 Complaints regarding pin numbers, faulty phone equipment / TDD Machines will be documented on RSD Form 559, Inmate Grievance Form. Refer to Department Policy 507.02 (Grievance Writ Petition).
TITLE: Transportation for Indigent Releases

POLICY: The Riverside County Sheriff’s Department Corrections Division shall implement a procedure by which indigent and/or any inmate needing transportation released from custody may be given vouchers for public transportation.

REFERENCE: PC section 4025 (I)

DEFINITIONS:

RTA/Sun Bus Voucher - A “one day use” voucher on a Sun Bus / Riverside Transit Agency bus line. This voucher can be used for transfer to different Sun Bus / RTA bus lines during the operating hours of the one-day use. These lines service the areas within the immediate area of Riverside County.

Taxi Voucher - A voucher for a one time use taxi ride. The taxi service will only be used to service commutes from the Cois Byrd Detention Center to local communities.

Greyhound Ticket Purchase - A ticket which can be purchased online for a one time use on a Greyhound bus line.

GUIDELINES

1.0 Offering of Transportation Services

1.1 During the release process, all inmates, regardless of funds, who do not have a ride will be offered an RTA One Day Pass or Sun Bus One Day Pass unless the facility offers other means of transportation.

2.0 Transportation in Riverside County

2.1 For transportation within Riverside County, staff shall provide inmates with either a Riverside Transit Agency (RTA) One Day Pass, Sun Bus One Day Pass, Greyhound Ticket, or a combination thereof.

2.2 RTA One Day Passes shall be issued for releases in need of transportation within the Western Riverside County area. This area ranges from the City of Banning westward throughout Riverside County.

2.3 Sun Bus One Day Passes shall be issued for releases in need of transportation within the Coachella Valley. This area ranges from the City of Banning eastward throughout Riverside County.

2.3.1 Two copies of the RTA or Sun Bus One Day Pass, front and back, shall be retained.
3.0 Transportation to Other Counties

3.1 Facilities may provide indigent inmates released from custody, transportation to their county of residence at the discretion of the Watch Commander, with the following restrictions:

- The transportation must be within the State of California, or
- Within 500 miles of Riverside County per Penal Code 4025 (i)

3.2 Payment for this service shall be drawn from the Inmate Welfare Fund.

3.3 If a Greyhound ticket purchase is necessary, the inmate must have less than the ticket purchase price in their trust account. All ticket purchases must be completed by a supervisor.

3.3.1 In addition, these inmates may require an RTA or Sun Bus One Day Pass to reach their city.

3.4 The supervisor purchasing the ticket shall complete the Greyhound Ticket Purchase Authorization Tracking Log (P507.16 Attachment 5), including signature and ID before it is issued to the inmate.

3.4.1 The original plus two copies of the Greyhound Ticket shall be printed and distributed as follows:

- Original to the inmate to present to Greyhound Bus Station.
- One copy placed in the inmate’s booking file.
- One copy forwarded to the facility Accounting Department
- Mark void on all copies.
4.0 Ticket Management

4.1 Each facility will establish a procedure to account for all tickets stored in bulk and issued by the Release Deputy.

4.1.1 Tickets stored in bulk will be tracked and maintained by facility accounting staff utilizing the following logs:

- RTA One Day Pass Bulk Log (P507.16 Attachment 1)
- Sun Bus One Day Pass Bulk Log (P507.16 Attachment 2)

4.1.2 Tickets issued to indigent inmates will be tracked by each facility utilizing the following logs:

- RTA One Day Pass Tracking Log (P507.16 Attachment 3)
- Sun Bus One Day Pass Tracking Log (P507.16 Attachment 4)
- Greyhound Ticket Purchase Authorization Tracking Log (P507.16 Attachment 5)

4.2 Logs shall be kept with the passes in a secure location until all tickets have been utilized. When the last ticket has been used, the log and receipt shall be given to the facility Accounting Department. A new batch will then be issued.
RIVERSIDE COUNTY SHERIFF’S DEPARTMENT
CORRECTIONS DIVISION POLICY MANUAL

TITLE: Personal Visits

POLICY: The Riverside County Sheriff’s Department Corrections Division shall develop and implement an inmate visiting plan which will be consistent with Title 15 Section 1062 as facility schedules, space and number of personnel will permit.

REFERENCE: CAC Title 15 Section 1062. Department Policies 501.25 and 507.20.

DEFINITIONS

Personal Visits - A visit between an inmate and family members, friends, and associates.

Special Visits - A non-contact visit between an inmate and his/her family members, friends, and associates who have traveled a long distance and/or are unable to visit during regularly scheduled visiting hours (Verification of information is pertinent). All Special Visits must be approved by an on-duty sergeant.

Official Visits - Visits between an inmate and his/her attorney or other officials, such as law enforcement agents, Parole or Probation agents, etc. Refer to Department Policy 507.20 (Official Visits) for information on the following:

- Attorney Visits
- Law Clerks, Paralegals and Private Investigators
- Contact Visits
- Court Ordered Visits
- Bail Bond Visits
- Foreign Consulate Visits
- Notary Visits

GUIDELINES

Visiting in Riverside County Correctional Facilities shall be accommodated in keeping with the need to maintain order, the safety of persons, the security of the facility, and the requirements of Title 15. All individuals entering a correctional facility for the purpose of visiting or making money deposits may be subject to have their fingerprint scanned via the Integrated Biometric Information System (IBIS). The IBIS is used for identity purposes and to verify the individual does not have a criminal record. Refer to Department Policy 501.25 (Enforcement Activity) for the guidelines on how staff may perform enforcement activities. Failure of visitors to comply with the established regulations may result in warning, termination, suspension, or revocation of visiting privileges. These rules will assist with continued safety and security of the facility, staff, visitors, and inmates.

1.0 Visitor Identification

1.1 All persons entering a Riverside County Correctional Facility for purposes of visiting inmates or conducting financial transactions must present acceptable forms of picture identification, including all forms of government identification cards and have
their fingerprint scanned via IBIS. All persons entering a Riverside County Correctional Facility are subject to warrant checks and arrest. Visitors who do not have valid picture identification will not be allowed to visit. The following are acceptable forms of picture identification:

- Driver's License or ID card.
- Passport or Resident Alien card
- Mexican Matricular Consular card
- Military ID
- Foreign Consulate Cards
- Current school identification cards for minors ages 13-17
- Immigration Card
- All forms of government identification with photo, to include credentials issued by foreign consulate, will be accepted.
- Visitors who do not have picture identification will not be allowed to visit.

**NOTE:** Birth certificates, Department of Motor Vehicle receipts for driver's licenses and identification cards will not be accepted.

In cases where the picture identification is questionable, the On-Duty Supervisor will determine if the identification is acceptable.

### 1.2 Use of the Integrated Biometric Information System (IBIS)

1.2.1 The assigned staff member will confirm the identity of adults seeking visitation, or conducting financial transactions, with inmates via IBIS prior to admittance into the visiting area or depositing money.

1.2.2 If IBIS is unavailable, the assigned staff member will notify a supervisor immediately.

1.2.3 If it is determined when using IBIS, a person is wanted for any given criminal offense, or is identified as a Missing Person, the assigned staff member will notify a supervisor prior to taking enforcement action if possible, or as soon as practical. Refer to Department Policy 501.25 (Enforcement Activity).

### 2.0 Visiting Privileges

2.1 In accordance with Title 15, each inmate shall be allowed no fewer than two visits totaling at least one hour per inmate each week.

2.2 Each facility’s visiting plan shall include such procedures as are reasonable and necessary to assist with the facility’s security and the inmate’s welfare. It shall also include procedures extending visitation privileges to children.

2.3 Visiting privileges may be changed or canceled at any time as circumstances warrant. These may include, but are not limited to:

2.3.1 When medical clearance is not issued for an inmate.

2.3.2 When an inmate is on restricted status, such disciplinary sanctions. Refer to Department Policy 504.09 (Inmate Discipline).

2.3.3 When security conditions of the facility preclude visitation for a temporary
period of time.

3.0 Rules for Visiting

3.1 All persons entering a Riverside County Correctional Facility for purposes of visiting inmates are subject to a search of their person and belongings by correctional staff.

3.1.1 Visitors entering a Riverside County Correctional Facility shall request permission prior to scheduling a visit. Visitors that fall within the visiting guidelines for approval, as indicated below, must submit an Inmate Visiting Application form (P507.17 Attachment 2). Visiting request forms will be approved by the Facility Commander or his/her designee. Once a visitor is approved to visit, visiting forms will be accepted at all Riverside County Correctional Facilities. Visiting forms will expire after 60 days at which time the visitor shall be responsible for submitting another visiting request form for continued visits. If the visitor has been denied a visit previously, the visiting form will expire in 30 days. It is the visitor’s responsibility to present the approved form prior to each visit. Each facility visiting request shall stay on file for the duration the inmate is in custody.

- Convicted of a felony
- Incarcerated within the last six months
- Active warrants
- Supervised release
- Currently on Parole
- Currently on Summary/Formal Probation
- Work Release Programs

3.1.2 Persons who have been previously convicted of a felony, and/or are also on parole are guilty of a felony by visiting any inmate at a county facility, unless one or more of the following exists:

- The Warden and/or Assigned Parole Agent must give written consent to the parolee granting a visit at a penal institution.
- The Parolee must obtain written documentation of authorization from his/her Parole Agent and produce such written authorization upon demand or questioning to the officer in charge of any State or County facility.

3.1.3 Riverside County Correctional Facilities shall display proper signage at the entrance to the Main Lobby/Visiting Area. These signs should include the crimes and possible legal sanctions for violations of the rules and regulations governing visiting. Any visitor committing a criminal act on the facility’s premises is subject to arrest.

- A supervisor shall be present whenever an arrest occurs by a deputy assigned to the facility.

3.1.4 Refusal to submit to a search will result in the denial of visitation for that day.
3.2 Any of the below violations by a visitor may subject him/her to loss of visiting privileges and/or arrest. Disciplinary action may also be taken against the inmate as applicable.

3.2.1 Bringing onto the grounds any weapon, firearm, ammunition, explosive device, tear gas, pepper spray, alcohol or controlled substance, cameras and/or recording devices.

- Prohibited Items shall include all tobacco products, marijuana, food, cell phones and pagers.

3.2.2 Assisting an inmate to escape

3.2.3 Taking letter and/or written documents to or from an inmate

3.2.4 Falsely identifying his or herself to gain admission into a facility

3.2.5 Entering without the permission from the facility when the visitor falls under section 3.1.1

3.2.6 Smoking, eating or drinking within the facility

3.2.7 Arriving late for a visit

3.2.8 Conduct which disrupts the orderly running of the facility

- Children are to remain under direct supervision of the accompanying adult.

3.2.9 Wearing inappropriate attire:

- Clothing that exposes the breast/chest area, genital area, midriff area or buttocks
- Dresses, skirts, pants and short exposing more than two inches above the knee, including slits when standing
- Sheer or transparent garments
- Strapless or sleeveless shirts/tops
- Clothing or accessories displaying obscene or offensive language or drawings
- Brassieres with metal under wires or any other detectable metal
- Hats or head gear

3.2.10 Religious headwear:

- Visitors having religious headwear will have it searched by a gender appropriate deputy in an isolated/private area.

3.3 All facilities within the Riverside County Sheriff’s Corrections Division reserve the right to terminate any visit if deemed necessary for security purposes. If this occurs, staff members will ask visitors to safely exit the facility.

- In the event of fire/life safety matters, staff members will refer to the Fire/Life Safety Manual for visitor evacuation procedures and locations. Refer to Department Policy 505.04 (Evacuation Plan).

4.0 Notification to Visitors

IV-4 08/18/2021
4.1 A copy of the visiting rules, applicable laws, and schedule will be posted in a conspicuous location in the lobby for the visiting public to view. Copies will also be made available to the visiting public upon request.

5.0 In-Custody Inmate Visits

5.1 In-custody inmate visits may be approved by a Facility Commander or designee under the following conditions:

- The inmate(s) are not unsentenced and/or co-defendants (booked on same case(s)).
- Inmates are not engaged in a dating relationship
- By order of the court
- Inmates are related as immediate family members

5.2 The Facility Commander or designee should review information provided to him/her and attempt to confirm the following:

- Spouse’s maiden name
- Spouse’s date of birth
- Current address
- Past addresses
- Spouse’s place of birth
- Names of children, number of children, etc.

5.3 Visitation times will be at the discretion of the Facility Commander or designee.

5.4 All visitation sessions will be supervised by staff at all times. There will be no physical contact allowed between both inmates during the visit.

5.5 Visiting sessions will not exceed 60 minutes.

5.6 Inmates returning from an in-custody visit will be thoroughly searched before returning to their housing unit.
### RIVERSIDE COUNTY SHERIFF

**COURT ORDERED CONTACT VISITS**

**MONTH / YEAR:**

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Inmate Visiting Application
(Please print. Incomplete applications will NOT be accepted or approved. Original Form Only)

Visitor’s Information:                                      Date Applied:____________________

Last Name:____________________________  First Name:____________________  Date of Birth:____________________

Address:________________________________  City:____________________    State:_______ Zip Code:____________________

Driver’s License/Identification #____________________________  CII #:____________________(Office Use Only)

Home Phone #:_________________   Cell Phone #:_________________   e-mail:___________________________

Check all that Apply:

☐ Currently on Parole
☐ Currently on Felony Probation
☐ Currently on Misdemeanor Probation
☐ Currently on Supervised Release / Work Release
☐ Have been convicted of a Felony in the past.
☐ Have been incarcerated within the last 6 months.
☐ Other

Please explain all boxes checked above:
______________________________________________________________________________
______________________________________________________________________________

I am requesting permission to visit the following inmate:

Last Name:_______________________  First Name:__________________________

Date of Birth:_____________________  Booking #:___________________________

**Attention: This application can be picked up and returned to any Riverside County Detention Facility during visiting hours or mailed to any Riverside County Detention Facility. If your request to visit is approved or denied, we will send you a written response within five business days of being received. **If you are on Parole or Formal Probation, you will need to include a permission to visit letter from your parole or probation officer along with this application.

If your request is approved, you can schedule a visit by calling the facility where the inmate is housed. It is your responsibility to bring this request with you each time you visit and present it prior to your visit. Failure to do so will result in a cancellation of the visit. You will have 60 days from the date of approval to visit with this form, at which time you will need to resubmit a new form. You must have a separate form to visit different inmates. You will have 30 days to visit an inmate from the date of approval if there was a previous denial.

For Office Use Only:

Issued By:__________________ ID #_______
Date Received ____________________________

507.17 Attachment 2 (11/29/18 (1))
RIVERSIDE COUNTY SHERIFF’S DEPARTMENT
CORRECTIONS DIVISION POLICY MANUAL

TITLE: Volunteers
NUMBER: 507.18

POLICY: The Riverside County Sheriff’s Department Corrections Division shall establish procedures and guidelines for the use of Citizen Volunteers.

REFERENCE: CAC Title 15, sections 1061, 1070, and 1072
CROSS-REFERENCE: PC, sections 4002 and 4027

GUIDELINES

1.0 General

1.1 Citizen Volunteers are used to provide various support groups and religious services to inmates. All Citizen Volunteer services are managed and scheduled by each facility Program Coordinator.

1.2 Only Citizen Volunteers working under a recognized organization (AA/NA, religious groups, Re-Entry Job Search Workshop, etc.) will be permitted to participate in the Citizen Volunteer Program.

1.3 All Citizen Volunteers must pass a Sheriff’s Level I or II security clearance before entry to the facility.

   1.3.1 Level I volunteers need to complete a Classified Background Packet which will be processed by the Sheriff’s Personnel Unit. Level I volunteers can have unsupervised contact with the inmates and access to confidential information by computer.

   1.3.2 Level II volunteers need to complete a Security Clearance Packet which will be processed by the facility Program Coordinator. Level II volunteers shall not have unsupervised contact with inmates and shall not have access to confidential information.

   1.3.3 Questions regarding Citizen Volunteer’s status should be routed to the facility

1.4 Volunteers, if taken hostage, shall not be recognized for escape bargaining. Refer to Department Policy 502.05 (Hostage Plan).

2.0 Program Coordinator Duties

2.1 The Program Coordinator will act as a liaison with all Citizen Volunteers to handle any questions or problems Citizen Volunteers encounter.

2.2 The Program Coordinator will maintain a Citizen Volunteer Access List with photographs of volunteers who are cleared to enter the facility, as well as a list of volunteers where access has been revoked.
2.2.1 The Citizen Volunteer Access List will be kept at each facility.
2.2.2 Program Coordinators will work closely with the Sheriff’s Personnel Unit to verify Agency Web is updated with approved or terminated volunteers.

2.3 The Program Coordinator will maintain a monthly schedule listing the date and time each Citizen Volunteer group will be coming to the facility. This scheduling will be coordinated with affected supervisors to not conflict with other facility functions.

2.4 The Program Coordinator will maintain accurate records of Citizen Volunteer activity in the facility by collecting the Volunteer Services Program Report Forms (RSD Form 556).

2.4.1 The Volunteer Program Report Forms will be scanned monthly into the Retention of Electronic Document System (REDS). Refer to Department Policy 506.14 (Purging of Records).

3.0 Volunteer Entry into Facility

3.1 When Citizen Volunteers arrive, they must identify themselves at the Main Lobby/Perimeter One.

3.2 They are to provide a government issued identification card, such as a driver’s license.

3.3 The Citizen Volunteer will state the group they represent (such as Alcoholics Anonymous).

3.4 Citizen Volunteers and their belongings are subject to search prior to entering/exiting the facility.

3.4.1 Any Citizen Volunteer refusing a search of his/her person or belongings will be denied access to the facility.

3.4.2 If a Citizen Volunteer refuses a search, facility staff shall inform a supervisor immediately, document the refusal in the Supervisor Activity Log, and contact the SITE-B Program Sergeant.

3.5 Any literature Citizen Volunteers wish to provide inmates must be approved by the Program Coordinator.

3.5.1 Citizen Volunteers may bring in the following:

- 2 (8 1/2 x 11) pre-printed sheets of paper per inmate
- Car keys
- Facility ID badge
- Religious material (One personal Bible per volunteer) or counseling literature for teaching
- One guitar per volunteer group (for volunteer use only)
3.6 Inmates shall use the bibles issued to them by the full-time Facility Chaplain. Refer to Department Policy 507.14 (Religious Services).

4.0 Housing Unit Deputy Duties Responsibilities

4.1 Housing Unit Deputies will locate inmates who are interested in attending counseling or religious services. If one dayroom is not interested in participating, deputies shall offer the Citizen Volunteer services to another dayroom.

4.1.1 Inmates shall be searched before movement.
4.1.2 Inmates shall be moved in groups no larger than five.
4.1.3 No more than 15 inmates shall be permitted in a program room for services.
4.1.4 Only inmates of the same sex and security classification are permitted together in a Program Room.

4.2 Housing Unit Deputy will not allow inmates to stand or leave the Program Room without permission. They must raise their hand first before any movement as a safety precaution for the Citizen Volunteers.

4.3 The Housing Unit Deputy will make every attempt to closely monitor the services.

4.4 When services have concluded the inmates will be searched and returned to their housing unit. Inmates will be moved in groups no larger than five.

4.5 At the conclusion of services, Citizen Volunteers will complete a Volunteer Program Report Form and route it to the Program Coordinator.

4.6 Citizen Volunteers will then turn in their identification tags and be escorted from the facility.

5.0 Citizen Volunteer Conduct in the Facility

5.1 Any misconduct by a Citizen Volunteer shall be immediately brought to the attention of a supervisor. The supervisor may remove the Citizen Volunteer from the facility if any misconduct is suspected. The supervisor shall notify the Facility Commander, or designee, and the Sheriff’s Inmate Training and Education Bureau’s (SITE-B) Program Supervisor of any suspected misconduct or if the Citizen Volunteer is removed. The Program Supervisor may suspend the volunteer’s status.

5.2 After a review of the circumstances, the Facility Commander, Inmate Services Manager, or designee may permanently revoke the Citizen Volunteer’s status if any misconduct was committed.

5.3 Citizen Volunteers shall be provided with a copy of the Detention Volunteer Handbook and be informed of their assigned facility’s rules. These rules shall include but are not limited to the following:

- Will not leave any approved material unattended.
May be required to give a statement as part of a criminal or internal investigation.
Will report anything they see or hear which is unusual or suspect. This includes but is not limited to information concerning weapons, narcotics, escape plans, or Prison Rape Elimination Act (PREA) violations.
Shall follow the directions of staff
Will not do anything for an inmate that would fall outside the scope of the Citizen Volunteer service.
Will not accept any item from inmates.
Do not to touch inmates in any way shape or form, including but not limited to hugging, a pat on the back, fist bump, hand shaking, etc.
Are not permitted to visit or correspond with inmates. Any attempt to do so may result in termination.
Will not have access to inmates of the opposite sex, unless approved by the SITE-B Inmate Services Manager.

6.0 Contractors, Vendors and Volunteers

6.1 To coincide with PREA Standards, Contractors, Vendors and Volunteers (PREA Informational Pamphlet) (P507.18 Attachment 1) shall be provided to all contractors, vendors and volunteers before having any contact with an inmate.

6.2 The Contractors, Vendor and Volunteer Acknowledgement Form (P507.18 Attachment 2) will be signed by all Contractors, Vendors and Volunteers. The Acknowledgement Form will be maintained by the Departments PREA Coordinator. Refer to Department Policy 501.24 (Sexual Assault).
RIVERSIDE COUNTY SHERIFF’S DEPARTMENT
CORRECTIONS DIVISION POLICY MANUAL

TITLE: Voting
NUMBER: 507.19

POLICY: The Riverside County Sheriff’s Department Corrections Divisions shall allow inmates to correspond with the Registrar of Voters in their county of residence to register to vote and make application for a vote by mail ballot.

REFERENCE: Title 15 Section 1071; Penal Code 1170(h); Assembly Bill 2466; Elections Code Sections 2101, 2106; County Clerk/Registrars of Voters (CC/ROV) Memorandum #15100

GUIDELINES

1.0 Inmate Voting Requests

1.1 All inmate requests for voting information shall be forwarded to the facility Program Coordinator who will be the main point of contact for voter information.

1.2 Each Program Coordinator will be responsible for providing Voter Registration forms upon request. Inmates will mail Voter Registration forms directly to the Registrar of Voters.

1.3 An inmate shall not be denied information on how to vote, or a California Voter Registration form.

1.4 The Registrar of Voters for each respective county shall be the ultimate authority in determining one’s eligibility to vote.

1.5 Inmates will not use any Sheriff’s facility as their residential address. If they do not have a current address, they will use their last known residential address or nearest cross-street.

1.6 When completing a California Voter Registration form, inmates will list the current facility they are located as their mailing address.

1.7 The California Voter Registration form must be filled out in pen.

2.0 Out of County Voting Requests

2.1 If the inmate is a resident of another county or state, the inmate will be directed to write the Registrar of Voters Office in that county requesting that a voter registration form is mailed to them.

2.2 The facility Program Coordinator will provide addresses for each of the States’ Registrar Offices.
3.0 Indigent Voter

3.1 Should an indigent inmate wish to correspond with the Registrar of Voters to register to vote or request a “Vote by Mail” ballot, postage will be provided for by the Inmate Welfare Fund.

4.0 Program Coordinator Responsibilities

4.1 Information regarding who is eligible to vote, and the specifics of the voting process, is available on the Dedicated Inmate Channel. Refer to Department Policy 507.22 (Dedicated Inmate Channel).

4.2 The Inmate Services Manager will designate one employee on a yearly basis to coordinate with the Riverside County Registrar of Voters Office to verify the Department upholds its legal obligation to allow those persons who are incarcerated an opportunity to participate in each election cycle.

4.3 The Inmate Services Manager will verify the Voting Guide for Incarcerated Voters Pamphlet (P507.19 Attachment 1 English, Attachment 2 Spanish) is updated when changes are needed (e.g. final registration dates and election dates).

5.0 Provisional Ballot

5.1 If an arrestee is brought into custody within seven days, up to the evening prior to Election Day, the Riverside County Registrar of Voters has implemented a process for the inmate to receive a provisional ballot. In order for the inmate to receive a provisional ballot, the inmate MUST have already been registered to vote within Riverside County.

5.2 Staff will notify the facility Program Coordinator when they are made aware of an inmate wishing to utilize the provisional ballot process.

5.3 The facility Program Coordinator will have the inmate complete page two of the Voting Guide for Incarcerated Voters Pamphlet (P507.19 Attachment 1 English, Attachment 2 Spanish).

5.4 The signed provisional ballot request will then be faxed to the Riverside County Registrar of Voters Office by the facility Program Coordinator for processing.

5.5 The Registrar of Voters Office will complete a voting packet for the inmate and will notify the facility Program Coordinator when it is ready.

5.6 After the inmate completes their ballot in pen, the facility Program Coordinator will deliver the ballot to any polling place designated by the Riverside County Registrar of Voters Office before the end of the Election Day.
TITLE: Official Visits  NUMBER: 507.20

POLICY: The Riverside County Sheriff’s Department Corrections Department shall develop and implement procedures to accommodate inmate visits with Attorneys, Law Clerks, Paralegals, Private Investigators, Bail Bondsman, Foreign Consulate, and other officials. Inmates shall be allowed unimpeded access to attorneys and legal representation upon request.

REFERENCE: CAC Title 15 Section 1068, County of Nevada et al. V. The Superior Court of Nevada County Case No. C074504 and California Government Code §§ 7283 et seq. (TRUTH Act, A.B. 2792).

CROSS REFERENCE: PC, Section 825(b), Department Policy 501.24, 508.17. Title 15 Section 3173.2

GUIDELINES

1.0 Official Visits

1.1 Official visits are visits between an inmate and his/her attorney or other officials. The following individuals and/or groups are considered official visitors:

- Public Defender and/or Private Attorney
- Law Clerks, Paralegals and Private Investigators
- Bail Bondsman
- Notaries
- Child Protective Services/Foster Care
- Physician
- Clergy
- Rape Crisis Advocates
- Foreign Consular
- Other Law Enforcement Officials

1.2 Official visitors must check in with the lobby prior to entering any facility and provide a bar card or proper identification credentials and court order if necessary, to facility staff.

1.3 All official visitors may be subject to search of their person and belongings. A visual inspection of all materials, bags, purses, containers, etc. within their possession will be completed prior to entry into a facility. In the event the official visitor refuses to be searched, they will be denied entry into the facility and the on-duty supervisor shall be notified.
2.0 Attorney Visits

2.1 Inmates have a constitutional right to unimpeded access to attorneys and legal representation. Facilities must have areas designated for the confidential interviewing of inmates by their counsel. An attorney may visit an inmate upon request by the inmate, or any relative of the inmate. Staff must make inmates available to their attorneys at any time of the day or night.

2.2 For facility security or operational needs, an attorney visit may be delayed for a reasonable amount of time. If a lengthy delay is anticipated, a supervisor shall be called to coordinate the attorney visit at the earliest possible time.

2.3 All attorney visits should be conducted in areas that allow for confidential communication between the attorney and inmate.

2.4 Attorneys have a right to use a slotted booth to conduct legal business with their client(s) without direct scrutiny by facility staff. If there is no paperwork transaction involved, there will be no need for use of a slotted Attorney Booth.

2.5 All electronic devices, except for laptop computers, are prohibited unless pre-approved by the facility commander (e.g., cameras, video recorders, audio recorders, and cellular devices).

3.0 Attorney Laptop Access

3.1 The laptop computer shall only be allowed into the non-slotted Attorney Booth by an attorney for official use only. The sole intent of bringing the laptop computer into the booth shall be for necessary preparation in their client’s court proceedings. Examples of the necessity would be for viewing of voluminous documents, photos, video clips, etc.

3.1.1 The use of the laptop computer camera and/or internet access via the laptop computer while inside visiting area/ non-slotted Attorney Booth is strictly prohibited.

3.1.2 When scheduling a visit, the attorney must notify the lobby deputy of their intent to bring a laptop into a Visiting Area/ non-slotted Attorney Booth.

3.1.3 This courtesy applies to the attorney of record only (as listed on official court documents).

3.1.4 Any inappropriate use of the laptop computer, while within the visiting area/ non-slotted Attorney Booth, would subject the violator to losing the privilege of bringing a laptop computer into the facility for future visits.

4.0 Law Clerks, Paralegals, Public Defender Employees and Private Investigators

4.1 Law clerks, paralegals, Public Defender employees, and private investigators necessary for interviewing inmates for criminal violations, will be permitted access to visit with an inmate. The Public Defender’s Office provides the correctional facilities with a list of their staff and all those on the list are approved to visit inmates. Only the inmate represented by the attorney may be interviewed pursuant to this section. All other interviews not involving the represented inmate shall be conducted...
through the public visiting process. Refer to Department Policy 507.17 (Personal Visit).

4.2 Pro Per Inmates may have an investigator assigned to them through the court. If an investigator requests a contact visit, a court order will be required.

5.0 Attorney Contact Visits

5.1 An attorney may request, with or without a court order, a contact visit.

5.2 Custody staff should inform the requesting attorney of available options to expedite their visit. For example, a slotted Attorney Booth which provides confidentially for the attorney and their client.

5.3 Contact visits may require up to a five-day notice from the requesting attorney. Attorneys are only allowed to schedule one appointment, per inmate, at a time. Appointments can be scheduled up to 30 days in advance.

5.4 Each request requires a Contact Visit Approval Packet to be completed. The packet will include: Criminal Information Index (CII), Classification notes, demographic information, case information, and the Contact Visit Approval Form (P507.20 Attachment 1).

5.5 Contact visits shall be reviewed and approved or denied on a case-by-case basis by the Facility Commander or designee.

5.6 If a Court Ordered Contact Visit is approved by the Facility Commander, a copy of a court order received from the court shall be maintained in the inmate’s file.

5.6.1 If the Facility Commander denies the request for a court ordered contact visit, he or she will contact the court and relay this information. If the court determines the contact visit should be accommodated, the Facility Commander will notify the Corrections Division Chief Deputy.

5.7 The contact visit location will be determined by each individual facility. The visit will be conducted in an area, which maintains confidential client/attorney privileges. Each facility will determine the level of security needed and how personnel will be assigned.

5.8 Each facility will be responsible for scheduling the contact visits and will document the information in Classification notes.

5.9 Once a contact visit is completed, the Request for Contact Visit Form (507.20 Attachment 1) shall be placed in the inmate’s booking file. Attachments required for the Request for Contact Visit Form will not be included in the booking file and will be destroyed.

6.0 Bail Bondsman

6.1 Any Bail Bond Agent entering for a visit must complete a Bail Inquiry Form (506.01)
Attachment 1) before the visit. The original visiting form will be forwarded to the Bail Bond Liaison. When the box marked “Bail Bond Drop Off” is checked, the completed original form will be forwarded to the Business Office along with the Bond. Refusal to complete the form is grounds for denial of a visit. Refer to Department Policy 506.01 (Bail Bonds).

6.2 Bail Bondsmen who have a legitimate need to see an inmate, who has open cases and is eligible for bail, will be allowed reasonable access during lobby visiting hours to visit all inmates that are housed. They will have 24-hour access to inmates housed in temporary holding areas for purposes of conducting business. Access will be allowed through the visiting area.

6.3 If the Bail Bondsman needs documents signed; quit claim, car title, etc. they will be allowed access via an Attorney Booth, but not with direct slot access to the inmate. Use of the pass-through slot, for deputy to inmate, will be used.

6.4 If the Bail Bondsman is vague about the need to see an inmate, the inmate has no open or bailable cases, the Bail Bondsman gives inconsistent stories as to the reason to see the inmate, or there are other issues that raise suspicions of staff, the Bail Bondsmen will only be allowed to visit during the inmate’s normal visitation schedule.

7.0 Notary Public Visit

7.1 A Notary Public is an official representative, who is licensed through the State of California, to witness the signing of documents.

7.2 Notary Public visits will be conducted during normal visiting hours, unless otherwise approved by the Facility Commander.

7.3 Notary Public visits are not to be scheduled by appointment and shall not be counted against the inmate as a regular visit.

7.4 Translators will be allowed as needed with Notaries.

7.5 A deputy must be present at all times during the visit.

7.6 All paperwork to be signed shall be passed by the deputy.

7.7 If copies are to be given to the inmate, no staples, paperclips, etc. shall be permitted.

7.8 Notary Public Visits shall be for signing forms only, and not for visiting purposes.

8.0 Child Protective Services/Foster Care Agencies

8.1 All Child Protective Service (CPS)/Foster Care Agency visits will need to contact visiting and schedule the visit one day in advance.

8.2 All CPS/Foster Care Agency visits will be conducted on days and times determined by each facility.
8.3 All CPS and Foster Care Agency personnel will need to possess their County identification badge or associating identification and court paperwork stating the Judge’s order for a special visit when visiting with children. Court orders are not required for CPS evaluations.

9.0 Physician Visits

9.1 All Physician visitors will need to contact Classification and schedule his/her visit one day prior to the visit.

9.2 Mental Health personnel/visitors will need to possess their county identification badge(s) and court paperwork stating the judge’s order for a special visit.

10.0 Special Visits Clergy/Pastoral

10.1 Requests for Special Clergy/Pastoral visits are subject to review and approval via the watch commander. Generally, the special visits request should be made 48 hours in advance. However, under special circumstances, immediate scheduling of a special visit may occur providing the visit is approved by the watch commander or his / her designee, and there is adequate space to accommodate the visit. All requests for a Special Clergy / Pastoral visit must include the reason / necessity for the special visit. The special visit will be granted one-time only, per inmate.

10.2 The Chaplain may recommend special visits for clergy/pastoral visits.

10.2.1 The Department Chaplain shall complete an Authorization for One-Time Clergy Visit form and forward the completed form (P507.20 Attachment #2) to the Classification Sergeant for approval. Upon approval, the pastoral visit form will be returned to the Chaplain or Program Coordinator who will make the notifications to schedule the visit.

10.3 The special visit will last no more than one hour.

10.4 The Chaplain will be responsible for collecting completed forms and archiving them.

10.5 Visiting clergy are only allowed one special visit. Any further visits must take place during regular visiting hours. Refer to Department Policy 507.17 (Personal Visits).

11.0 Rape Crisis Advocate Visits

11.1 Inmates who have been victims of sexual assault, sexual abuse, and/or sexual harassment (Prison Rape Elimination Act guidelines) are entitled to visits from a Rape Crisis Advocate. These visits are allowed 24 hours a day, 7 days a week. The visits will be conducted in a non-slotted Attorney Booth, in a confidential manner.

12.0 Foreign Consular

12.1 The visitor will be required to furnish official identification as a Foreign Consular Official.
12.2 Foreign Consular shall be treated as attorneys for the purpose of interviewing a foreign national. A Foreign Consular may visit an inmate at any time; they do not require a scheduled visiting appointment. All Foreign Consular interviews should be conducted within the facility.

12.3 Foreign Consular will be permitted to utilize the Attorney Booth to provide legal documents.

13.0 Immigration and Customs Enforcement (ICE) Officials

13.1 ICE Officials requesting to interview an inmate regarding his/her citizenship, immigration status, and/or possible immigration violations must obtain written consent from the inmate.

13.2 Visiting/Lobby Deputies will complete the “Immigration & Customs Enforcement Interview Consent Form (507.20, Attachment 3-A). This attachment is also available in: Chinese (P507.20 Attachment 3-B), Korean (P507.20 Attachment 3-C), Tagalog (P507.20 Attachment 3-D), and Vietnamese (P507.20 Attachment 3-E).

13.3 Visiting/Lobby Deputies will coordinate the delivery of the consent form to the inmate for his/her signature. The pink copy of the form shall be provided to the inmate.

13.3.1 If the inmate consents, the interview will be allowed.
13.3.2 If the inmate does not consent, the interview will not be allowed.

13.4 Distribute the remaining copies of the consent form as indicated at the bottom of the form.
POLICY: The Riverside County Sheriff’s Department Corrections Division recognizes an inmate’s right to exercise religious beliefs while in custody; the Corrections Division governs the removal of religious head coverings during the booking process and the photographing of inmates wearing these head coverings.


GUIDELINES

1.0 Religious Head Coverings/Garments at Intake

1.1 Inmates may profess a religion that requires modesty as a key component of their religious practices. To achieve this level of modesty, they may be required to wear head coverings and/or clothing which covers arms to wrist and legs to ankles.

1.2 Arrestees, or inmates, at intake shall not be permitted to retain their personal religious head coverings without being subject to a complete search. Once a search of the inmate has been conducted and all other personal items have been removed from the inmate, staff shall escort the inmate to an area of privacy and instruct them to remove their religious head covering(s) and garments. After verifying the arrestees’ or inmate’s hair and head covering are free of contraband, weapons, and drugs, the personal religious head covering, shall be returned and the inmate shall be allowed to replace the head covering before leaving the private area. For inmates needing coverage of arms and legs, jail issued pants and a sweatshirt will be provided. The sweatshirt shall be worn under the inmate issued top.

1.3 So that modesty is maintained when an arrestee’s or inmate’s religious head covering, and garments are removed, staff requesting removal of the religious head covering shall be the same gender as the arrestee or inmate. Only the necessary number of staff shall be present while the arrestee’s head is uncovered, and body unclothed.

1.4 When removal of religious head coverings is required by staff for booking photographs, staff shall only have the necessary number of personnel required to take the arrestees or inmate’s photographs and be of the same gender as the arrestee or inmate. Inmates shall be kept out of view from other inmates and uninvolved staff.

1.5 Staff shall take two booking photographs of an arrestee or inmate wearing a religious head covering(s); one wearing the religious head covering, and one without wearing the religious head covering. The photograph with the religious head covering shall be used for the inmates’ wristband.
2.0 Religious Head Covering Removal

2.1 When removal of an inmate’s religious head covering is required for security interests, staff shall make every reasonable effort to verify that it is done in a manner that:

- Keeps the inmate out of view from other inmates and uninvolved staff.
- Assistance, when required, is provided by staff who are of the same gender as the inmate.
- Allows the inmate to remove the head covering in an area of privacy.

2.2 An inmate wearing a religious head covering not required for modesty shall be permitted to wear them only during prayer or religious services. Such religious head coverings shall not be worn while in the dayroom or outside of the housing unit. Staff shall permit inmates to carry religious head coverings with them while en-route to and from religious services. Religious head coverings are explicitly subject to search for security reasons at any time.

2.3 An inmate wishing to receive head covering(s) for religious purposes and did not have them at the time of booking, shall submit a request to the Facility’s Chaplain. The Chaplain shall interview the inmate to establish the inmate can articulate the religious significance between their professed religion and the requested religious head covering(s). The Chaplain shall ask questions necessary to determine the inmates’ sincerity of beliefs but shall not test for religious proficiency.

2.4 As part of reviewing an inmate’s request for religious head covering, the Chaplain shall fill out appropriate sections of Request for Religious Diet or Items Evaluation Form (P509.04 Att. 1). The form shall be submitted to the Facility Commander for review. The original form shall be filed in the inmate’s booking file and a copy given to the inmate.

3.0 Religious Items

3.1 Religious items are religious symbols, reading material, or other religious items claimed as important to an inmate’s religious practice.

3.2 Requests for religious items by an inmate shall be submitted to the Chaplain assigned to the facility on an Inmate Request Slip (RSD Form 505).

3.3 The Chaplain will complete a Request for Religious Diet or Items Evaluation Form (P509.04 Attachment 1) concerning the items requested and detailing their recommendation to provide the item to the inmate. Refer to Department Policy 509.04 (Inmate Meals).

3.4 The Chaplain will consult with a Classification Sergeant to determine if the religious item poses a security risk.
3.4.1 If the item poses a risk, Classification Staff will document the specific facts which lead to their opinion in classification notes, and the Chaplain will attempt to find a suitable replacement item, if possible, which does not pose a security risk.

3.4.2 When required, the Chaplain will document efforts made to provide a suitable replacement of the requested religious item or other accommodation recommended on the Request for Religious Diet or Items Evaluation Form (P509.04 Att. 1).

3.4.3 The completed evaluation form will be maintained in the inmates booking file.

4.0 Possession of Religious Items

4.1 Any religious items in an inmate's possession during booking shall be inventoried and stored with the inmate's personal property.

4.2 The only authorized source of an inmate's religious items shall be from the Chaplain's Office.

4.3 Staff assigned to facility supply / warehouse will special order religious items once the items have been approved by the Chaplain and the Facility Commander.

4.4 Inmates may only wear approved religious items during his or her religious service. These items shall not be worn at any other time even while traveling to and from a religious service, or within a cell.

5.0 Hairstyles

5.1 An inmate wishing to keep a hairstyle for religious reasons shall submit a request to a facility Chaplain. The Chaplain shall interview the inmate to establish the inmate can articulate the religious significance between their professed religion and the hairstyle. The Chaplain shall ask questions necessary to determine the inmate's sincerity of beliefs but shall not test for religious proficiency.
POLICY: The Riverside County Sheriff’s Department Corrections Division shall manage and maintain a Dedicated Inmate Channel that will broadcast therapeutic, educational, and informative information to the inmate population.

REFERENCE: Title 15 Section 1070

DEFINITIONS

Dedicated Inmate Channel - A closed-circuit station shown on televisions viewed by inmates throughout the county. Information is uploaded into the content player at the Sheriff’s Inmate Training and Education Bureau (SITE-B) for television formatting. The information is scheduled to play on scheduled days and times. Appropriate program-related information including internet-based feed, text, video, PDF, PowerPoints, images, and audio files will comprise the bulk of the content shown. The Dedicated Inmate Channel will assist with establishing uniformity throughout the Division by disseminating information countywide.

GUIDELINES

1.0 Responsibilities

1.1 All material selected and downloaded into the Dedicated Inmate Channel shall have prior approval by the SITE-B Inmate Services Manager or designee and Facility Commander.

1.2 The SITE-B Supervisor shall be responsible for maintaining the Dedicated Inmate Channel master file on the SITE-B Drive.

1.3 The Dedicated Inmate Channel will be programmed according to a daily schedule.

1.4 The Dedicated Inmate Channel shall be made available for inmate viewing daily.

2.0 Add/Change/Delete Information

2.1 Any staff requesting to add/change/delete information to the Dedicated Inmate Channel must submit the request on the “Dedicated Inmate Channel Proposed Changes form” (P507.22 Attachment #1).

2.2 Requests for program related content or messaging may be submitted directly by SITE-B staff via their Chain of Command to the SITE-B Inmate Services Manager or designee for approval.

2.3 Requests for non-program related content or messaging may be submitted by each facility; however, that request must be approved by the Facility Commander prior to its submission to the SITE-B Inmate Services Manager for final approval.
2.4 Requests may be submitted by all staff, including but not limited to Behavioral Health, Medical, and Food Service, for improving communications with the inmates.

2.5 Staff must complete the form with suggestions and/or reasons for the additions or changes.

2.6 The Dedicated Inmate Channel Proposed Changes form (P507.22 Attachment #1) along with content shall be emailed to the Dedicated Channel Inbox.

2.7 The Dedicated Channel Inbox shall be monitored by designated SITE-B staff.

2.8 Once approved, the SITE-B Supervisor shall keep a master file of approved materials for each facility on the SITE-B Drive.

2.9 The SITE-B Supervisor shall designate staff to upload, update, or remove content from the Dedicated Inmate Channel.

3.0 Channel Content

3.1 Information available on the Dedicated Inmate Channel may include topics related to, but is not limited to:

- Detention Health Services
- Forensic Mental Health Services
- Inmate Support Services (e.g. Law library and Voting)
- Religious services
- Educational services (e.g., Adult basic education tutorials, GED, and Life Skills)
- Therapeutic programs (e.g., Substance abuse, domestic violence prevention, anger management, HIV, and AIDS)
- Alternative custody information (e.g., Work Release and SECP)
- Jail rules and regulations
- Transitional services (e.g., Reentry and Aftercare)
- Visiting schedules
- Therapeutic Music
- Inspirational and Educational Movies
Requests for additions, deletions, or changes of information on the Dedicated Inmate Channel will be submitted and forwarded to the SITE-B Inmate Services Manager. Changes are made from the SITE-B content player. Please check one of the following options:

- [ ] PROGRAMS
- [ ] NON-PROGRAMS

All non-program related requests must be approved by the Facility Commander prior to its submission to the SITE-B Inmate Services Manager as applicable for final approval or posting.

Check all that apply:  
- [ ] SCF  
- [ ] RPDC  
- [ ] INDIO  
- [ ] CBDC  
- [ ] BLYTHE

Requesting Employee: _____________________________________________  ID# __________________
Print Rank, First and Last Name

Suggested change or addition:

Reason for change or addition:

Start/End Date of Broadcast: ____________________________
Days of Broadcast:  
- [ ] Sun  
- [ ] Mon  
- [ ] Tue  
- [ ] Wed  
- [ ] Thu  
- [ ] Fri  
- [ ] Sat

[ ] Content Reviewed By: ___________ ID# ___________ Date: ___________

Submit to Jail Commander / SITE-B Inmate Services Manager via chain of command

Approved by:
Facility Commander: ___________________________ Date: ___________
SITE-B Inmate Services Manager: ___________________________ Date: ___________

Signed form along with content shall be emailed to the Dedicated Channel Inbox.
Effective June 10, 2020, the Carotid Restraint Control Hold is no longer an authorized force option for members of the department.

REFERENCE: DD#20-070, DSM 300.3.4
TITLE: Communicable Diseases

POLICY: Each facility will develop and follow a procedure for notifying the Department of Public Health for known cases of inmates with a communicable disease or suspected of having a communicable disease, as well as a method for reporting communicable disease to the Department of Public Health.

REFERENCE: CAC title 15, sections 1051 and 1206.5., CDC MMWR 43 (RR-13); 10/28/94, National T.B. Center, CFR 1910.1035, Vol. 62, No. 201, 10/17/97, page 54284, Title 17 § 2500,2593,2641.5-2643.20, 2800-2812, Penal Code §7500,7501,7552, Department Policy 508.08 and 508.11

GUIDELINES

1.0 Communicable Disease Types

1.1 Communicable diseases encountered within corrections may include, but are not limited to, tuberculosis, hepatitis, sexually transmitted diseases, AIDS, meningitis, influenza, Methicillin-resistant Staphylococcus aureus (MRSA), measles, and chickenpox. For a list of reportable communicable diseases refer to Attachment #1.

2.0 Reporting Measures

2.1 Custody staff will notify medical staff and a supervisor of newly booked inmates who claim to have a communicable disease or display signs or symptoms of a communicable disease.

2.2 Custody staff will immediately isolate inmates who have or are suspected to have a communicable disease.

3.0 Accidental Transfer/Exposure

3.1 If an inmate is inadvertently housed or transferred with a suspected contagious disease medical staff, the facility commander and director of medical services will be notified immediately.

3.2 Custody staff will immediately isolate the inmate suspected of having a contagious disease.

3.3 At the request of medical staff, Custody staff will provide a list of all inmates who have been exposed by being housed or transported with an inmate identified as infected with a contagious disease.

3.4 An incident response plan will be developed and implemented in consultation with the Chief Medical Director physician.

3.5 The facility commander will verify the incident is reported to the Riverside County
Public Health Officer, as required by law.

3.6 Custody staff will cooperate with the medical staff while inmates receive appropriate testing and treatment if they are suspected of having a communicable disease.

4.0 Handling of Inmates with Airborne Disease

4.1 Inmates who have or are suspected of having tuberculosis or other airborne communicable diseases will be isolated in a negative pressure cell. Inmates with non-airborne communicable diseases may be isolated in a non-negative pressure cell.

4.1.1 All inmates housed in a negative pressure cell for medical purposes will have the reason for their placement kept as confidential as possible. Under no circumstances will another inmate be told of an inmate’s medical condition.

5.0 Court Appearances for Medically Isolated Inmates

5.1 The Transportation Coordinator will contact the court department where the inmate is scheduled to appear and inform them of the inmate’s name and booking number and that they are not medically cleared to appear in court.

5.2 The judge, in any of these instances, may also decide to come to the housing location or other designated area in the jail to conduct any necessary legal proceedings with the inmate. If this occurs, the Transportation Coordinator will contact the Medical Liaison Sergeant to facilitate between the judge and floor operations staff to verify that the judge and other court personnel are accommodated.

6.0 Negative Pressure Cells for Inmates with Airborne Disease

6.1 Refer to Department Policy 508.08 (Exposure Control Plan).

6.2 An airborne isolation sign will be placed on the cell door instructing anyone requiring entry to use an N-95 respirator mask.

6.3 When the negative pressure cells are used for medical purposes, an entry/exit log will be placed outside of the cell indicating which inmate is in the cell.

7.0 Testing Negative Pressure Cells

7.1 All negative pressure cells, when being used for medical purposes, will be tested prior to use, and daily thereafter to confirm that negative pressure is present. When the negative pressure cell is not being used for medical purposes, it will be tested monthly. Corrections personnel will perform this test and all tests will be documented (See P508.02 Attachment #2). The test documentation will include:

7.1.1 Date and time of test
7.1.2 Location
7.1.3 Parameter measured (Negative pressure)
7.1.4 Positive or negative results
7.1.5 Signature of person performing the test
7.1.6 This record will be maintained for the current year plus five (5) years

7.2 Negative pressure cells equipped with a pressure monitor may rely on the reading of the monitor to confirm negative pressure.

7.2.1 Negative pressure cells not equipped with a pressure monitor should use the “Smoke tube test” or the “Tissue paper test” to assure negative pressure. The smoke tube test is performed by:

- Releasing smoke slowly, parallel to, and two inches in front of the gap at the bottom of the closed door.
- If smoke moves into the cell, the cell is under negative pressure.
- If smoke moves away from the door or remains stationary, the cell is not under negative pressure.

7.3 The tissue paper test is performed by:

7.3.1 Holding a thin strip of tissue paper along the bottom of the closed cell door or dropping a small piece of tissue paper along the bottom of the closed cell door.
7.3.2 The tissue paper should be drawn under the door towards the cell.
7.3.3 If the tissue paper is blown away from the door or falls straight to the floor, the cell is not under negative pressure.

7.4 These tests should be conducted at least three times to confirm the results.

7.4.1 If there is an unsatisfactory result, it will be immediately reported to Building Services.

8.0 Cleaning Negative Pressure Cells

8.1 After each medical use, the cell should be left empty with the airflow mechanism operating for at least two hours before entering. A note should be placed on the outside of the door indicating when the cell is clear to enter.

8.1.1 No special precautions are needed for handling the inmate’s dishes, books, laundry, bedding, or other personal items.

9.0 Maintenance for Negative Pressure Cells

9.1 All negative pressure cells will be maintained, inspected and performance monitored every six months. The ventilation rates will be measured using a calibrated balometer, or other airflow measuring device, at least every six-months. The measurement is to certify each negative airflow cell has a minimum of twelve (12) air exchanges per hour. Public Health Office of Industrial Hygiene will be contacted to conduct this measurement every six months.

9.2 All maintenance activities will be documented in writing. At a minimum the IV-4 08/18/2021
documentation will include:

9.2.1 Date of service
9.2.2 Identity of equipment serviced
9.2.3 Type of task/service performed
9.2.4 Signature of person performing the service
TITLE: Dental Care

POLICY: Each correctional facility shall establish procedures to provide emergency and medically required dental care to each inmate, upon request. Dental care will be performed under the direction and supervision of a dentist licensed in the state.

REFERENCE: Title 15 section 1215

GUIDELINES

1.0 Requests for Dental Care

1.1 Inmates may request to see the dentist by submitting an inmate request slip for health care. (RSD Form 511)

1.2 Non-emergency treatment will be scheduled for the next available appointment.

1.3 The facility dental assistant will provide a list of inmates to the dental runner each day. The list will include inmates from other Riverside County correctional facilities who are brought to the facility for treatment.

2.0 Emergency Treatment

2.1 Facility medical staff will evaluate dental requests to determine if the requested care constitutes a condition requiring immediate treatment.

2.1.1 Medical staff will notify custody staff of any condition requiring immediate treatment.

2.2 If no facility dentist is available, an inmate requiring emergency dental care may be sent to a local hospital for treatment.

3.0 Treatment Refusals

3.1 An inmate may refuse county treatment and request treatment by their own dentist at their own expense. Each facility commander may authorize, at the inmate’s expense, the transport and treatment at a private dentist office. The inmate is responsible for the cost of the dental visit, work done, escort deputies, and transportation vehicle.

3.2 Authorization from the facility commander for private dental visits may be denied for security reasons.
TITLE: Developmentally Disabled Inmates

NUMBER: 508.04

POLICY: Each correctional facility shall implement procedures for the screening, housing, and medical referral of developmentally disabled arrestees/inmates.

REFERENCE: CAC title 15, sections 1006 (I) and (cc) and section 1057; The Merck Medical Manual, fifteenth edition; Consultation with Detention Health Services staff, February 1996.

DEFINITIONS:

Developmentally Disabled - those persons who are disabled due to mental retardation, cerebral palsy, epilepsy, autism or a combination of these conditions.

Regional Center for Developmentally Disabled - private agencies throughout the state, funded through the California Department of Developmental Services, which assures the provision of services to persons with developmental disabilities.

- Inland Regional Center
  (909) 890-3000
  1365 South Waterman Ave.
  San Bernardino, CA 92408

Inappropriate Affect - facial gestures and physical responses apparently inappropriate to the situation.

GUIDELINES

1.0 Developmentally Disabled Behaviors

1.1 Mentally Retarded

1.1.1 Those inmates who exhibit one or more of the following behaviors should be considered possibly mentally retarded:

- Child-like behavior.
- A marked inability to comprehend simple instruction or questions (and not intoxicated), indicating very low intelligence.
- Inappropriate affect.
- Poor eye contact.
- The more of these behaviors present, the greater the likelihood of mental retardation.

1.2 Cerebral Palsy
1.2.1 Those with cerebral palsy will likely identify their condition during the medical screening.
1.2.2 Cerebral palsy is marked by involuntary, often spastic, body movement and marked lack of coordination.

1.3 Epileptics

1.3.1 Those with epilepsy will usually identify their illness to the booking officer during the medical screening.

1.3.2 An inmate who does not claim to have epilepsy but admits to seizures should be considered a possible epileptic.

1.4 Autistic Persons

1.4.1 Autism is characterized by the following behavior:

- The person is very withdrawn and non-communicative.
- Bizarre mannerisms including odd physical movement.
- Unusual speech patterns.
- "Inappropriate affect."

2.0 Notifications

2.1 The deputy performing the intake medical screening shall immediately notify facility medical staff when a possibly developmentally disabled person is being booked.

2.2 If notified that a new booking is possibly a developmentally disabled person, facility medical staff should assess the arrestee to help determine if the person is developmentally disabled.

2.3 As mandated by section 1057, Title 15, California Administrative Code, facility medical staff shall contact the Regional Center for the Developmentally Disabled, for the purpose of diagnosis and/or treatment.

2.3.1 This notification is to occur within 24 hours of the identification of the developmental disability by facility personnel or medical staff.

2.3.2 The 24-hour period does not include weekends and holidays.

3.0 Classification Responsibilities

3.1 A classification deputy should arrange to house the developmentally disabled person to best meet the needs of the inmate and the facility.

3.2 A classification deputy shall note the developmentally disabled person's disability in the inmate's classification notes.

4.0 Supervisor Responsibility
4.1 Supervisor’s on subsequent shifts should brief custody staff assigned to their shift about the presence of any disabled inmates and any special considerations.
RIVERSIDE COUNTY SHERIFF’S DEPARTMENT
CORRECTIONS DIVISION POLICY MANUAL

TITLE: Distribution of Medication

NUMBER: 508.05

POLICY: Each facility will establish a procedure by which inmates may access both prescription and over the counter medications at times prescribed by medical staff.

REFERENCE: Title 15 Sections 1216, 1217, 1220, and Department Policy 504.09

GUIDELINES

1.0 Medications

1.1 The prescribing, dispensing, procuring, administering, and disposing of pharmaceuticals will be done by qualified medical health professionals in compliance with appropriate federal and state regulations.

2.0 Pill Call

2.1 Before the distribution of medication begins, custody staff will inform the inmates to prepare for pill call, fully clothed with wristbands on.

2.2 Custody staff shall not leave medical staff alone at any time during pill call.

2.3 Medical staff shall distribute medications through food hatches. Medication for Administrative Custody inmates will be passed door to door.

2.4 Custody staff shall not allow medical staff to enter any inmate occupied housing units during the distribution of medications.

2.5 All dispensed medication is to be taken immediately and in front of medical staff after the inmate’s identity has been confirmed.

2.6 Each facility will establish a process to provide for medical confidentiality during pill call.

2.7 During incidents in which inmates are placed on lockdown for an extended period, reasonable efforts will be made to administer medications as well as snacks to diabetic inmates who are insulin dependent.

3.0 Medication Refusal

3.1 Inmates not adjudicated to be incompetent may refuse medication.

3.2 If an inmate does not want to take their medication, the inmate is to refuse in the presence of medical staff.

3.3 If an inmate is physically capable of exiting his/her cell but refuses to exit the cell to
sign a refusal form, the inmate is subject to the facility’s disciplinary process; i.e., a disciplinary marker should be written for refusing to obey an order. Inmates in designated mental health housing units are an exception.

3.4 If an inmate refuses to sign the form, custody staff will counter-sign the form with medical staff. This is the only instance in which custody staff signs an inmate medical refusal form.

3.5 An inmate will not be physically extracted from his/her cell to sign a medical refusal form.

4.0 Keep-on-Person Medication

4.1 Medical staff can prescribe “keep-on-person” medication, which will be placed in an authorized envelope/blister pack.

- The envelope/blister pack will have information regarding the inmate’s identify and medication.
- Inmates may retain their keep-on-person medication at all times.
- Custody staff will not distribute keep-on-person medications.

4.2 The JIMS Special Needs screen will have information regarding whether an inmate can keep medication on their person.

4.3 Inmates identified as having excessive medication, giving their medication to other inmates, or using medication as barter will be subject to the facility’s disciplinary process. Refer to Department Policy 504.09 (Inmate Discipline).

- Before confiscating an inmate’s medication, custody staff will verify with medical staff the inmate is prohibited from possessing the medication.

5.0 Reports of Stolen Inmate Medication

5.1 A criminal report will be written for those instances in which an inmate alleges his/her medication was stolen.

5.1.1 The facility’s Medical/Mental Health Sergeant will review and approve these reports.

5.1.2 A copy of the approved report will be forwarded to the Corrections Medical/Mental Health Liaison Lieutenant.
POLICY: All persons detained or incarcerated in Riverside County correctional facilities shall be provided basic and emergency medical care. Custody staff shall not interfere, delay, or deny an inmate’s access to medical care. Each facility shall establish procedures necessary to meet the guidelines of this policy.

REFERENCE: Penal Code 6030, Government Code 29602, Title 15, Section 1200 et al; Title 15, Section 1208.5; CCR Title 22, Div. 9, Chapter 1.8; CC Section 1714.21, CCR, Corrections Manual 507.02, Riverside County Interagency Adult Detention Memorandum of Agreement; National Commission on Correctional Health Care Standard J-A-09

GUIDELINES

1.0 Pill Call

1.1 Pill call will be offered twice a day.

1.2 Custody staff shall give every inmate the opportunity to receive medication during pill call.

1.3 Custody staff shall verify all inmates are completely dressed with their wristband on.

1.4 Custody staff will stand by with the nurse conducting pill call.

2.0 Sick Call

2.1 The medical staff shall provide a list of inmates to custody staff before the start of sick call.

2.2 The deputy assigned to assist with sick call shall remove the inmate(s) from their housing units and thoroughly search them and escort them to the medical office.

3.0 Non-Emergency and Routine Care

3.1 All inmates have the right to request and receive routine (non-urgent and non-emergent) medical, mental health, and dental care.

3.2 Health service request forms (RSD Form 511) will be maintained in every housing unit for inmates to freely access without the need to obtain from staff. The forms can also be obtained directly from nursing staff during pill call.

3.3 Inmates can place completed request forms in a designated lockbox inside the dayroom or submit the request directly to nursing staff during pill call. Medical staff will collect the health care requests from the lockboxes at least once every 24 hours.
3.4 On rare occasions when facility security prevents health care staff from entering the dayroom, custody staff may collect the request forms so long as health care staff are present and observe the collection and receive the forms directly from custody staff.

4.0 Emergent and Urgent Care

4.1 Any custody staff member who discovers, or is told of, an inmate requiring medical assistance shall make every effort to find out the nature of the medical problem and whether or not it is a medical emergency.

4.2 If it is an urgent or emergent medical condition, custody staff shall immediately notify central control, medical staff, and a sergeant.

4.3 Custody staff shall provide appropriate and timely response to medical emergencies consistent with officer safety, the staff member’s training, and the use of universal precautions.

4.4 Custody staff trained in first aid and CPR are responsible for initiating and performing first aid and life-saving efforts until relieved by medical or local Emergency Medical Services (EMS) personnel.

➤ Each facility, including court holding areas, shall have first-aid kits and cardiopulmonary resuscitation (CPR) masks in standardized locations and readily available to staff.

4.5 Medical staff will assess the inmate and provide care to the full scope of their practice and in accordance to medical nursing protocols.

4.6 If medical staff is not available or on duty, a sergeant shall evaluate the inmate’s condition and determine the course of action to take.

4.10 Code three operation of a Sheriff's vehicle is not authorized to follow an ambulance. If code three transportation of an inmate is necessary, the deputy is to ride in the ambulance with the inmate.
4.11 For non-life-threatening situations, inmates may be transported in a transportation vehicle or patrol-equipped vehicle.

5.0 Inmate Refusal for Care

5.1 Inmates not adjudicated to be incompetent may refuse medical treatment.

- If an inmate refuses medical care, the inmate is to refuse in the presence of medical staff.
- If an inmate is physically capable of exiting his/her cell but refuses to exit the cell to sign a refusal form, the inmate is subject to the facility’s disciplinary process; i.e., a disciplinary marker should be written for refusing to obey an order. Inmates in designated mental health housing units are an exception.
- If an inmate refuses to sign the form, custody staff shall counter-sign the form with medical staff. **This is the only instance in which custody staff signs an inmate medical refusal form.**
- An inmate will not be physically extracted from his/her cell to sign a medical refusal form.

6.0 External Medical Treatment

6.1 Inmates refusing to go to a scheduled medical appointment are to refuse in the presence of medical staff and sign a refusal form at the location of the respective medical appointment/clinic. If any type of force is needed to remove the inmate from his/her cell or transport the inmate, the inmate will not be transported to the medical appointment to refuse services.

- Signed refusal forms shall be maintained in the inmate’s medical file.

6.2 Inmates may sign an “Against Medical Advice” advisement provided by a local ambulance or EMS agency.

6.3 At the inmate’s own expense, an inmate may request medical care from a private provider, which can be completed inside the facility or an outside medical facility. These requests will be referred to the Facility Commander and Medical Director for review and approval.

7.0 Medical Care Grievances

7.1 Inmate grievances regarding medical care will follow Department Policy 507.02 (Inmate Grievances/Writ Petition).

8.0 Medical Confidentiality

8.1 Custody staff will maintain the confidentiality of protected health information in accordance with their training.

8.2 All medical health care records are confidential and shall be maintained in accordance with Title 15 guidelines (section 1205)

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8.3 When inmates are receiving medical services from a facility health care provider, custody staff shall maintain visual supervision, but may not be close enough to overhear communication, unless security concerns based on an individualized determination of risk require closer supervision.

8.4 If medical staff requests custody staff be within hearing distance of the inmate and the provider, the provider will receive prior approval from his/her supervisor.

➢ The reason(s) for allowing custody staff to be within hearing distance of the inmate and healthcare provider will be documented by medical staff in the inmate’s medical record.

8.5 If custody staff request to be within hearing distance of the inmate and the provider, the custody staff member will receive prior approval from his/her sergeant.

➢ The approving sergeant will document in the Supervisors’ Log the reason(s) for allowing custody staff to be within hearing distance of the inmate and healthcare provider.

8.6 Release of an inmate’s medical record requires a signed and dated authorization. (See attachments #2 and #3)

8.7 All requests for information from inmate medical records shall be made to medical staff or the facility holding the records.

9.0 Automated External Defibrillator (AED)

9.1 The machine shall not be used in a training exercise.

9.2 If the AED is used, notify the Occupational Health Nurse. The AED must be given to the Occupational Health Nurse within 24 hours after use.

9.3 The forms attached to the case shall be completed by the responder. The forms are to stay with the AED for the Occupational Health Nurse.

9.4 Monthly maintenance checks shall be completed during the Monthly Safety Inspection and documented in compliance with the AED Policy and Procedure Manual. Any problems with the AED cabinets or device shall be reported to a shift sergeant.

9.5 Any use of the AED, or problems found, shall be documented on the supervisors’ pass-on log, and the supervisor responsible for the AED will be notified.

10.0 Documentation

10.1 If the inmate’s medical condition is caused by an accident, the incident shall be documented using an Inmate Accident Report (P508.06 Attachment 1).

10.2 Photographs shall be taken and submitted with the report.

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10.3 Any video recordings/DVR footage of the incident shall be submitted with the report.

10.4 The completed original report, one copy, and all attachments shall be forwarded to a lieutenant for review and approval.

10.5 Any photographs and video attached to the report shall be attached to the Facility Administration copy and retained per policy.

10.6 If the inmate’s medical condition is caused, or appears to be caused, by a criminal act or is self-inflicted, the incident shall be documented using the Department’s Report Procedures Alpha Series.

10.7 All medical emergencies shall be documented in the housing pass-on log and supervisors’ pass-on log.

11.0 Emergency Contact of Inmate’s Next of Kin

11.1 In the case of serious illness or injury to an inmate, only the watch commander, or designee, will notify the inmate’s next of kin.

11.2 Should an inmate desire notification of next of kin in an emergency situation, the inmate must provide custody staff the appropriate information. The inmate’s willingness to provide emergency contact information indicates the inmate’s permission for custody staff to make this notification. The watch commander, or designee, will only notify an inmate’s next of kin in cases in which the inmate is not physically able or mentally capable of making the notification on his/her own.

11.3 When determining whether or not to notify next of kin, the watch commander, or designee, may take into account the security status of the inmate and the safety of transporting officers and hospital staff.

11.4 The watch commander, or designee, shall document next of kin notifications on the supervisors’ pass-on log.
TITLE: Employee and Inmate HIV/Blood Borne Pathogen Exposure

POLICY:
Each correctional facility shall establish procedures to properly manage and document situations in which employees or inmates are exposed to an inmate’s bodily fluids and potential blood borne pathogens.

REFERENCE:
H&S 121055, 121060; PC 7500 series; Assembly Bill No. 169 (2009-10 session)

DEFINITIONS:

Bodily Fluids – Bodily fluids are defined following the US Center for Disease Control (CDC) definitions of potentially infectious materials. They include blood, semen, vaginal secretions, saliva, breast milk, amniotic fluid, and pleural fluid. While urine and excrement are not presently known to transmit the HIV, they can transmit hepatitis. This policy will consider an employee exposure to urine or excrement as a potentially infectious exposure to blood borne disease.

Exposure - Skin contact with another inmate’s bodily fluid. It does not necessarily mean the employee has been exposed to a bloodborne disease.

GUIDELINES

1.0 Overview

1.1 Staff members assigned to Riverside County’ correctional facilities and inmates housed therein, have the right to request a confidential test of an inmate for HIV, or Hepatitis B or C, if they believe they have come into contact with that inmate’s blood or other bodily fluids. The California Penal Code 7500 series and the California Health and Safety Code 121060 series establish specific procedures for testing an inmate when an employee or inmate has been exposed to that inmate’s bodily fluid and there is significant risk of exposure to HIV or other bloodborne diseases. This policy establishes guidelines for managing such exposures.

2.0 Exposures

2.1 An assault by an individual who knows they are infected with the HIV or other bloodborne disease, wherein they attempt to infect another person, staff member or inmate, by exposing them to their bodily fluid or by using any other means to cause that person to be exposed is a criminal offense. In these cases, Sheriff’s investigators will be called out to complete a criminal investigation. The inmate’s blood sample, if drawn, will be taken pursuant to a search warrant (if voluntary sample is refused by inmate), and custody staff members will not be involved in the investigation beyond providing witness statements to the investigators. In addition to criminal prosecution, these assaults shall be followed by internal discipline, upgrading of classification levels, and proper documentation to deter future assaults of this kind.
2.2 An exposure that occurs when an inmate causes custody staff to be exposed to their bodily fluid by either resisting or assaulting them, is applicable to section 7510 P.C. or 121060 H&S.

2.3 An exposure that occurs as a result of a non-criminal act involving custody staff or other law enforcement employees, or in a case where a classified law enforcement employee is resisted or assaulted, is only applicable to section 7510 P.C.

2.4 An exposure involving an inmate caused by another inmate, are applicable to section 7512 P.C. which provides means by which an inmate in a correctional institution may request HIV testing of another inmate in that facility if he or she has reason to believe that they may have been exposed to that person’s bodily fluids.

3.0 Mandatory Procedure Following an Employee Exposure

3.1 If an employee is exposed to an inmate or arrestee’s bodily fluid, the exposed employee shall immediately wash the affected area. If the employee’s eyes or the mucous membranes of the mouth were the site of the exposure, they should flush the area of exposure in a shower.

3.2 The employee must then seek first aid from the facility’s medical staff and notify supervision.

3.3 The supervisor is responsible for consulting with medical staff to determine if the exposure warrants medical treatment at a local hospital.

3.4 If the exposure was of a type where the inmate’s blood or a potentially infectious bodily fluid came into contact with the employee’s eyes, mucous membranes, or a wound, the supervisor should immediately have the employee transported to a hospital emergency room with a medical service order.

3.5 The supervisor will then telephone the emergency room supervisor at the hospital prior to the employee’s arrival to discuss the nature of the exposure.

IMPORTANT: Most urgent care facilities are not equipped to evaluate and treat blood borne pathogen exposure cases, and they will refer the employee to a hospital emergency room. Seeking treatment at an urgent care clinic will only delay you.

3.6 Once the employee arrives at the emergency room, the triage nurse will evaluate their exposure. If it was of the type that places them at risk, the employee will be offered a drug treatment that will enhance the body’s ability to fight off an infection. These are powerful drugs with potential adverse side effects, and the treatment is not administered routinely.

**IMPORTANT: This treatment is only effective if administered in a timely manner. Some hospitals have suggested that the exposed person must be seen within 90 minutes. This is not an absolute limit, but a delay in responding
to the hospital emergency room could render the treatment ineffective or impractical. Time must not be wasted in responding to the hospital.

3.7 The supervisor shall notify the employee of their right to request the inmate be tested for communicable diseases, as well as medical and counseling services that are available following an exposure. These notifications shall be documented in the Supervisor’s Memorandum and attached to the Worker’s Compensation paperwork.

3.8 The supervisor will then complete the workers compensation documents and the State of California, "Report of Potential HIV Exposure to Law Enforcement Employees" (DHS report 8479) as mandated by 7554 PC. (See attachment 1. DHS Form 8479 is available on the California Department of Health Services website as a .pdf file.) The completed form must be mailed to the Office of Aids in Sacramento within two days of the exposure. The address is on the form.

3.8.1 A Sharps Exposure Form (Policy 508.08, Attachment 8) shall also be completed when the exposure incident meets the following criteria.

- The exposure is caused by being cut, lacerated, punctured, scratched or bitten by a person or object that is known or likely to contain or be infected with HIV, Hepatitis-B, or Hepatitis-C. Refer to Policy 508.08 for further information.

3.9 The exposed employee is responsible for adhering to any follow up testing schedule prescribed by the doctor.

3.10 The supervisor shall contact the inmate whose bodily fluids caused the exposure and explain the situation regarding blood borne pathogen exposure to them. The inmate will be asked to provide a blood sample voluntarily. Depending on the circumstances, the supervisor may delegate this task to a deputy or correctional deputy who has established a rapport with the inmate. If the inmate voluntarily consents, medical staff will draw a blood sample that is sufficient to test the blood for HIV/AIDS and hepatitis. The sample will then be tested at either RUHS or a contract laboratory, e.g. Uni Lab or BIO-TOX.

3.11 If the inmate does not consent to providing a blood sample for testing, the blood will not be drawn without a court order per 121060 H&S or an order issued by the Riverside County Director of Public Health per 7510 P.C.

4.0 Testing an individual pursuant to Health and Safety Code Section 121060

4.1 If the arrestee or inmate causing the exposure did so while resisting or assaulting a peace officer (deputy sheriff) or custodial officer (correctional deputy), and they refused to voluntarily submit to testing, the facility commander or their designee, with assistance from County Counsel, shall obtain a court order to have the blood drawn. Three samples may be drawn with the court order, and the samples may be tested for HIV, hepatitis, or any blood borne disease.

**Important: Section 121055 H&S requires that a criminal case be filed with the court before the court order may be obtained. To expedite filing, the case
will be personally routed through the District Attorney’s Office. The inmate has no appellate right to dispute the enforcement of the order.

4.2 The facility commander or their designee will contact the Office of the County Counsel to arrange to have a deputy from their office make the required court appearance on behalf of the exposed deputy and obtain the court order for the blood draw. When the Office of the County Counsel is contacted, a copy of the criminal report, and the forms “Petition for Order to Test the Accused’s Blood” (Attachment 2) and “Order to Test the Accused’s Blood” (Attachment 3) must be prepared and made available to County Counsel.

4.3 If blood is drawn pursuant to a court order, the completed original petition and order shall be returned to the court.

4.4 A copy of the petition and court order shall be placed in the suspect's booking file.

4.5 If an individual is released from custody before the court order can be obtained, the order can be enforced. The individual should be contacted and informed of the existence of the order. If they refuse to comply with the order, an arrest warrant should be secured, charging them with violation of Penal Code Section 166, Contempt of Court. If the subject can be located in a public place, an on-sight arrest for 166 P.C. may be made. They should be brought to a correctional facility where the required blood samples will be drawn.

5.0 Testing an Individual Pursuant to Penal Code Section 7510 P.C.

5.1 This procedure should be followed in cases where the inmate refuses to voluntarily submit to HIV or hepatitis B or C testing, and the exposure involves a classified employee. In addition, this procedure applies if the exposure occurred as a result of a non-criminal action and involved custody staff.

**Important: Penal Code Section 7513 provides an inmate who is ordered to undergo HIV or hepatitis testing by the Director of Public Health with the right to appeal the order for testing to the Riverside County Department of Public Health and subsequently to the Riverside County Superior Court. Any such order that is served on an inmate must be accompanied by a copy of Title 8, i.e., Penal Code Sections 7500 through 7555 inclusive along with a separate notice which details a written description of their right to appeal the decision and the applicable timeline (3 days), and their right to receive pretest and posttest counseling by medical staff members who have been certified as HIV counselors.

5.2 A Report of Request and Decision for HIV Testing (DHS Form 8459, rev 11/89) must be submitted to the Director of Public Health. See Attachment 4. This form is also available from the Riverside County Health Department AIDS office.

5.2.1 The facility commander or designee shall notify the Riverside County Public Health Department AIDS Office. This office is open only during normal business hours, and they can be reached [Redacted]. A public health representative will provide the caller with information
on how to fax the DHS Form 8459 to them for the authorized signature by the Director of Public Health.

5.3 Section 7510 P.C. mandates that this request be submitted to the Director of Public Health by the end of the exposed employee’s shift, or if not practicable, as soon as possible, but not longer than two days after the incident.

5.4 The facility commander or designee shall complete the appropriate portions of the form as soon as possible being cognizant of the possibility that the inmate may arrange a release from custody through bail or other means.

The form shall be sent by facsimile (fax) with a cover sheet to the Riverside County Department of Public Health, HIV/Aids office [redacted], fax number (951) 358-5407 or (micro) [redacted].

5.6 The facility commander or designee shall follow up the fax with a telephone call to HIV/Aids office supervisor [redacted] and explain the level of urgency of the request.

5.7 The Public Health Director or their designee will review the request and determine if an order for testing is appropriate. The approved order for testing will be returned to the facility via fax.

5.8 The decision rendered by the Director of Public Health may be appealed by either the inmate who is being ordered to submit to testing or the reporting law enforcement employee in cases where the Director determines that testing is not warranted. The appeal must be made within three calendar days of the receipt of the decision, and it will be heard by a three-person panel, which will include the person who rendered the original decision. A Report of Request for Appeal for HIV Testing, DHS Form 8457 (508.07 See Attachment 5), shall be used for filing an appeal with the Director of Public Health. DHS Form 8457 is also available by request from the Riverside County Department of Health HIV/AIDS Office.

**IMPORTANT: The order by the Director of Public Health can only be enforced on an individual while they are in lawful custody of either the Sheriff’s Department or the California Department of Corrections. If an inmate or arrested person is released on bail or through other means before the order for testing can be obtained, they may still be compelled to comply with the order.

Penal Code Section 7519 provides that an individual’s refusal to submit to testing that is ordered by the Director of Public Health may be grounds for the revocation of their release. In such cases, the Office of the County Counsel will assist the Department by appearing in court to obtain the revocation of release.

6.0 Inmate Exposure Caused By Another Inmate, Section 7512 P.C.

6.1 Section 7512 P.C. provides means by which an inmate in a correctional facility may request HIV or hepatitis B or C testing of another inmate in that facility if they have
reason to believe that they may have been exposed to that person’s bodily fluids. This request is also made on DHS Form 8459, Report of Request for and Decision for HIV Testing, and the routing of this request to the Director of Public Health is the same as the routing for an employee exposure. (Refer to manual section 508.07)

6.2 A request may be filed under this statute only within two calendar days of the date of the incident that resulted in the exposure. The Director of Public Health may waive this filing period requirement if they determine that good cause exists.

6.3 Appeal rights and pretest/posttest counseling requirements are the same as those noted in manual section 508.07.6.1 and 7513 P.C.

7.0 Involuntary Blood Draw Procedures

7.1 Custody staff shall explain to the suspect that the blood is to be drawn pursuant to a court order or an order from the Director of Public Health and ask the inmate to cooperate with the blood draw.

7.2 Custody staff shall have a copy of the order available to show the inmate.

7.3 If the suspect gives their consent, the blood shall be drawn in the presence of a supervisor.

7.4 If the suspect still refuses consent, reasonable force may be used under the following conditions:

7.4.1 **FORCED BLOOD DRAW PURSUANT TO HEALTH & SAFETY CODE 121060**

- The entire interaction of attempting to gain voluntary compliance, as well as any force application shall be audio/video recorded.
- A supervisor shall explain to the inmate that custody staff will use necessary, reasonable force to accomplish the blood draw and that they may be charged with 148 P.C., resisting an officer.
- When possible, custody staff shall place the inmate in the Emergency Restraint Chair to restrict movement during the draw. If not possible, other means may be used to restrict the inmate’s movement.
- If force was applied, it shall be documented in accordance with Corrections Division policy.

7.4.2 **BLOOD DRAW PURSUANT TO ORDER ISSUED BY DIRECTOR OF PUBLIC HEALTH PER PENAL CODE 7510 OR 7512**

- If the inmate resists and refuses to comply with the order issued by the Director of Public Health per 7510 or 7512 P.C., their actions shall be interpreted as an indication that they desire to appeal the order.
- At this point, efforts by custody staff to obtain the blood sample must cease.
The facility commander or their designee will inform the Director of Public Health of the inmate’s actions and recommend that a hearing be convened.

8.0 Inmate Blood Test Results Notifications

8.1 The medical staff or a contract blood drawing company shall be instructed to notify the facility commander of the results of the blood test as soon as possible.

8.2 The facility commander shall notify the involved employee of the results as soon as possible.

8.3 If the results are positive for HIV or AIDS, the facility commander or their designee shall notify the Department of Public Health.

8.4 Positive test results on an initial blood test are not conclusive. If an inmate tests positive, medical staff will attempt to conduct further testing to confirm the diagnosis.
POLICY: The Riverside County Sheriff’s Department shall provide jail custody staff with protective equipment and guidelines in exposure control to minimize exposure/contact with body fluids during an occupational exposure involving potentially infectious materials.

REFERENCE: Code of Federal Regulations, Title 29; Corrections policy 508.11, General Industry Safety Orders 5199, Health Insurance Portability and Accountability Act (HIPPA), and Federal Reserve Bank guidelines on contaminated currency and coin, 121060 H & S, Section 7500 P.C.

GUIDELINES

1.0 Overview

1.1 This Exposure Control Plan has been developed in compliance with the Code of Federal Regulations, Title 29, CFR 1910.1013, effective December 6, 1991 and Title 8 CFR sections 332.2, 3203, 5079, 5141, 5142, 5143, and 14301.

1.2 This plan applies to personnel at the following facilities:
- Larry D. Smith Correctional Facility
- Blythe Jail
- Indio Jail
- RUHS (Riverside University Health System)
- Robert Presley Detention Center
- Cois Byrd Detention Center

1.3 All personnel will follow good personal hygiene, which includes clean clothes appropriate for dress codes and uniform regulations in area of assignment. All employees will also be responsible for adhering to the following components of the Exposure Control Plan.

2.0 Exposure Control Plan Requirement

2.1 Exposure Determination:

2.1.1 All sworn and classified staff have been placed in 1 of 3 categories for the potential of occupations exposure. (P508.08 Attachment 1)

2.1.2 An occupational exposure is defined by the Occupational Safety and Health Administration (OSHA) as, “Reasonably anticipated skin, eye, mucous membranes, non-intact skin, or parenteral (intestinal) contact with blood, airborne and other potentially infectious materials that may result from the performance of an employee’s duties.”
2.1.3 The classification into exposure categories was determined without consideration of use of personal protective equipment.
2.1.4 All existing sworn and classified employees have been notified of their exposure category and will continue to receive annual notifications. (Blood borne Completed by June 1992, Airborne completed by June 1995).
2.1.5 All new sworn and classified employees will be notified of their exposure category during the training and/or orientation phase of the hiring process.

2.2 Evaluation of Exposure Incidents:

2.2.1 The purpose of the evaluation of each exposure is to identify and correct problems with the goal of preventing reoccurrence.
2.2.2 Within each correctional facility, the exposures are documented, and all appropriate paperwork is completed and submitted in a timely manner. The events surrounding each incident are reviewed and documented, with the appropriate corrective action taken.

2.3 Annual Review of Exposure Control Plan:

2.3.1 The Exposure Control plan will be reviewed and revised as appropriate, and annually.
2.3.2 Annual revisions will be forwarded to all facilities. Copies of the original Exposure Control Plan and all revisions will be retained.

2.4 Exposure Control Plan Accessibility:

2.4.1 The Exposure Control Plan will be maintained and located in all supervisors' offices at all facilities. All sworn and classified staff will have complete access to the plan.

3.0 Compliance Methods-Exposure Control Plan

3.1 Universal Precautions:

3.1.1 All custody staff will practice universal precautions when there is a possibility of coming into contact with all high-risk body substances. This includes, but is not limited to, contact with potentially infectious materials.
3.1.2 Custody staff will use the Center for Disease Control definition of potentially infectious materials, which include the following human body fluids:

- Blood
- Semen
- Vaginal Secretions
- Cerebrospinal Fluid
- Pleural Fluid
- Pericardial Fluid
- Peritoneal Fluid
- Amniotic Fluid
- Saliva in Dental Procedures
- Breast Milk
- Any bodily fluid that is visibly contaminated with blood
- All body fluids in situations where it is difficult or impossible to differentiate between body fluids.
- Airborne Pathogens

Airborne: Residues of evaporated droplets (droplet nuclei) that remain suspended in the air after activities such as coughing, sneezing, singing and talking.

Pathogen: A disease-causing microorganism or substance.

3.2 Engineering Control

3.2.1 Refer to attached hand washing technique (508.08 Attachment 2)
3.2.2 Refer to attached search technique (508.08 Attachment 3)
3.2.3 Refer to attached universal precaution technique (508.08 Attachment 4)

3.3 Personal Protective Equipment (PPE)

3.3.1 Appropriate protective equipment (PPE) is maintained at each facility and is provided to all custody staff at no cost to the employee. PPE's include gloves, gowns, face shields, Laerdal pocket mask, head covers, foot covers, and ventilation devices.
3.3.2 Respiratory and personal protective equipment is necessary when working with suspects who may have an airborne-transmissible disease.
3.3.3 If an inmate suspected of having a respiratory or airborne-transmissible disease, a surgical mask will be given to the inmate for use.
3.3.4 Interference with proper performance of a procedure, improper fit, or creation of a warm environment for custody staff is **NOT** acceptable reasons to disregard use of universal precautions.

3.4 Housekeeping (Environmental Service)

3.4.1 Housekeeping/Environmental Services at each facility are provided by inmates under the supervision of custody staff. At RPDC, housekeeping duties are provided to the 7th floor and all other facility medical offices and treatment rooms by personnel assigned to the jail from the RUHS Environmental Health Department.
3.4.2 RUHS Environmental Health employees working at the jail are trained and operate consistent with established hospital procedures.
3.4.3 Inmates providing housekeeping services in all other areas and facilities are working under the supervision of custody staff. Refer to attached clean-up technique (508.08 Attachment 5.)

3.5 Laundry

3.5.1 All laundry is handled/supervised by custody staff/inmates at all facilities.
3.5.2 Laundry, suspected body fluid spill, or known body fluid spill will be handled pursuant to Department Policy 508.11 (Biohazard/Medical Waste Management.)
3.6 Regulated Waste

3.6.1 Medical staff will regulate and dispose of sharps medical waste pursuant to protocol.

4.0 Compliance Monitoring

4.1 Compliance monitoring will be performed at each facility under the direction of the Facility Commander.

4.2 All custody staff will receive initial training in the STC approved CORE academy, the POST approved Basic Academy, orientation, or annual training. Additional annual updates will be attended by all personnel assigned to the Corrections Division.

5.0 Safe Work Practices

5.1 Specific safe work practices are identified in the following attachments:

- Hand washing Technique (508.08 Attachment 2)
- Searching Technique (508.08 Attachment 3)
- Universal Precautions (508.08 Attachment 4)
- Clean-up (potential spill) (508.08 Attachment 5)

5.2 EATING, DRINKING, SMOKING, APPLYING COSMETICS OR LIP BALM OR HANDLING OF CONTACT LENSES IS PROHIBITED in inmate areas where there is a risk of occupational exposure.

6.0 Hepatitis B Prevention

6.1 Hepatitis B Vaccination:

6.1.1 The Riverside County Sheriff's Corrections Division makes the Hepatitis B vaccination available to all employees when an occupational exposure may occur during the performance of their duties. The vaccine is available at no cost to Category I Corrections employees.

6.1.2 The vaccinations must be made available:

- at a reasonable time;
- at a convenient location;
- under the supervision of a licensed health care professional;
- after the employee has received training;
- within 10 days of initial assignment;
- According to current recommendations of the U.S. Public Health Service (USPHS).

6.2 Custody staff who have been classified in Category I of the exposure determination plan must have the Hepatitis B Vaccine made available to them.

6.2.1 Exceptions:
Category I custody staff who have previously received the vaccine series or have documented antibody testing showing immunity;
- Custody staff in which the use of vaccine is not recommended for medical reasons.

6.3 Hepatitis Vaccine will also be made available to custody staff who initially decline, but later accept treatment while covered by this standard. Staff who decline the vaccination must sign a waiver form (508.08 Attachment 6.)

6.4 Post Exposure Evaluation

6.4.1 Custody staff reporting any exposure will be referred to the nearest available county approved Workers’ Compensation medical provider for urgent care. The medical evaluation and follow-up must at the very least:

- Document the routes of exposure and how the exposure occurred.
- Identify and document the source individual if feasible and not prohibited by law.
- Obtain consent and test source individual's blood as soon as possible to determine infectivity and document the source's blood test results.
- If the source is known to be infectious from HBV or HIV, testing need not be repeated to determine the known infectivity.
- Provide the exposed employee with the test results and information about applicable disclosure laws and regulations concerning the source identity and infection status.
- Obtain consent, collect, and test exposed employee's blood as soon as possible after the exposure incident.
- If the exposed employee consents to baseline blood collection but does not consent to HIV serologic testing, the employee's blood samples must be preserved for at least 90 days. If, within 90 days of the exposure incident, the employee agrees to have the baseline sample tested, such testing shall be conducted as soon as feasible.
- The health care provider will provide a written opinion to the employer. The opinion is limited to a statement that the employee has been informed of the results of the evaluation and told of the need, if any for further evaluation or treatment. **All other findings are confidential.**

6.4.2 The employer must provide a copy of this written opinion to the employee within 15 days of the evaluation.

6.4.3 Employee Responsibilities:

- Report Exposure to immediate supervisor;
- Complete a written memo detailing the exposure;
- Assist in the completion of the Workers’ Compensation paperwork.

6.4.4 Supervisor Responsibilities:

- Notify the Facility Commander via chain of command;
- Complete a Supervisor’s Memorandum detailing the incident;
Complete Workers’ Compensation paperwork and forward to the Workers’ Compensation office;

Ensure that the employee is transported to the nearest available county approved Workers’ Compensation medical provider for urgent care.

Notify the employee of their right to request the inmate be tested for communicable diseases, as well as medical and counseling services that are available following an exposure. These notifications shall be documented on the Supervisor’s Memorandum, attached to the Worker’s Compensation paperwork.

Contact Sheriff Occupational Health Nurse Information needed for matching results and victim notification.

7.0 Tuberculosis Prevention

7.1 Early Detection

7.1.1 Custody staff will be aware of the following possible symptoms of Tuberculosis to assist in the early detection of inmates with the disease.

- Sputum-producing cough
- Coughing up blood
- Weight loss
- Loss of appetite
- Lethargy/weakness
- Night sweats
- Fever
- Cough lasting more than two weeks

7.1.2 Custody staff shall notify medical staff if any inmate complains of or displays the symptoms listed above.

7.1.3 Medical staff shall notify the Public Health Department for consultation if any inmate tests positive for TB.

7.2 Medical Screening

7.2.1 Category I custody staff will have annual TB skin tests, and chest x-rays (if applicable) made available to them.

7.2.2 Custody staff will complete an Annual Health Screening Form (508.08 Attachment 7), which will be evaluated by medical staff prior to TB testing. The Occupational Health Nurse will retain these forms.

7.2.3 Per the Health Insurance Portability and Accountability Act (HIPAA) regulations, the completed Annual Health Screening Form will be retained by the Occupational Health Nurse who will verify the forms are placed in the employee’s county medical file.

7.3 TB Exposure Procedures

7.3.1 In the event an inmate tests positive for active TB, medical staff shall immediately notify the Public Health Department for consultation. The Public Health Department will:
- Determine if a suspected TB exposure has occurred.
- Give direction for a course of action.
- Remain in contact with jail medical staff to determine the likely infectious period and provides additional direction for further action if necessary.

7.3.2 Medical staff shall notify the on-duty watch commander with the inmate's information along with the Public Health Department's course of action.

7.3.3 The watch commander will notify the following with the exposure information and course of action.

- Facility Commander via chain of command.
- Sheriff Occupational Health Nurse (6-4873) or (6-5978)
- Medical staff (if not already informed).
- Compliance Unit

7.3.4 Complete a supervisor's memo detailing the incident. A list of all staff and inmates immediately exposed in the assigned area will be included with the memo. The list will be used to track the exposure incident as directed from the Health Department.

7.3.5 The sergeant shall provide information to all custody, medical and civilian staff of the possible exposure. Information should be limited to the area and time frames of the exposure. The source's name should not appear in any written documentation given for patient confidentiality reasons. They will be referred to by their booking number.

7.4 Exposure Testing

7.4.1 TB skin tests and chest x-rays (if applicable) will be offered to all staff, including civilian, possibly exposed. Testing shall be scheduled as soon as possible following the discovery of the exposure, and then again 8-10 weeks after the last exposure. The Sheriff's Occupational Health Nurse will schedule and conduct the tests.

7.4.2 Exposed inmates shall be tested by medical staff, as soon as possible and then, if possible, 8-10 weeks after the last exposure.

7.4.3 Those found to have a positive skin test will require an immediate chest x-ray.

7.4.4 Staff with an abnormal chest x-ray:

- Complete Workers’ Compensation paperwork and forward to Worker’s Compensation office.
- Receives treatment from county approved Workers’ Compensation medical provider. Staff will be cleared to return to work when noninfectious.
- All new TB cases must be reported to the Public Health Department and to County Safety for Cal-OSHA reporting.

7.4.5 Inmates with positive skin tests and abnormal chest x-ray will be placed in a negative pressure room, under isolation precautions until noninfectious.
New TB cases on inmates must be reported to the Public Health Department by medical staff.

7.5 TB Exposure Record Keeping

7.5.1 Per the Health Insurance Portability and Accountability Act (HIPAA) regulations, the Sheriff’s Occupational Health Nurse will ensure all test records are placed in the employee’s county medical file.

7.5.2 All inmate test records will be retained by medical staff.

7.5.3 Medical records will be retained for 30 years after separation from service.

8.0 Hazardous/Contaminated Currency

8.1 On occasion, currency and coins accepted during booking may be contaminated by body fluids or other substances.

8.1.1 All currency and coins identified or suspected of being contaminated by body fluids shall be considered hazardous and shall be handled with care and caution. Staff tasked with the responsibility of counting inmate money shall use appropriate department supplied protective gloves that are free from cuts or holes.

8.1.2 According to the Federal Reserve Bank, contamination may result in currency emitting offensive odors and displaying mold-like conditions. In general, contamination may be caused by one of the following:

- Exposure to blood, urine, feces (including animal waste) or any other bodily fluids, including removal from any body cavity, corpse or animal
- Floodwater or prolonged exposure to water or other liquids
- Exposure to sewage
- Exposure to any type of drug, liquid, foreign substance or chemical, which may pose a health hazard or safety risk
- Exposure to tear gas used in most dye packs. The dye used in dye packs is not considered a contaminant.
- Mold or mildew

Note: Currency that is partially mutilated or burnt, but has not been exposed to any contaminants, is not considered contaminated currency.

8.1.3 Intake staff shall notify a supervisor or business office staff member when they suspect or identify any contaminated money. Intake staff shall wait until a supervisor or business office staff responds so only one count of the contaminated money is made. The Intake staff member who has already handled the contaminated money will continue the money count. The supervisor or business office staff shall verify the money count.

8.1.4 At the completion of the money count, the contaminated coins will be washed by an Intake staff member, in a 1-part bleach/10 parts water solution for decontamination prior to deposit into the Inmate Trust Fund (ITF) cash drawer. The Federal Reserve Bank does not accept contaminated coins for deposit.
8.2 The currency will be packaged in preparation for the ITF bank account deposit in accordance with the requirements of the Federal Reserve Bank.

8.2.1 Each individual bill shall be placed in separate plastic bags and sealed.
8.2.2 A bio-hazard label shall be placed on each sealed bag as not to obstruct the view of the currency.
8.2.3 The type of contamination (example: blood, urine, vomit, chemicals etc.) shall be noted on the intake receipt that is attached to the sealed bag(s).
8.2.4 The money amount will be entered into the JIMS computer on the inmate’s account.
8.2.5 The contaminated currency shall be kept separate from the ITF cash drawer. The contaminated currency shall be prepared as a separate deposit into the ITF bank account with the next available deposit.
8.2.6 Any corresponding deposit paperwork or deposit slip shall be attached to the outside of the deposit bag.
8.2.7 A contaminated money letter shall be prepared for the bank deposit, describing the cause and source of the contamination (such as blood, urine, vomit, chemicals etc.)
8.2.8 When an inmate is booked for an offense that will require only a brief incarceration, (less than 24 hours) the above procedure still applies. When the inmate is due for release, they will be released with clean money.

9.0 Hazard Communication

9.1 Specific labeling (with the biohazard symbol or the use of red bags or containers) is required to warn health care and custody staff of potential hazards. Contaminated equipment, containers or regulated waste will be handled by trained medical staff.

10.0 Custody Staff Education

10.1 Specific information and training about occupational hazards and required protective measures must be provided to all Corrections Division employees:

- at the time of initial assignment;
- during the CORE Academy training;
- during the Basic Academy training;
- to current Corrections employees by June 1992;
- annually thereafter.

10.2 Training must be provided:

- by an individual who is knowledgeable in the subject matter;
- at no cost to the Corrections employees;
- during regular working hours; and
- at a location reasonably accessible to the Corrections employees.

10.3 Training records must be maintained for **NO LESS** than three years. All training records for Corrections employees will be maintained by the Ben Clark Public Safety Training Center.
11.0 Record Keeping

11.1 All Workers’ Compensation records are maintained at Sheriff's Administration and Riverside County Worker's Compensation Office. All training records and recertification documentation are maintained at the Ben Clark Public Safety Training Center.

11.2 Sharps Log Record Keeping

11.2.1 A Sharps exposure form (508.08 Attachment 8) will be completed by a shift supervisor when a Sheriff’s Department employee is exposed to any human bodily fluids, tissues or organs, or other materials infected with HIV, hepatitis B or C virus by means of piercing mucous membranes or the skin barrier through such events as needle-sticks, human bites, cuts and abrasions; or any injury caused by a sharp, including, but not limited to; cuts, abrasions, or needle-sticks.

11.2.2 The Sharps exposure form is a separate form from OSHA Forms 200, 300, 300A, and any other workers compensation form or department form. It is intended to provide employers with data to be used as a workplace surveillance tool for sharps injuries prevention and should be designed and maintained in such a manner to allow and encourage use of the combined data. **No employee identifiers should be used in the Sharps Log.**

11.2.3 The Sharps Form will be sent via the chain of command to the Facility Commander or designee who will maintain a Sharp Log book to store the Sharp’s Exposure Form of each exposure incident involving contamination of sharps injuries. Each Facility Commander will evaluate and analyze each incident annually to take future preventive actions.

11.2.4 The Sharps Form shall be maintained for the current year plus five (5) years and will be made available upon request by department employees or their representatives, Chief of the Division of Occupational Safety and Health Services (OSHA), and the Director of the National Institute for Occupational Safety and Health Services (NIOSH).
<table>
<thead>
<tr>
<th>Category</th>
<th>Definition</th>
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| I        | Sworn Personnel  
Correctional Deputies | Direct contact with blood or other body fluids to which body substance isolation applies. |
| II       | Sheriff Service Officer  
Sheriff Counselor  
Chaplain | Activity performed without blood/airborne pathogen exposure may occur in emergency. |
| III      | Office Assistant  
Accounting and Finance | Task/activity does not entail predictable or unpredictable personnel exposure to blood/airborne pathogens. |
HAND WASHING TECHNIQUE

I. OBJECTIVE - Infection Control and for antiseptic purposes.

II. PERSONNEL - All personnel whatever their duties may be, should wash their hands with soap or detergent and running water:

1. Before and after using the toilet
2. Before eating
3. Before and after coming in physical contact with an inmate
4. After conducting a physical search of an inmate.

III. EQUIPMENT

1. Soap
2. Water
3. Towels

IV. PROCEDURE

1. Turn on water to comfortable temperature. Cool or lukewarm water tends to remove less oil from the skin, therefore is less drying.
2. Moisten hands with water and apply large lather of soap.
3. Wash well under running water for 15-30 seconds, using a rotary motion and friction.
4. Nails should be short. Pay particular attention to areas between fingers, around nail beds and under fingernails.
5. Rinse hands well under running water. After final rinse and during drying, hold hands so direction of water flow is from fingertips to wrist.
6. Dry hands with paper towel.
7. Turn off faucet with paper towel and discard.

V. INMATES - Should be given the opportunity to wash their hands before eating and after using the toilet.

VI. IN AN EMERGENCY, IF RUNNING WATER IS NOT AVAILABLE YOU MAY USE:

1. Antiseptic foams that do not require rinsing.
2. 70% alcohol

VII. REFERENCE

"Infection Control in Hospital", 3rd Edition- A.H.A.
RCRMC, UMC - NURSING PROCEDURE COMMITTEE

P508.08 Attachment 2
RIVERSIDE COUNTY SHERIFF’S DEPARTMENT
CORRECTIONS DIVISION

SEARCHING TECHNIQUES

I. Objective

To provide employees with the proper techniques and equipment and to utilize/ minimize their exposure/contact with body fluids.

II. Employees

A. Employees should exercise great care when conducting searches of any kind.
B. Employees should use discretion when conducting searches of any kind.
C. Whenever possible, employees should ask suspects or prisoners if they have any sharp objects on them and where they are located.
D. Whenever possible, suspects or prisoners should be told to remove sharp objects from their person or possessions.
E. The contents of purses and other containers should be emptied out prior to a search.
F. Employees should take extra precautions/care when putting their hands into places they **CANNOT** see.
G. All sharp objects should be handled carefully and assumed to be contaminated.
   1. Sharp objects should not be handled by tips or sharp edges and should be properly secured.
   2. Needles should never be broken, bent or otherwise tampered with.
   3. Sharp objects should be secured in puncture resistant containers whenever possible.

P508.08 Attachment 3
UNIVERSAL PRECAUTIONS

I. Objective

To provide employees with the proper techniques and equipment, and to utilize/minimize their exposure/contact with body fluids. Universal Precautions is an approach to infection control whereby all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, or other blood borne pathogens.

II. Universal Precautions include the following equipment and techniques:

A. Gloves should be worn for touching blood and body fluids, and should be changed after each contact. Wherever possible, masks and protective eye wear, gowns or aprons, should be worn during procedures that generate splashes of blood or other body fluid.

B. Hands and skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should be washed immediately after gloves are removed.

C. Employees should take precautions to prevent injuries caused by needles or other sharp instruments. Needles should not be recapped, bent or broken by hand. Needles should be disposed of (or stored for evidence) in puncture-resistant containers.

D. Although saliva has not been implicated in HIV or HBV transmission, mouthpieces or other ventilation devices should be available for resuscitation.

E. Employees who have open sores or dermatitis should refrain from direct inmate contact until the condition is resolved. Cuts may be covered with adhesive bandages that repel liquids.

III. Personal Protection Equipment

A. Corrections employees will have the following equipment available to them at Facilities:

1. Pocket masks (Laerdal) with one-way valves and carrying cases shall be issued to each officer trained in the use of the pocket mask.
   a. Pocket masks should be thoroughly cleaned after use with soap and water or alcohol wipes.
   b. Pocket masks should be dried thoroughly before being returned to their carrying cases.

2. Disposable latex or vinyl gloves will be available throughout all the Corrections Facilities.
   a. Disposable gloves should be carried by personnel while on duty and should be worn whenever an officer anticipates contact with body fluid or anytime and officer has open cuts or breaks in skin on the hands.
   b. Disposable gloves should not be worn for extended periods of time.
   c. Disposable gloves should be removed by pulling the glove off inside out. Employees should never touch personal items or their face while...
wearing gloves.

d. Employees should wash their hands after removing gloves.
e. Employees wearing other types of gloves, such as leather gloves or heavy rubber gloves should wear disposable gloves under the other type of gloves.
f. Employees shall not refuse to provide service or care to a prisoner or any other person if gloves are not available.

3. Disposable gowns and goggles will be available in the Corrections Facilities for use when the situation warrants that level of protection. Gowns and goggles will be available from Jail Medical Services.
   a. Disposable gowns and goggles that have body fluid contact should be disposed of in a bag marked for contaminated material or red bag.

4. Puncture resistant containers for sharp objects will be provided by the Department.

P508.08 Attachment 4
I. Objective

To provide employees with the precautions that should be taken when cleaning items/areas contaminated with body fluids. Protective equipment should be provided to persons responsible for the cleanup. This includes providing the equipment to inmates if they are assigned the responsibility of cleanup.

II. Uniform items and other clothing and linen contaminated with body fluids should be cleaned in the appropriate manner.

A. Uniform items contaminated with body fluids should be changed when possible.
B. Uniform items and other clothing contaminated with body fluids should be laundered in the manner prescribed by the manufacturer.
C. Normal washing with regular detergents is sufficient to decontaminate clothing items. Dry cleaning is also sufficient to decontaminate clothing items.

III. Equipment items contaminated with body fluids should be cleaned in the appropriate manner.

A. A solution of 1 part household bleach to 100 parts water is sufficient to decontaminate equipment contaminated with body fluids. Such a solution should be changed every 24 hours to be effective.
B. This solution will not damage equipment items such as weapons, handcuffs, keys, car seats, etc.

IV. Body fluid spills should be cleaned up as soon as possible. Persons responsible (employees and/or inmates) for the cleanup should wear appropriate protective equipment.

A. Undiluted bleach should NEVER be poured on blood, urine or other body fluids as a toxic reaction may result.
B. Any approved cleaning agent used in the jail is sufficient to decontaminate spills of body fluids.
C. Disposable towels used to clean-up spills of body fluids should be disposed of in bags marked for contaminated materials (or red bags).
D. Mops used to clean-up spills of body fluids should be soaked in a cleaning solution (for at least one hour) after use to ensure decontamination.

P508.08 Attachment 5
POLICY: Designated Riverside County correctional facilities shall accept persons lawfully presented for booking by a Riverside County Health Department Officer for having, or suspected of having, a contagious, infectious or communicable disease, when no more suitable housing is available.

REFERENCE: H&S 3110, 3285; Department Policy 504.08

GUIDELINES

1.0 Explanation

1.1 Each health officer knowing or having reason to believe that any case of the diseases made reportable by regulation of the State Department of Health Services, or any other contagious, infectious or communicable disease exists, or has recently existed, within the territory under his/her jurisdiction, shall take such measures as may be necessary to prevent the spread of the disease or occurrence of additional cases.

1.2 Health authorities might place under quarantine a person afflicted with an infectious or contagious disease.

1.3 A health officer has the power to quarantine and isolate an individual with active and contagious tuberculosis in a local correctional facility when they find it is reasonably necessary to employ security measures to enforce the quarantine and to protect the public from contamination and no more suitable facility is available for such purpose.

1.4 Once notified of a health department booking, medical will advise the health officer that the booking will require an “okay to book”. The “okay to book” shall take place only at RUHS. This booking will likely result in an In-Absentia Booking. Refer to Department Policy 504.08 (In-Absentia Bookings)
TITLE: Intake Medical Screening

POLICY: Every arrestee brought to a correctional facility shall be medically screened and assessed for preexisting or potential medical problems. Some arrestees will require a physician's medical evaluation: "okay to book."

REFERENCE: CAC Title 15, Section 1207; DD #96-013, Department Directive #10-032 Department Policy 508.01 and 504.10

GUIDELINES

1.0 Intake Medical Screenings and Mental Health Assessments

1.1 All arrestees will be medically screened by a medical staff before being booked into a correctional facility. Before an inmate is placed into housing or transferred to a different facility, medical staff will conduct a health assessment.

1.1.1 If an arrestee is combative or uncooperative and medical staff cannot complete the medical screening, a sergeant will be notified.

1.2 When medical staff is not on duty, custody staff will refer to the JIMS Intake Medical Screening Questionnaire to medically screen an arrestee. Custody staff will then determine if the arrestee is medically cleared to be booked or if the arrestee requires an "okay to book."

- In the event the Electronic Health Record System (EHR) is not operational and an inmate is being booked into a Riverside County facility, 508.10 Attachment 1 (Intake Medical Questionnaire) will be completed.

1.2.1 If the receiving deputy answers "yes" to any of the questions in the "Determining okay to book" section, the deputy shall notify medical staff at another facility and/or a supervisor to determine if an "okay to book" is needed.

1.2.2 Inmates who were booked into the facility without receiving a medical screening and health assessment shall be assessed by medical staff within 14 hours of being booked into custody.

1.2.3 Before an inmate is placed into housing or transferred to a different facility, a clinical therapist will provide the inmate a mental health acuity rating.

2.0 Okay to Book

2.1 Medical staff or a custody supervisor may require a physician's medical evaluation and release ("okay to book") before accepting an arrestee for booking. Only the facility commander or watch commander, may override a medical staff member's decision to require the arresting agency to obtain an "okay to book."
2.2 The arresting agency **must** obtain an “okay to book” before booking any suspect who has been “hogtied,” “cradled,” “back boarded,” had the “carotid restraint” applied, involved in a traffic collision or is suspected of ingesting or secreting contraband.

2.3 Subjects who have been exposed to a Taser deployment, whether by probes or “drive stun,” shall be transported to a medical facility for a medical evaluation. Prior to booking, the subject shall be medically cleared (“okay to book”) through a hospital before being booked in a detention facility.

2.4 Arrestees requiring an "okay to book" will be transported by the arresting agency to a medical facility.

2.5 Custody staff shall provide medical staff with the original "okay to book" form.
TITLE: Biohazard/Medical Waste Management

POLICY: Each correctional facility will prepare and implement a procedure for the proper handling and disposal of Biohazard and Contaminated / Infectious Waste.

REFERENCE: CAC, Title 15, sections 1212, 1262, 1264, and 1280; California Department of Health Services - Medical Waste Management Act (2013); H&S § 117600 – 118360.

DEFINITIONS:

Biohazard Waste - Includes any item that is saturated and/or dripping with blood or bodily fluids, or any item caked with dried blood or fecal matter.

Contaminated / Infectious Waste – Includes any item that has a few drops, or a more substantial amount of blood or bodily fluid, that is not dripping or saturated.

Red Biohazard bag - Disposable bags used for any item saturated and/or dripping with blood or bodily fluids, or any item caked with dried blood or fecal matter.

Regulated Medical Waste - Regulated Medical Waste (RMW) is that portion of waste generated by the administering of medical treatment, which requires special handling prior to disposal.

Sharps Container - A sharps container is used to safely store and dispose of used needles and other sharp instruments.

Water soluble bag – Disposable bags intended to enhance infection control processes in handling and transferring infected linens or other materials. These bags are impermeable to bacteria and virus and will dissolve in the washing process.

Yellow Contaminated Waste bag - Disposable bags used for the treatment of Contaminated / Infectious waste.

GUIDELINES

1.0 Biohazard Waste

1.1 Items treated as biohazard waste include, but are not limited to, any clothing or bedding that is saturated or dripping with blood or bodily fluids and any item caked with dried blood or fecal matter.

1.1.1 Any item which has come into contact with the blood or bodily fluids of a person who is suspected of having a contagious and/or communicable disease will be treated as biohazard waste.

1.2 Each facility will use red plastic bags labeled “biohazard” for the disposal of clothing, bedding, mops, and rags saturated and/or dripping with blood or bodily fluids.
1.2.1 Custody staff will verify that any clothing, bedding, mops, or rags considered to be biohazard are placed inside a red “biohazard” bag and that the outer bag is clean of blood or body fluids.

- Placing the biohazard bag inside a second biohazard bag is only necessary when waste has contaminated the outside of the biohazard bag or when the integrity of the biohazard bag is questionable.
- Staff will verify the weight of the items placed in a biohazard bag will not be so heavy as to compromise the integrity of the bag.

1.3 Sharps will be disposed of in designated and properly labeled sharps containers.

1.4 Once the waste is properly bagged, custody staff will verify the bag is placed in the authorized “Biohazard Waste” container.

2.0 Contaminated/Infectious Waste

2.1 Items treated as contaminated or infectious waste include any clothing, bedding, mops or rags that have wet or dry blood or bodily fluids on it. The item may only have a few drops, or a more substantial amount, as long as the blood or body fluid is not dripping from or has saturated the clothing or bedding.

2.2 Items considered to be contaminated or infectious waste will be placed in clear water-soluble plastic bags. The clear water-soluble bag will then be placed inside a yellow plastic bag labeled “Contaminated / Infectious.” The yellow bag must be clean of blood or bodily fluids. Do not use yellow bags for biohazard waste for any reason.

2.2.1 Placing the clear bag inside a yellow bag is necessary to identify the items as requiring special laundering.

2.2.2 Once the water-soluble bag has been removed for laundering, the empty yellow bag will be disposed of in a biohazard container. The yellow bags may not be disposed of as regular waste.

2.3 Clothing or bedding infested or believed to be infested with vermin (lice, crabs or scabies) will be sealed within two trash bags and labeled “Lice/Crabs” and the current date. The facility will keep the bag in a secure area for 30 days and then send to SCF for laundering. (Lice and crabs will die after being in a sealed plastic bag for 30 days.)

2.4 Once all waste is properly bagged, custody staff will verify the bag is stored in a designated area at the facility.

2.4.1 Each facility will develop procedures to define the designated area of storage for Contaminated/Infectious waste.

2.5 Custody staff responsible for inmate laundry will send contaminated/infectious laundry to Smith Correctional Facility.
2.5.1 After laundering, SCF warehouse staff will return the laundry to the appropriate facility.
2.5.2 For safety reasons, any infectious or contaminated items which have been improperly bagged for laundering will be returned to the originating facility.
2.5.3 If after laundering, any linen or clothing stained with blood or bodily fluids that may create a “disturbing appearance” to an inmate will be disposed of as regular waste.

3.0 Evidence

3.1 Special containers are available for syringes and liquids taken as evidence. If none are located at the facility, there is a supply at the sheriff's station with local jurisdiction.

3.1.1 To reduce the chance of an accidental puncture wound, deputies will NEVER attempt to recap a syringe.

4.0 Staff Uniforms

4.1 Staff uniforms and personal clothing that are saturated or dripping with blood or body fluids will be treated as biohazard waste. Badges, pins and nameplates will be removed from the uniform and decontaminated with a mixture of 1 part bleach to 10 parts water.

4.1.1 Uniforms disposed of as biohazard will be replaced at the expense of the facility.
4.1.2 Staff will not take contaminated uniforms or clothing home for cleaning.
4.1.3 Staff boots or shoes will be decontaminated prior to the employee taking their shoes home. Staff will clean the top, the sole, and the shoelace area.

• Facilities may provide a spray bottle with the above bleach mixture in staff locker rooms.

4.2 Uniforms and personal clothing contaminated with blood or body fluids that are not dripping or saturated will be treated as contaminated / infectious waste. Badges, pins and nameplates will be removed and decontaminated.

4.2.1 Facilities with onsite laundry will wash the uniforms and clothing. If no washing machines are available on site, the facility will make arrangements to transfer the clothing to a facility with laundering abilities.
NOTE: The commercial washers and dryers at SCF may damage uniforms if washed.
4.2.2 After laundering, the uniform will be cleaned and pressed at a dry cleaner at the expense of the facility.
4.2.3 Stained uniforms will be replaced through Uniform Services or at the expense of the facility.

5.0 Disposal and Transportation

5.1 Custody staff will not leave biohazard waste unattended until the item has been
safely stored in a designated biohazard disposal area.

5.2 Biohazard containers must be clearly marked and kept in secured areas, which are inaccessible to the public/inmates.

5.3 Biohazard/medical waste will be collected by a company contracted through county purchasing.

5.3.1 Each facility will define who is responsible for maintaining transportation manifests of biohazard/medical waste.

6.0 Safe Handling

6.1 Each facility procedure will include guidelines on the use of protective equipment and the cleanup of biohazard spills.

6.2 Each facility will maintain an adequate supply of biohazard protective gear including:

- Latex or nitrile gloves
- Gauze face mask
- Paper gown
- Protective footwear
RIVERSIDE COUNTY SHERIFF’S DEPARTMENT
CORRECTIONS DIVISION POLICY MANUAL

TITLE: Mental Health Services

POLICY: All persons detained or incarcerated in Riverside County Sheriff Department correctional facilities shall be provided basic and emergency mental health care. Custody staff shall not interfere, delay, or deny an inmate’s access to mental health care. Each correctional facility shall establish procedures necessary to meet the guidelines of this policy.

REFERENCE: Penal Code 4011.6, CAC Title 15, Section 1209, Corrections Manual 504.24, 508.14, Riverside County Interagency Adult Detention Memorandum of Agreement

GUIDELINES

1.0 Emergency Mental Health Services

1.1 Inmates who are mentally disabled to the point they are a danger to themselves or others shall be evaluated by mental health staff.

1.2 Custody staff shall notify mental health staff and a sergeant of any inmate who appears to be a danger to themselves or others, or who appears in need of emergency mental health services.

1.3 Custody staff shall place inmates who are a danger to themselves or others in a safety cell until mental health staff can evaluate the inmate.

1.3.1 Placement and retention in a safety cell shall be in accordance with Department Policy 504.24 (Safety Cells).

2.0 Routine Mental Health Care

2.1 Health care request forms (RSD Form 511) will be maintained in every housing unit for inmates to freely access without the need to obtain from staff.

2.2 Inmates can place completed request forms in a designated lockbox inside the dayroom. Medical and/or mental health staff will collect the health care requests from the lockboxes at least once every 24 hours.

2.3 Inmates receiving mental health services will have access to individual therapy, group therapy, and recreational therapy.

3.0 Mental Health Care and Inmate Transfers

3.1 Unless it is an emergency, inmates will not be transferred to or from a mental health housing unit unless mental health staff have been consulted beforehand to determine whether the transfer is beneficial or detrimental to the inmate’s mental
health care.

3.2 Conflicting recommendations may be resolved between mental health staff and the facility commander, or designee, for transfers between housing units or transfers between facilities.

4.0 Recreational Therapy

4.1 Recreational therapy involves outdoor recreation and indoor recreation including structured sports activities (e.g. basketball, volleyball, etc.) individual exercise, leisure-time activities (e.g. board games, card games, art therapy) and movies with a rating of PG-13, PG, or G.

4.2 A recreational therapist will supervise these activities and will minimally participate/demonstrate how to conduct/complete an activity.

Any physical contact with an inmate is strictly prohibited.

4.3 See attachment #1 for a list of approved items for outdoor recreational therapy and indoor recreational therapy.

4.3.1 The recreational therapists may only use items on this list, unless the item is approved by the facility commander.

4.3.2 For outdoor recreation, only one item at a time can be used.

4.4 Each facility needs to have a system accounting for each item used during recreational therapy.

4.5 Inmates participating in outdoor or indoor recreational therapy are subject to facility rules and discipline.

5.0 Inmate Refusals

5.1 Inmates not adjudicated to be incompetent may refuse mental health care.

5.2 If an inmate refuses mental health care, the inmate is to refuse in the presence of mental health staff.

5.3 If the inmate refuses to exit their cell to sign a refusal form, custody staff will escort a mental health staff member to the inmate’s cell to speak with the inmate face-to-face to sign the refusal form. The mental health staff member does not have to be the same person providing the treatment in which the inmate refused.

5.4 When an inmate who is physically capable of exiting their cell refuses to exit the cell to sign a refusal, the inmate is subject to the facility’s disciplinary process. However, a consultation with mental health staff will occur to determine if the disciplinary marker is warranted.

5.5 If the inmate refuses to sign the form, custody staff will counter-sign the form with medical staff. This is the only instance in which custody staff signs an inmate.
An inmate will not be physically extracted from his/her cell to sign a medical refusal form.
<table>
<thead>
<tr>
<th>Item</th>
<th>Picture of items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basketball</td>
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<tr>
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</tr>
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</tr>
<tr>
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</tr>
<tr>
<td>Bingo</td>
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*Used for mental health housing unit (5B, HU 16) program graduations.*
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<th>Description</th>
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<td>Golf-size pencil</td>
</tr>
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<td>Inflatable dice (large)</td>
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<td></td>
</tr>
<tr>
<td>Tubs</td>
<td><img src="tubs.png" alt="Image" /></td>
<td>Various sizes for storage of supplies</td>
</tr>
<tr>
<td>Chalk</td>
<td><img src="chalk.png" alt="Image" /></td>
<td>Used instead of tape to draw lines on floor, etc.</td>
</tr>
</tbody>
</table>

P508.12 Attachment 1
Department Policy 508.13 (Orthopedic/Prosthetic Appliances) has been merged with Department Policy 508.17 (Disabled Inmates/ADA). Effective 09/21/16.
Department Policy 508.14 (Routine Medical Treatment) has been merged with Department Policy 508.06 (Emergency Medical Care). *Department Policy 508.06 has been renamed to Inmate Medical Care.*
POLICY: The intent of this policy is to provide employees guidance and information to identify, monitor, and facilitate the treatment of those inmates who present a suicide risk.

REFERENCES: Department Policy 504.24, Policy 504.02, Policy 508.10, Title 15 Section 1030

GUIDELINES

1.0 Training

1.1 Custody staff will receive training in detecting and preventing inmate suicides.

2.0 Screening Inmates

2.1 Individuals brought to Riverside County facilities for booking will be screened for their potential suicide risk by intake medical staff and/or mental health staff.

➢ When medical staff and mental health staff are not present, observations and answers to health questions will be recorded during the booking process by the intake deputy. Refer to Department Policy 508.10 (Intake Medical Screening) for further information.

2.2 If the intake medical staff, mental health staff, or custody staff determines or suspects that an inmate has a potential for suicide, the inmate will be placed in a safety cell for their safety. Refer to Department Policy 504.24 (Safety Cells)

3.0 Inmates Identified with Suicide Potential in Housing Units

3.1 If an inmate displays suicide potential inside their housing unit, custody staff shall:

➢ Remove the inmate from their housing unit to a location where the inmate can be monitored until mental health staff or medical staff can evaluate the inmate.

➢ Notify supervision and mental health staff

4.0 Identification and Classification of Mentally Ill Inmates

4.1 During the objective classification assessment, any indication of past/current mental health issues, psychological disorder diagnosis, or suicidal ideations shall result in a referral to mental health. Refer to Department Policy 504.02 (Classification) for further information.

5.0 Housing for Inmates with Suicide Potential.

5.1 Mental health staff will evaluate the inmate and make recommendations:
- The inmate does not require any special housing.
- Evaluation by mental health staff or medical staff determines the inmate does not need to be placed on any suicide precautions, at this time.
- The inmate requires special housing.

Prior to housing these inmates, all sharp objects will be taken from their possession, and they will be dressed according to facility procedure and/or recommendations of mental health staff, medical staff or a custody supervisor.
TITLE: Vermin Control  NUMBER: 508.16

POLICY: Each facility shall, in conjunction with correctional health services, develop and implement procedures for the treatment of vermin within the facility.

REFERENCE: Title 15, Section 1212

GUIDELINES

1.0 Inmate and Facility Infestations

1.1 Custody staff shall immediately report to medical staff any inmate who has or is suspected of having vermin (body, head, or pubic lice or scabies). Medical staff shall prescribe the treatment.

1.2 Custody staff shall arrange for treatment and control of the areas where the inmate had contact with other inmates.

1.3 If vermin contamination is heavy, jail supervision should consider services of a licensed pest control operator.

2.0 Infested Clothing and Bedding

2.1 Clothing and bedding infested or believed to be infested with vermin (lice, crabs or scabies) will be sealed within two trash bags and labeled “Lice/Crabs” and the current date. The facility will keep the bag in a secure area for 30 days and then send to SCF for laundering. (Lice and crabs will die after being in a sealed plastic bag for 30 days.)

2.2 Once all waste is properly bagged, custody staff will verify the bag is stored in a designated area at the facility.
RIVERSIDE COUNTY SHERIFF’S DEPARTMENT
CORRECTIONS DIVISION POLICY MANUAL

TITLE: Inmates with Disabilities/ADA          NUMBER: 508.17

POLICY: The Riverside County Sheriff’s Department Corrections Division shall handle inmates with disabilities with due regard for their impairment and particular medical needs. Inmates with disabilities will be subject to the nondiscrimination requirements of Title II of the Americans with Disabilities Act (“ADA”) and be afforded the same rights and opportunities as inmates without disabilities. Facilities will operate their programs so that, when viewed in their entirety, they are readily accessible to and usable by individuals with disabilities.

REFERENCE: Title II of the ADA (Title 42 U.S.C. §§ 12131-12134), Title II ADA implementing regulations (28 C.F.R. Part 35), California Penal Code; Title 15 Cal. Code Regs., Title 15, section 1080, General Orders, Section 504.06, Department Directive #01-018, Department Policy Sections 508.04, 510.05, 510.06, and 510.09, Turner v. Safely, 482 U.S. 78 (1987), Florence v. Board of Chosen Freeholders, 132 S. Ct. 1510 (2012), Krieger vs County of Riverside Agreement

DEFINITIONS

ADA - Americans with Disabilities Act

Disability - For the purposes of coverage under the Americans with Disability Act, a person with a Disability is defined as one who:

- Has a physical or mental impairment that substantially limits one or more major life activities of such individual.
- Has a record of such impairment; or
- Is perceived or regarded as having such impairment.

Examples of physical or mental impairments include, but are not limited to, such contagious and noncontagious diseases and conditions as orthopedic, visual, speech, and hard of hearing impairments; cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, specific learning disabilities, HIV disease (whether symptomatic or asymptotic), tuberculosis, drug addiction, and alcoholism.

Major Life Activity - A basic function that the average person can perform with little or no difficulty. Examples of major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, working and the operation of a major bodily function such as functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

Auxiliary Aids and Services - Equipment, devices or services to verify effective communication, including but not limited to:

(1) Qualified interpreter on-site or through Video Remote Interpreting (VRI) services; note-IV-4 08/18/2021
takers; exchange of written notes; telephone handset amplifiers; Assistive Listening Devices and systems (ALD); Computer Assisted Real-Time Transcription services (CARTT); voice, text, and video-based telecommunications devices, including Teletext Device for the Deaf telephones (TTY/TDD) videophones, captioned telephones or other equally effective telecommunications devices; videotext displays; hearing aid-compatible telephones; visual alarms; written materials; closed caption decoders; open and closed captioning televisions, including real-time captioning; accessible electronic and information available to individuals who are deaf or hard of hearing; and (2) Qualified readers; taped texts; audio recordings; Brailed material and displays; screen reader software; magnification software; optical readers; secondary auditory programs (SAP); large print materials; accessible electronic and information technology; or other effective methods of making visually delivered information available to individuals who are blind or have low vision.

**Hard of Hearing** - Hard of hearing, or deafness refers to conditions in which individuals are fully or partially unable to detect or perceive at least some frequencies of sound most people can typically hear. In some cases, mild hearing loss may not be considered a disability.

**Direct Threat** - A significant risk to the health or safety of others that cannot be eliminated by a modification of policies, practices, or procedures, or by the provision of auxiliary aids or services.

**Qualified Interpreter** - A person who, via a Video Remote Interpreting (VRI) service or an on-site appearance, is able to interpret effectively, accurately and impartially, both receptively and expressively, using any necessary specialized vocabulary. Examples of qualified interpreters include sign language interpreters, oral translators, and cued-language translators.

**Qualified Reader** - A person who is able to read effectively, accurately, and impartially using any necessary specialized vocabulary.

**Prosthesis** - An artificial substitute or replacement of a part of the body such as a tooth, eye, facial bone, the palate, hip, knee or another joint, leg, arm, etc. Prosthesis is designed for functional or cosmetic reasons and/or both. Typical prostheses for joints are the hip, knee, elbow, ankle, and finger joints.

**Assistive Devices** - Any device designed or adapted to help people with physical or emotional disorders to perform actions, tasks, and activities. For the purpose of this policy, some examples of assistive devices are walking sticks/canes, shower chairs, wheelchairs, crutches, prescription eyeglasses, or walkers.

**GUIDELINES**

1.0 Compliance with American's with Disabilities Act

1.1 In compliance with Title II of the Americans with Disabilities Act and the Unruh Civil Rights Act, the Department and its employees shall provide resources and/or auxiliary aids to qualified individuals as necessary to provide equal access to Department services in all Divisions and Bureaus.

1.2 The Department will not discriminate against inmates or members of the public based on disability in providing access to its facilities programs, services, and programs.
activities.

1.3 Eligible persons with a disability are entitled to an equal opportunity to participate in programs, services, or activities. The Riverside County Sheriff's Department shall provide reasonable accommodations for inmates with disabilities regarding housing, services, programs, and activities except to the extent indicated below.

1.3.1 They may be refused participation in services, programs, or activities at a facility where the contemplated accommodation presents a direct threat to inmates with disabilities, other inmates, staff, or otherwise poses an unacceptable risk to the Department’s ability to maintain safety, security and order at its facilities.

1.3.2 If it is deemed that a direct threat or an unacceptable risk exists, the inmate will be notified by the facility commander or designee and documented in classification notes.

1.4 Temporary conditions are generally not covered by ADA, and certain conditions are expressly excluded from ADA coverage. This determination will be made by medical staff in accordance with ADA guidelines.

1.5 Reasonable accommodations shall be made for visitors with disabilities.

1.6 Disabled volunteers may request reasonable accommodations through the facility commander or designee.

1.7 An individual who is currently engaging in the illegal use of drugs and is not an “individual with a disability” is not protected by ADA.

2.0 Auxiliary Aids

2.1 Each facility will furnish auxiliary aids and services when necessary to provide for effective communication.

2.2 Each facility will provide information to individuals with disabilities about the availability and location of accessible programs, services, activities and facilities. This will include information regarding the availability and use of TDD. Refer to Department Policy 507.15 (Telephones).

3.0 Identifying Disabilities during the Intake Process

3.1 During the intake/booking process, a medical screening will be conducted for inmates. This screening will assist the Department in identifying individuals with a disability.

3.2 Inmates who are illiterate or unable to read English, and for persons with disabilities, facility staff will instruct them verbally or provide them with material in an understandable form regarding facility rules and disciplinary procedures and penalties.
3.3 It is the responsibility of medical staff to assess and identify inmates with a disability.

3.3.1 If medical staff determines an inmate has a disability, either during the booking/receiving process or thereafter, medical staff will enter the information into the Electronic Health Records system, which will interface with the Jail Information Management System (JIMS) under Special Tracking Needs.

3.3.2 The inmate’s prior custody or medical records may indicate previous accommodations or requests.

3.4 Classification, in consultation with medical and/or mental health staff, will consider the medical needs of inmates with disabilities when assigning housing. If during the classification interview, a disability has been identified or inadvertently overlooked during the booking process or medical screening, classification will have the inmate seen and evaluated by medical and their disability documented in JIMS under the Special Tracking Needs.

4.0 Deaf/Hard of Hearing Inmates

4.1 Staff shall make reasonable accommodations to deaf or hard of hearing inmates necessary to communicate as effectively as with other inmates. Necessary and preliminary communication may include lip reading, the use of pen and paper, sign language such as American Sign Language (ASL), video remote interpretation (VRI), video relay services (VRS), flash cards with universally accepted symbols (Refer to P508.17 att. #4 ADA Communication Flash Cards), or any combination of these services. Not all deaf or hard of hearing inmates use ASL as their primary means of communication. Staff shall accommodate a deaf or hard of hearing inmate’s request to use their preferred method or means of communication as necessary to provide equal access. Staff shall make a notation in Classification notes on the inmate’s preferred method of communication.

4.1.1 If preliminary communication via means immediately available to staff are not acceptable, working or available to staff or to the deaf or hard of hearing inmate, staff shall ask the preferred method of communication.

4.1.2 Staff providing services to deaf or hard of hearing persons shall confirm the primary language necessary to provide equal access to services. Staff shall review the special needs screen at the beginning of each shift to identify inmates with special needs.

4.2 During the booking process, if an inmate who is deaf or hard of hearing requests a qualified interpreter, the booking process will be delayed until a qualified interpreter is present or Video Remote Interpreting (VRI) services are available. To obtain a certified ASL interpreter, refer to Department Policy 508.17, Attachment #1 (Interpreter Services Information).

4.2.1 The preferred method or means of communication used during the booking process will be documented in the inmate’s Classification notes by booking staff.

4.2.2 If an ASL interpreter responds, the interpreter shall be escorted by custody staff.
4.2.3 The following information will be annotated in the inmate’s classification notes when an interpreter or VRI services are used: the time and date the request was made, the nature of the service provided, the time and date the service was provided, and, if applicable, the ASL interpreter’s arrival and departure times.

4.2.4 Medical / Mental Health staff will notify a sergeant when an ASL interpreter is going to respond to the facility, as staff need to be available to escort the interpreter.

4.2.5 Prior to an inmate using the Video Relay Service (VRS), a classification deputy must authorize the use within the SECURUS Technologies website. The authorization only needs to be completed once for each booking number. A Classification note entry will be made noting the authorization.

4.3 Staff shall not delay emergency service or the solicitation of information necessary to respond to emergencies, if their preferred or primary method of communication is not readily available.

4.4 For criminal or non-criminal investigations or services involving complex or prolonged interviews with an inmate who is not a suspect, staff should utilize the method of communication requested by the deaf or hard of hearing inmate.

4.5 Staff certified as an ASL interpreter shall not be used during criminal investigations and/or disciplinary hearings when the deaf or hard of hearing inmate is the suspect.

4.6 Staff should take particular care to be aware of deaf or hard of hearing inmates who are in their area of responsibility. In the event of an emergency, all efforts should be made to verify that these persons are accounted for.

5.0 Inmates with Mobility Impairment

5.1 Inmates with mobility impairments shall not be placed, solely due to their disability or use of assistive devices, in locations with fewer privileges, less programming, or more restrictions on movement, property, or activities than they would experience if housed based on factors unrelated to their disability or use of assistive devices.

5.2 Inmates with disabilities and/or who need an assistive device can be housed in a facility medical housing unit if facility medical staff determines the inmate’s medical condition warrants such housing.

6.0 Transportation of Inmates with Mobility Impairment

6.1 Inmates who require a wheelchair and are being transported outside the facility will be transported with a wheelchair accessible vehicle. When using a wheelchair accessible vehicle, all inmates and wheelchairs will be safely secured. Refer to Department Policy 510.05 (Medical Transports).

7.0 Medical Accommodations for ADA Inmates

7.1 If an inmate requires and requests an accommodation to complete a health care request form, medical staff shall assist the inmate.
7.2 Inmates with disabilities, as determined by medical staff, will be offered reasonable accommodations for their disabilities, such as special shoes or mattresses, provided the accommodations are recommended or approved by medical staff.

7.2.1 If the Facility Commander or designee determines there are safety and security concerns regarding the specific accommodation recommended for an inmate, he or she will consult with medical staff to determine a resolution that provides the inmate with a reasonable accommodation that does not compromise the safety and security of the facility.

8.0 Orthopedic/Prosthetic Appliance

8.1 The Facility Commander, or designee, in consultation with medical staff, will make reasonable accommodations for inmates with orthopedic/prosthetic appliances.

8.2 The Facility Commander may remove an orthopedic/prosthetic appliance based on legitimate threats to safety and security including but not limited to the immediate risk of bodily harm to any person in the facility and/or safety and security of the facility exist.

8.2.1 Once the risk of harm or damage is no longer present, the appliance will be returned to the inmate.

8.3 Orthopedic/prosthetic appliance shall not be confiscated if another inmate is the source of the security threat.

8.4 If Intake staff encounter an inmate with an orthopedic/prosthetic appliance, the device will be thoroughly inspected for contraband and returned to the inmate. The inmate will be seen by medical to examine the need for the device prior to housing.

9.0 Confiscation of Orthopedic/Prosthetic Appliance

9.1 An orthopedic/prosthetic appliance may be confiscated from an inmate if the inmate uses the appliance for anything other than its intended purpose.

9.2 Confiscation of a device must have the Facility Commander’s approval.

9.3 Custody staff will document the removal of the orthopedic/prosthetic appliance in the pass-on log and in the inmate’s, Classification notes with the rationale justifying the confiscation.

9.4 The Facility Commander, or designee, will make the final determination whether or not to allow the appliance in the facility. The decision will be made based on the threat to safety and security of the facility. A reasonable alternative may be provided to the inmate as deemed necessary by medical staff in consultation with the facility commander.

9.4.1 If the Facility Commander decides the appliance should not be returned to the inmate, the commander will articulate the rationale for the decision to the
facility physician and to the inmate.

9.4.2 The Facility Commander or designee will inform the inmate of their right to file a grievance and/or petition the court for the return of the device (See PC 2656 for format.)

10.0 Inmate Petition for Return of Orthopedic/Prosthetic Appliance (P.C. 2656)

10.1 The inmate will sign the petition for “Return of an Orthopedic or Prosthetic Device” Refer to Department Policy 508.17, Attachment #2 (Return of Orthopedic or Prosthetic Appliance).

10.2 The Corrections Division Chief shall be notified before the form is filed with the court.

10.3 The Facility Commander, or designee, will file the petition/form without delay to the court.

10.4 The Facility Commander, or designee, will honor the court’s decision.

10.5 Each step of this process will be documented in Classification notes.

11.0 Inmate Request for Assistive Devices

11.1 Inmates requesting or in need of an assistive device such as prescription eyeglasses, shower chairs, crutches, walkers, wheelchairs, or walking stick/canes will be referred to medical.

11.2 All new or replacement assistive device requests will be evaluated on a case-by-case basis.

11.3 Absent a threat to safety and security, inmates will be allowed to keep prescription eyeglasses, hearing aids, and dentures.

11.3.1 These items may be removed from an inmate while the inmate is in a sobering cell or a safety cell.

11.3.2 If an inmate is allowed to keep an appliance while in a sobering cell, the inmate will be separated from other inmates.

11.3.3 Inmates will be allowed to retain their prescription glasses.

11.3.4 A classification note and property entry will be made on inmates who are in possession of prescription eyeglasses.

11.4 Medical will be responsible for determining if an assistive device is needed and the type of assistive device to be issued. The Facility Commander will be the final authority as to whether an inmate can possess an assistive device.

12.0 Visually Impaired/Blind Inmates

12.1 Intake staff will verbally explain the booking/classification process to inmates with visual impairments.
12.2 Inmates with visual impairments will be seen by medical staff prior to housing to diagnose level of visual impairment, assess the need for a walking stick cane, and to assist with appropriate housing location.

12.2.1 Inmates with extreme visual impairment/blindness will be allowed to retain walking stick/cane.
12.2.2 When transporting an inmate with extreme visual impairment, staff will utilize restraints and transport the inmate by wheelchair.
12.2.3 If the inmate needs to walk, the inmate will be moved with assistance of staff to provide security, prevent injury to the inmate, and with due regard for the inmate’s medical needs. Reasonable and safe methods will be used to safeguard the inmate and staff.

13.0 ADA Corrections Division Representative

13.1 The intent of the ADA division representative is to review requests, complaints and grievances related to ADA issues, tracking of ADA inmates, and verify training is completed to facility staff on ADA issues.

13.2 The ADA division representative may respond to ADA requests or ADA grievances and will verify the facility ADA Coordinators are updated and informed of all ADA issues, and verify inspections are being performed.

13.3 The ADA division representative will represent the Department on ADA related issues.

14.0 Facility ADA Coordinator

14.1 The intent of this position is to track and respond to ADA complaints, inquiries, grievances, train staff, and ADA related issues in a timely, professional and respectful manner. Each Facility Commander will designate an ADA coordinator.

14.2 The facility ADA Coordinator will review the Special Tracking Needs List in JIMS daily and make contact with newly identified ADA inmates to verify the inmates’ ADA concerns are being accommodated.

14.3 The ADA Coordinator will complete an ADA Interview form for the initial interview. Refer to 508.17, Attachment #3 (ADA Interview Form).

14.4 If the facility is able to make reasonable accommodations for the inmate’s disability, the ADA coordinator will document in classification notes and on the ADA Interview form that the inmate was interviewed, and their ADA needs are being accommodated.

14.5 If the inmate claims their ADA needs are not being accommodated, the ADA Coordinator will conduct a review of such claims to determine whether reasonable accommodations can be provided for the inmate, to include contacting classification and/or medical and mental health for follow-up. The ADA coordinator will document any action taken or notification made in the inmate’s Classification notes and on the ADA Interview form. If unable to accommodate the inmate’s needs and all
reasonable accommodation measures have been taken, the ADA Coordinator will notify the Facility Medical Liaison Lieutenant.

14.6 The completed ADA Interview forms will be forwarded to the ADA corrections division representative.

15.0 Identifying and Handling of Armstrong Class Inmates

15.1 An “Armstrong class inmate” is an inmate identified by the California Department of Corrections Rehabilitation (CDCR) as having ADA concerns due to current or ongoing medical and/or mental health issues. Neither the Sheriff nor the County are parties to the Armstrong litigation between the Plaintiffs Class and the State of California.

15.2 CDCR will notify the Sheriff’s Department of inmates in custody who are identified as “Armstrong class inmates.” CDCR will contact the Medical/Mental Health Liaison Lieutenant of inmates in RSD custody who have previously been identified.

15.3 The Medical / Mental Health Liaison Lieutenant will act as the central contact point for CDCR. Once CDCR notifies the Medical/Mental Health Liaison Lieutenant an Armstrong class inmate is in RSD custody, the Medical/Mental Health Liaison Lieutenant will notify the ADA Coordinator at the respective facility the inmate is housed. Additional notifications may be made by the Medical/Mental Health Liaison Lieutenant to the Facilities Mental Health Supervisor.

15.4 The ADA Coordinator will verify the inmate’s information is entered in JIMS under the Special Tracking Needs and will follow the same process outlined in section 14.0 of this policy.

15.5 Once discussed with the inmate, the ADA Coordinator will inform HMU of any steps taken to address issues/concerns as well as the resolution.

15.6 Any medical or mental health grievance concerning Armstrong Class inmates shall be addressed as outlined in section 17.0 of this policy.

16.0 Integrated Programs

16.1 Facilities will provide for the integration of individuals with disabilities into all programs, services, and activities afforded to other inmates based upon the disabled inmate’s classification.

16.2 Refer to Department Policy 507.04 (Inmate Education Programs) for additional information.

17.0 Grievances

17.1 All grievances concerning conditions of ADA accommodations will be made on a Grievance Form (RSD Form 559) following the guidelines in Department Policy 507.02 (Grievance/Writ Petition).
17.2 Any grievance in which the inmate claims their ADA accommodations are causing a threat to their health or safety should be expedited. A copy will be forwarded to the ADA Corrections Division Representative.

17.3 A copy of any grievance for ADA accommodations made by an inmate being held for CDCR (e.g. parole hold, detainer) must be made available to the CDCR upon their request.
Penal Code 2656

The form for a request for return of an orthopedic or prosthetic appliance as required in subdivision (b) of this section shall be substantially as follows:

_____________________________  ________ Day of _______ 20 _______  
Name of Facility                                     Day         Month             Year

I, _______________________________ have today received a request for the return of an
Person in Charge of Facility
orthopedic or prosthetic appliance, namely, _______________________________  
Description of Appliance or Device

from the undersigned prisoner.

_____________________________  
Inmate Signature or Mark

When the prisoner has signed or made his mark upon such form, the person in charge of the facility shall promptly file the completed form with the superior court.

P508.17 Attachment 2
Riverside County Sheriff’s Department
Corrections Division
ADA Interview Form

FACILITY:  ☐ Blythe  ☐ Indio  ☐ RPDC  ☐ SCF  ☐ CBDC

Inmates Name: _________________________________ Booking Number: __________________

Date: __________________

Initial Interview

☐ Identified ADA by Medical Staff  ☐ Inmate Self-Identified

☐ Identified ADA by CDCR  ☐ Identified by RSO staff

Categories of Disability

☐ Blind / Vision Impaired  ☐ Mobility Impaired

☐ Speech Impaired  ☐ Deaf / Hard of Hearing

☐ Other ____________________________

ADA needs being accommodated?

☐ Yes  ☐ No

Accommodation Plan:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

ADA Coordinator Comments
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

____________________________________________________________________________

Inmate Signature
P508.17 Attachment 3

Deputy and ID number

IV-4 08/18/2021
The best way to communicate with me is:

- Interpreter
- Captioning
- Writing
- Lip-read
- I cannot lip-read
- Assistive listening device
POLICY: Inmates who are booked into Riverside County Correctional Facilities who claim to have a physician’s recommendation for the use of medical marijuana pursuant to Health and Safety Code Section 11362.5 or who possess a Medical Marijuana Identification Card will be referred to Correctional Health Services for evaluation of their medical needs.

Staff will not prohibit or prevent an inmate from obtaining and submitting the written information and documentation necessary to apply for a medical marijuana identification card. (Health and Safety Code Section 11362.785(b))

REFERENCE: California Penal Code 4573, Health and Safety Code Sections 11362.5 and 11362.785, Department Policy 504.34, and 507.09

GUIDELINES

1.0 Medical Marijuana Use in Facilities

1.1 Nothing in this or any other policy shall be construed to allow the use or possession of marijuana for any purpose in a Riverside County facility.

1.2 It is a felony to bring a controlled substance, including marijuana, into a Riverside County facility. (Penal Code Section 4573)

1.3 There is no exception for marijuana claimed to be possessed for a medical purpose (Health and Safety Code Section 11362.785(a)).

1.4 Smoking of any substance, including marijuana, is forbidden by law in all Riverside County Facilities.

2.0 Marijuana Medical Card Program

2.1 Any inmate inquiring about the Medical Marijuana Identification Card program will be referred to the Riverside University Health System- Public Health at (888) 358-7932.

2.2 The following documentation is required by the Riverside University Health System-Public Health to obtain a Medical Marijuana Identification Card:

2.2.1 Completed Medical Marijuana Program Application/Renewal Form HS Form No. 9042.

2.2.2 Government issued photo-identification card as proof of identity.

2.2.3 Proof of Residency in the form of a valid California ID, current and valid California motor vehicle registration, current rent or mortgage receipt, or utility bill.
2.2.4 Medical documentation, such as DHS Form No. 9044, WRITTEN DOCUMENTATION OF PATIENT’S MEDICAL RECORDS, or an original script completed by a qualified attending physician.

2.2.5 Physician recommendation form (Physician Attestation Form) for a Medical Marijuana Identification Card applicant’s requesting use of medical marijuana.

2.3 Staff shall verify that if any of the above items are mailed or delivered to an inmate, they are forwarded to the inmate in accordance with Department Policy 507.09 (Mail).

2.4 If any documentation necessary to obtain an identification card is contained within an inmate’s property, and the inmate wishes to release it for the purpose of obtaining an identification card, the procedures outlined in Department Policy 504.34 (Personal Property) shall be followed.
TITLE: Pregnant Inmates

POLICY: Inmates booked into Riverside County Facilities who are pregnant will be referred to Correctional Health Services for evaluation of their medical needs. Staff will not prohibit or prevent an inmate from obtaining medical assessment.

REFERENCE: Penal Code Sections 3046, 3405, 3407(a), 3408, 3409, 3424, 4023.5, 4023.6, 4023.8, 4028 and 3407. Health & Safety Code Sections 123460 et seq. RSD Form 575, Department Policy 508.21

GUIDELINES

2.0 Intake/Booking

2.1 Arrestees shall be handcuffed behind their back prior to entering the facility. Exceptions include persons who have been identified, either medically or visually, as being pregnant.

2.1.1 Upon arrival, a medical assessment shall be conducted for all inmates to inquire if they are pregnant or recently pregnant.
2.1.2 This information shall be forwarded to the medical staff on duty.
2.1.3 Medical staff shall assess any new books who claim to be pregnant, prior to being booked.
2.1.4 High risk pregnancies shall require a physician’s medical evaluation and release (“Okay to book”) before accepting the booking. Refer to Department Policy 508.10 (Intake Medical Screening).
2.1.5 The Health Information for Pregnant Inmates (RSD Form 575) document is a two-part NCR form designed for use when an inmate is booked into any facility. Custody staff will ask the inmate to read and sign the form to make them aware of the standards and policies governing pregnant inmates.

2.0 Policies Governing Pregnant Inmates

2.1 Restraints

- An inmate known to be pregnant while in custody, whether in the intake process or housed, shall not be restrained by the use of leg irons, waist chains, or handcuffs behind the body. If restraints are necessary, pregnant inmates shall be handcuffed in the front.
- During transportation to and from court and hospital visits, pregnant inmates shall be handcuffed in front.
- Pregnant inmates in labor, during delivery, or in recovery after delivery, shall not be restrained by the wrists, ankles, or both, unless deemed necessary for the safety and security of the inmate, the staff, or the public.
- Restraints shall be removed when a professional who is currently responsible for the medical care of a pregnant inmate during a medical emergency, labor,
delivery, or recovery after delivery determines that the removal of restraints is medically necessary.

- An inmate known to be pregnant while in custody, shall not be restrained by any electronic restraint device.

2.2 Abortions

- An inmate found to be pregnant and desiring an abortion shall be permitted to determine their eligibility for an abortion pursuant to law, and if determined to be eligible, shall be permitted to obtain an abortion.
- Any incarcerated person is eligible for an abortion prior to fetal viability or when the abortion is necessary to protect the life or health of the inmate.
- No additional condition or restriction upon the obtaining of an abortion by an inmate detained in any facility shall be imposed, nor can custody staff deny or interfere with a person’s right to abortion.
- Information about pregnant person’s’ right to access abortions must be posted in at least one conspicuous place to which all inmates have access.

2.3 Support Person

- An inmate may elect to have a support person present during labor, childbirth, and during postpartum recovery while hospitalized.
- Requests for approval of a support person shall be made in writing to the facility commander for the facility which the inmate is housed.
- The request for a support person requires a Contact Visit Approval Packet to be completed. The packet will include: Criminal Information Index (CII), Classification notes, demographic information, case information, and the Contact Visit Approval Form (507.20 Attachment 1).
- A request for a specific support person shall be reviewed and approved or denied on a case-by-case basis by the Facility Commander or designee.
- Upon a denial of a requested support person, a written response detailing the safety and security concerns shall be provided to the inmate within fifteen days.
- If the inmate is admitted to RUHS, coordination for the support person to be with the inmate can be made via the Detention Care Unit sergeant.

2.4 Breastfeeding/Bonding

- During admittance to the hospital, reasonable access for the purposes of breastfeeding and bonding with the newborn infant will be allowed.
- To limit movement of the inmate throughout the hospital, all breastfeeding and bonding periods will occur within the patient room unless medical complications with the infant prevents movement from the nursery.
- There are no limits to the amount of breastfeeding or bonding periods.
- Medical staff shall be present, in direct visual supervision of the infant, during all breastfeeding and bonding periods.
- At no time shall an infant be left alone with the inmate.
- If the inmate is admitted to RUHS, the Detention Care Unit sergeant can be contacted to address any issues concerning safety and security.
3.1 Medical staff shall advise custody staff of the inmate’s pregnancy status.

3.2 This information shall be indicated on the inmates housing card and classification notes.

3.3 Medical diets, which are balanced and nutritious, shall be authorized by medical staff during the intake process or after an inmate has been housed.

   3.3.1 Pregnant or lactating inmates shall be given 8 ounces of milk at each meal and a snack with 8 ounces of milk during the evening. Refer to Department Policy 508.21 (Lactating Inmates).

   3.3.2 The housing unit deputy shall verify the snack is received by the inmate.

3.4 Medical staff shall make the necessary medication and vitamins as recommended by a doctor available for the inmate.

3.5 Prenatal and postpartum information, health care information, community-based family planning programs, and childbirth education/infant care shall be provided to the inmate by medical staff.
TITLE: Sterilization Process for Inmates

POLICY: Inmates booked into Riverside County Facilities who have been diagnosed by a physician with a health condition requiring sterilization will be provided the rights as authorized by law. Sterilization can only be used in correctional facilities to address certain health conditions.

REFERENCE: Penal Code Section 3440 (as amended by Senate Bill 1135, eff. Jan. 1, 2015); subparagraphs (A) and (B) of paragraph (2) of subdivision (a) of Section 6129, or under the California Whistleblower Protection Act (Article 3 (commencing with Section 8547) of Chapter 6.5 of Division 1 of Title 2 of the Government Code) or the Whistleblower Protection Act (Article 10 (commencing with Section 9149.20) of Chapter 1.5 of Part 1 of Division 2 of Title 2 of the Government Code).

GUIDELINES

1.0 Diagnosis of a Health Condition

1.1 Inmates diagnosed by a physician with a specified health condition could be offered a sterilization procedure as a form of treatment.

1.1.1 Examples of a sterilizing procedure include but not limited to: a tubal ligation (severing and tying the fallopian tubes), a hysterectomy (uterus removal), an oophorectomy (ovary removal), and a salpingectomy (fallopian tube removal).

1.1.2 Removal or alteration of any reproductive organs that permanently renders an individual to be incapable of reproducing is considered a sterilization procedure.

2.0 Inmates’ Rights Following Diagnosis

2.1 Sterilization of an inmate is prohibited except in either of the following circumstances:

2.1.1 The procedure is required for the immediate preservation of the inmate’s life in an emergency medical situation.

2.2 The sterilizing procedure is medically necessary to treat a diagnosed condition, and all of the following requirements are satisfied:

2.2.1 Less invasive treatment measures are nonexistent, are refused by the inmate, or are first attempted and deemed unsuccessful by the inmate acting in consultation with a medical provider.

2.2.2 A second physician, not employed by CHS or the County, conducts an in-person consultation with the inmate and confirms that the sterilization procedure addresses the medical need.
2.2.3 Inmate consent is obtained after being first informed of the full and permanent impact the sterilization procedure will have on their reproductive capacity, the side effects of the procedure, and the right to refuse the procedure without it affecting future medical care while in custody.

3.0 Department Responsibilities

3.1 The department shall, if a sterilization procedure is performed on one or more individuals under its control, annually submit to the Board of State and Community Corrections data related to the number of sterilizations performed, disaggregated by race, age, medical justification, and method of sterilization.

3.1.1 If a sterilization procedure is performed, the facility shall report this information to the Headcount Management Unit (Crime Analysts) for tracking purposes.

3.2 Facilities shall provide notification to all individuals under their custody and to medical staff of their rights and responsibilities under Penal Code Section 3440.

3.3 Custody staff or medical staff who reports the sterilization of an individual performed in violation of Penal Code Section 3440 is entitled to the protection available under the law, including those specified under Penal Code Section 3440(f).

4.0 Care Before and After Sterilization

4.1 Sterilization procedures can impact an inmate’s psychological, physical, and emotional wellbeing. Inmates have the right to pre-sterilization and post-sterilization psychological consultation and medical follow-up while they remain in custody.
TITLE: Lactating Inmates

POLICY: Inmates in Riverside County Correctional Facilities, who are lactating, and want to provide breast milk for their child, will be given to the opportunity while in custody.

REFERENCE: Assembly Bill 2507

GUIDELINES

1.0 Breast Pumping Process

1.1 Lactating inmates who want to provide breast milk for their child need to submit a healthcare request slip to medical.

1.2 Medical staff will screen the inmate and provide proper medical/drug testing. During the testing process, inmates will be able to pump, but breastmilk will not be released until results return. An inmate will not be eligible for this program if medical staff determines the inmate has any condition that would be harmful to the child.

1.3 Medical staff will provide the inmate with training and information on hygiene related to breast pumping.

1.4 Each facility shall designate an area for the inmate to use the breast pump.

1.5 Medical staff will provide the inmate with necessary equipment and a container for breastmilk storage.

1.6 The pumping process will be completed on an as needed basis. Corrections staff will provide security during the pumping process, but at no time will they handle the extracted milk or be involved with the storage or release process.

1.7 Inmates will not be allowed to store breast pump equipment or breastmilk in their cell. All equipment will be stored in the designated area.

1.8 Medical will provide all necessary consent/release forms to the inmate for release of breastmilk.

2.0 Storage and Release of Breastmilk

2.1 Breastmilk will be stored in a designated medical refrigerator and handled only by the inmate and medical staff.

2.2 Only an individual authorized by the inmate may pick up the breastmilk. The release of breastmilk will be processed and tracked by medical staff. Any breastmilk not picked up by an authorized party will be discarded by medical staff.
TITLE: Emergency Psychotropic Medication Orders  NUMBER: 508.22

POLICY: A psychiatrist or licensed physician may order the administration of emergency psychotropic medication, regardless of an inmate’s ability to consent, as is deemed necessary to protect the inmate from serious and imminent harm to self and/or to prevent the inmate from harming others. Each facility will establish a procedure to provide for the safety and security of staff and inmates during the administration of emergency medications.

REFERENCE: California Pen § 2603; Title 15, Section 1217; CA WIC 5326.2; Department Policy 503.07; Department Policy 504.24

DEFINITIONS:

Psychotropic Medication – Psychotropic medication is any medication prescribed in order to have an effect on the central nervous system to impact behavior, emotional disorders or psychiatric symptoms.

Emergency situation – For purposes of this policy, an emergency situation is one in which action to impose treatment over an 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.

GUIDELINES

3.0 Medications

1.2 The prescribing, dispensing, procuring, administering, and disposing of pharmaceuticals will be done by qualified medical health professionals in compliance with appropriate federal and state regulations.

1.3 Emergency psychotropic medications may be used without consent to prevent harm only in emergency situations when an inmate is found by a physician to be dangerous to self or others due to a medical/mental illness and seems incapable of giving informed consent.

1.4 Emergency psychotropic medications will not be used to control behavior, as punishment, or for the convenience of staff, but only when behavioral control is a direct result of a medical or mental health condition and less restrictive treatments are not clinically effective in decreasing harm to self or others.

Note: The administration of psychotropic medication is not to be used for disciplinary purposes.
2.0 Initiating Emergency Psychotropic Medications

2.1 Emergency psychotropic medications may be given if, after personally observing and examining the inmate, a psychiatrist or physician determines the inmate poses a clear and imminent threat of serious physical harm to themselves or others and less restrictive treatments are not clinically effective in decreasing harm to self or others.

3.0 Administration

3.1 Once an order for emergency psychotropic medications has been made, mental health and/or medical staff will educate the inmate and provide them with an opportunity to take oral psychotropic medications voluntarily.

3.2 If the inmate continues to refuse psychotropic medications, mental health and/or medical staff will advise that emergency medications will be administered per physician order.

3.3 Custody staff will provide security during the medication administration process, but at no time will they handle or administer medications.

3.4 If the inmate is compliant and/or not physically resistive, Custody staff may instruct the inmate to sit in a chair while medication is administered.

3.4.1 Custody staff shall determine inmate specific security measures, with safety as the priority for the inmate and staff while medications are administered.

3.5 If the inmate is physically resistive/non complaint, a sergeant may, in collaboration with mental health and medical, deem it appropriate to have the inmate placed in the Emergency Restraint Chair (ERC) for medication administration.

3.5.1 If the determination is made to place the inmate in the ERC in order for medications to be safely administered, it shall be done in compliance with Department Policy 503.07.

3.6 Emergency psychotropic medications will only be administered by medical staff.

4.0 Safety Cell Placement and Monitoring of Inmate

4.1 Inmates requiring emergency psychotropic medications will be placed in a safety cell per physician order. Custody staff will abide by Department Policy 504.24 when placing inmates in a safety cell.

4.2 Inmates placed in the safety cell pursuant to emergency psychotropic medication administration will be offered water periodically and upon request.
4.3 Meals will be provided to inmates receiving emergency psychotropic medications unless medical staff determines it to be medically disallowed. Custody staff will document whether the meal was provided or medically disallowed on the safety cell log. Refer to Department Policy 504.24 (Safety Cells) for additional information and requirements.
TITLE: Food Coordinator

POLICY: The Food Coordinator shall provide security for the kitchen while inmates/inmate workers are working therein. The Food Coordinator will enforce the rules and regulations of the facility to ensure the safety of kitchen and other facility staff.

REFERENCE:

GUIDELINES

1.0 Responsibilities

1.1 The Food Coordinator shall maintain visual observation of the kitchen inmate workers for the safety of kitchen and other facility staff.

1.2 Custody staff assigned to the Food Coordinator's position will only leave their assignment when properly relieved.

1.3 The Food Coordinator shall not interfere with kitchen staff in the preparation of meals. For health and safety reasons, the Food Coordinator should limit their movement around the actual “hot” food preparation areas. This does not preclude the Food Coordinator from entering these areas to investigate or pursue security concerns.
TITLE: Food Service Health and Safety

POLICY: The Corrections Division Food Services shall comply with all applicable federal, state, and local health laws and health regulations in order to provide for adequate health and safety protection for all inmates, staff and visitors.

REFERENCE: Title 15 section, 1240-1248 California Retail Food Code (Cal Code) Chapters 3 – 7, Health and Safety Code Division 22, Chapter 4, Articles 1-8, Department Policy 507.03

GUIDELINES

1.0 Personal Hygiene Requirements for Food Handlers

1.1 The corrections food service manager or designate shall verify that all food handlers working in food service:

1.1.1 Employ hygienic food handling techniques
1.1.2 Use appropriate preparation/meal service devices as designated, such as tongs and gloves.
1.1.3 Wear clean, washable uniforms
1.1.4 Wash hands
   - Upon reporting to duty.
   - After using toilet facilities.
   - After picking up items from the floor.
   - After handling garbage.
   - After any other potentially unsanitary practice.
1.1.5 Maintain clean hands and fingernails.
1.1.6 Wear plastic gloves while actually handling food and utensils.
1.1.7 All females and males with long hair shall wear hair restraints or other appropriate attire that contains the hair. Hair restraints shall be issued by the food service staff.
1.1.8 All inmate workers will be clean-shaven daily, prior to starting their shift (Refer to Department Policy 507.05).

1.2 The corrections food service manager or designate shall make daily health/safety inspections of all food handlers at the beginning of each shift to confirm:

1.2.1 The absence of apparent illness.
1.2.2 The adherence to dress code and sanitation hygienic codes and/or practices.

2.0 Food Service and Equipment Safety Inspections
2.1 All Food Service areas and equipment will be inspected every shift to verify that the functions are completed and carried out under acceptable sanitary and safe conditions, in compliance with established Health and Safety Codes.

2.2 The Food Service Manager or designee will verify that all water, refrigerator and freezer temperatures are taken once per shift.

2.2.1 Cold foods must be held at a temperature not to exceed 41° F or above with the exception of eggs and packaged pasteurized milk, which may be held at 45° F or below.

2.3 Any repairs or conditions that need to be corrected will be reported and taken care of immediately.

2.4 Work areas will be kept clean and sanitary, free of health and safety violations.

2.4.1 Food service equipment that is soiled from food storage, preparation, cooking and/or service must be washed, rinsed and sanitized before it is reused.

➤ To include whenever there is a change between animal products or a change from raw meats or other potentially hazardous foods to ready-to-eat foods.

2.4.2 Cleaning cloths used on surfaces that may directly or indirectly contact food shall be used only for that purpose. At no time will cloths with chemicals on them be used in contact with the food.

2.5 The Food Service facilities will comply with all structural and equipment standards set forth and mandated in Health and Safety Codes designated to protect the health and safety of inmates, staff and visitors.

2.5.1 Dishwashing machines must be properly operated and maintained.

➤ High temperature machines must be able to heat the dishes to a temperature between 180° to 195° F.
➤ The sanitizing temperature must be monitored each time the dishwashing machine is used.

2.5.2 Manual dishwashing must be done utilizing a three-step process. The water must be changed often if it has cooled down or is excessively dirty.

➤ The excess food will be scraped off the dishes and they will be rinsed thoroughly prior to washing.
➤ First, the dishes will be washed in water that is as hot as can be tolerated by hand, but not less than 100° F.
➤ Second, the dishes will be rinsed in clean hot water to remove the detergent.
➤ Third, the equipment will be sanitized by immersing into water heated between 75° and 120° F for the required amount of times listed: (The water solution should be changed often.) Sanitizer test kits may be used.
for accuracy. The dishes can be sanitized using one of the following methods:

- 100 ppm chorine for 30 seconds or,
- 5 ppm iodine for one minute or
- hot water heated to at least 180°F for 30 seconds
- Allow the dishes to air dry or store them in a draining position.

2.6 Equipment storage racks are to be kept neat and clean at all times. Equipment not used over a long period is to be checked for dust or debris and cleaned if necessary.

3.0 Food Preparation

3.1 Food shall be prepared with the least amount of physical contact. All utensils used will be sanitized to prevent cross contamination.

3.2 All raw fruits and vegetables shall be thoroughly washed with potable water before being cooked or served.

3.3 Potentially hazardous foods requiring cooking shall be cooked to heat all parts of the food to a temperature of at least 165°F before being placed in a hot food storage unit.

3.4 Steam tables and warmers shall not be used for rapid reheating of potentially hazardous foods.

3.5 Stem-type, numerically scale meat thermometers will be used to verify the attainment and maintenance of proper internal cooking, holding or refrigeration temperatures of potentially hazardous foods.

3.6 Potentially hazardous foods shall be thawed in a refrigerated unit at a temperature not to exceed 45°F.

4.0 Food Service Solid Waste Management:

4.1 All trash will be kept in durable, easily cleaned, insect and rodent-proof containers that do not leak or absorb liquids.

- Plastic bags designed for refuse will be used to line the garbage containers.
- All garbage will be removed from the food preparation areas as soon as possible.
- Garbage shall be removed from the facility by a contracted vendor at least once per week.
- Garbage containers will be cleaned at the end of each day or as needed.
- Garbage containers will be cleaned in an area that is away from the food storage and preparation areas.

4.2 All used grease and cooking oil will be transported to a grease bin located outside of the kitchen area.
Used grease will only be transported when it is cooled enough to be moved safely.

Grease may not be disposed of in the floor or sink drains within the facility.

The contracted vendor will pick up the used grease monthly or as needed.

5.0 Chemical Cleaners/Pest Management

5.1 The food service department will store all chemicals and detergents in a locked area away from the food in their original containers with the contents clearly labeled.

5.2 Pesticides used must be approved by the United States EPA for use in food service facilities.

The contracted vendor will apply pesticide for rodents and insects monthly.
TITLE: Food Service Management

POLICY: The Corrections Food Service staff will provide a standardized management system in order to execute a cost effective and efficient food service operation.

REFERENCE: Title 15 section 1243

GUIDELINES

1.0 Food Service Function

1.1 The Corrections Food Service staff will operate under the direction of a technically trained Food Service Manager with proven experiences and abilities in organizing and administering a complete Food Services management system. The Food Service Manager will have the authority and responsibility to carry out the overall program development and management aspects of food service with a high degree of professionalism. The Food Service Manager or designee will:

- Plan menus
- Provide a portion control system
- Supervise kitchen personnel
- Train inmate Food Service staff
- Prepare a yearly food budget
- Plan logistical support systems for the food service functions
- Provide a cost accounting system

2.0 Food Service Management Records

2.1 The Food Service Manager or their designee will maintain budgeting, purchasing, and cost accounting systems necessary to document the following information:

2.1.1 Compliance with established daily nutritional requirements
2.1.2 Special diet requests and composition
2.1.3 Food consumption

- Number of inmate meals served daily
- Number of meals served to employees, guests, or visitors
- Average raw food cost per person per day
- Average total cost per meal served

2.1.4 Estimate of food service requirements based on population census at least 30 days in advance.
2.1.5 Daily records of food production and utilization/disposal.
2.1.6 Procurement of records kept of all food products purchased, raised/produced, and utilized to compute average daily raw food cost per day.
2.1.7 Effective procurement procedures that result in the purchase of supplies at competitive wholesale prices and under other favorable conditions when possible.

2.1.8 Records of perpetual and monthly physical inventories and methods used to verify that food is not stored beyond its safe shelf life.

2.1.9 Cost performance data for objective program planning and evaluations.

3.0 Food Ordering

3.1 When ordering supplies, all companies/individuals used must be registered with the County Purchasing Department and satisfy all requirements before orders can be placed with the vendor.

3.2 When ordering food, enough delivery time must be allowed for the proper defrosting and preparation of food.

3.3 The food service supervisor shall purchase food items in quantities sufficient to feed the entire inmate population of their facility based on:

- menu requirements
- planned portion size and number of servings
- competitive pricing
- wholesomeness and quality of product
- storage requirements

4.0 Food Portion Control

4.1 All meals will be prepared to allow inmates, staff, guests, and visitors the same quality and quantity of food.

4.2 Portion control techniques are applied by Food Service staff at the time the food allowances are filled for each housing area.

4.3 All excess food at meal times in the housing areas will be returned for disposal to the kitchen, and will not be re-used, nor will it be used as a reward to inmate workers.

5.0 Equipment Inventory and Location

5.1 The food service manager shall maintain a record of all capital equipment on file in the manager’s office.

5.2 The food service equipment record form will be completed each time a piece of equipment is purchased and arrives in the kitchen.

5.3 The food service manager or designee will complete an annual equipment inventory each year in order to aid in the planning of the next budget.

6.0 Emergency Supplies
6.1 Each facility will have a seven-day supply of food and disposal service ware on hand at all times in case of an emergency. Each facility, depending on its location, storage capacity, population and operating technique should have the following food sources on hand:

- frozen vegetables 4 - 7 day supply
- meat and frozen entrees 4 - 7 day supply
- fresh fruits and vegetables 2 - 3 day supply
- milk and dairy products 2 day supply
- canned products 7 day supply
- dry staples 7 - 10 day supply

6.2 Due to a shortage of storage space, the Blythe Jail may store some of their supplies outside of the facility.

7.0 Retention of Food Samples

7.1 Kitchen staff shall retain a sample of each food item served to the inmates to determine which food item may be the source of contamination in the event of alleged food poisoning or infection.

7.2 At the serving of each meal, a tray with a minimum of four ounces of each food item offered shall be prepared, covered, dated, and stored in a specified locked section of a secure refrigerator.

7.3 The samples shall be retained for a 72-hour period for cook/serve operations, and 120-hour period for cook/chill operations.

7.4 In case of allegations of food poisoning or infection, these samples shall be made available for analysis by the Riverside County Department of Environmental Health.
TITLE: Inmate Meals

POLICY: Meals shall be served under the supervision of staff in a manner that provides for food safety, proper handling, adequate portions, equal treatment of inmates, and overall waste reduction.

REFERENCE: Title 15, Section 1240, 1241, 1248, Penal Code 6030.

GUIDELINES

1.0 Inmate Meals

1.1 Inmates shall be provided three meals, at least one of which shall be hot, served at regular mealtimes during each twenty-four-hour period. There shall be no more than fourteen hours between the evening meal and breakfast, except in exigent circumstances. Inmate mealtimes will be posted in the kitchen. Meals will meet minimum diet requirements pursuant to California Code of Regulations, Title 15, section 1241.

1.1.1 Supplemental food will be provided if the interval between meals exceeds fourteen hours.

1.1.2 Supplemental food will be served in less than fourteen-hour periods for inmates on medical diets requiring more than 3 meals.

1.1.3 If the inmate misses a regularly scheduled meal, he or she shall be provided with a sandwich and beverage in lieu of that meal. Inmates on medical diets shall be provided their prescribed meal.

1.2 Any special food handling/deviation from the menu for a housing unit or facility must be requested by the on-duty supervisor. Such requests will be made to a food service supervisor or, in his/her absence, a cook.

1.2.1 Disposable meal trays may not be used without the approval of supervision, food service management or designee.

1.3 Court ordered special diets require the consent of the facility commander or his/her designee (refer to section 10.0 in this policy).

2.0 Food Portions/Delivery to Housing Units.

2.1 The food service supervisor, or in his/her absence the cook, will confirm the following prior to sending the food to the housing units:

2.1.1 Number of meals corresponds to the count given to the kitchen.

2.1.2 Portions on trays are adequate and equal.

2.1.3 All menu items or acceptable substitutes are on the tray.

2.1.4 Drinks in an amount that will serve all inmates in housing unit.
2.1.5 The quality and quantity of the food is appropriately prepared.

2.2 The kitchen staff shall be responsible for delivering the meal to the housing unit in a timely manner to keep the meals at the desired temperature. (135 degrees Fahrenheit or above-hot or 41 degrees Fahrenheit or below-cold)

2.2.1 Any delay in the regular meal service shall be reported to the food service supervisor.

2.2.2 In the absence of a supervisor, the cook on duty may report the delay to the food coordinator deputy along with the expected length of the delay.

2.2.3 The food coordinator deputy will communicate the delay to central control, and supervision.

3.0 Meal Service

3.1 Inmates shall be given at least 15 minutes to eat each meal.

3.1.1 Inmates on medical diets may be prescribed additional time to consume their meals as indicated by a physician.

3.1.2 Inmates shall be fully dressed prior to meals being served.

3.2 Meal service for newer housing units (Pods)

3.2.1 The housing unit deputy will allow no more than one tier/section out at a time and instruct the inmates to line up at the dayroom tables.

3.2.2 Prior to beginning meal service, the housing unit deputy will instruct all inmates to close their doors. Once the housing unit deputy confirms all doors are closed, meal service will begin.

3.3 Meal service for open dorms

3.3.1 Each facility will develop a specific procedure regarding how feeding is to be completed in open dorms.

4.0 Meal Service for General Population Housing Units

4.1 Inmate workers, under the direct supervision of the housing officer shall serve meals.

4.2 The housing deputy shall instruct all inmate workers to:

4.2.1 Wash hands before reporting for duty.

4.2.2 Wear plastic gloves at all times during the handling of meal service.

4.2.3 Wear hair nets and be clean shaven.

4.3 Inmates in housing units where dayrooms are not used for meal service shall be served meals through the food slots.
4.4 When the meal is ready for serving, the housing deputy shall supervise the inmate workers in passing the meals into the cells or passing the meals to inmates as they walk past the meal setup.

4.5 Housing unit inmate workers in those facilities in which inmates are used to help with feeding, shall eat only after they have served the housing unit inmates their meals.

4.6 The housing unit deputy, or deputy responsible for feeding a particular group of inmates, will not delay in delivering the meals to the inmates, absent the below listed exceptions.

4.6.1 Meals may be delayed in the event of an emergency medical problem, housing unit disturbance, or facility security issue.
4.6.2 Any delay in meal delivery shall be approved by a supervisor.

4.7 All inmates are required to be dressed to receive a meal.

4.7.1 Inmates who refuse to follow the policy of getting dressed for a meal are refusing the meal. If an inmate refuses his or her meal it shall be documented in the inmate’s classification notes.

5.0 Meal Service for Administrative Custody and Protective Custody Housing Units

5.1 Because inmates placed in administrative housing units are prone to assault other inmates and/or are likely to need protection from other inmates, only staff members will serve the meals.

At no time will other inmates be used to feed inmates who are in lockdown status.

5.2 Administrative custody inmates will be fed through food slots located on the cell doors. It will be the primary responsibility of the housing unit deputy or runner to pass out and remove all food trays from each locked down inmate’s cell.

5.3 Protective custody inmates, in areas not under lockdown status, may be used to serve meals to other protective custody inmates while under the direct supervision of the housing unit deputy.

Note: Meals for inmates housed in safety cells will be served in foam containers with paper utensil only.

6.0 Meal Service for Intake, Release, and Court Holding

6.1 Inmates already in custody, who are detained in court holding facilities during the lunch and/or dinner meal serving, may be provided a bag meal.

6.2 Inmates who are held in temporary housing, or are awaiting housing, may be offered a meal during regular meal serving hours.
6.2.1 Inmates who have been placed into a Sobering Cell, shall not be given a meal until after they are cleared from the Sobering Cell.

6.3 Inmates who are in the process of being released shall not go more than 14 hours between the last time they were fed in custody without being fed.

6.3.1 Inmates in the release process should be given trays during normal feeding hours. Sack lunches may be given as an alternative.

7.0 Housekeeping After Meal Service

7.1 Upon completion of the meal, each inmate shall:

7.1.1 Scrape any leftovers on the trays into the plastic bag provided.
7.1.2 Dispose of paper refuse in the plastic bag provided.
7.1.3 Place trays (stacked neatly) in the designated location.

7.2 The housing unit officer shall supervise the inmate worker(s) to verify that the following is completed:

7.2.1 All trays and serving equipment (hot/cold containers) are accounted for and placed back on the food carts
7.2.2 All extra food items are returned to the kitchen
7.2.3 All trash bags are taken from the housing units and replaced with new ones.
7.2.4 Tables are cleaned
7.2.5 Housing areas where food is served is cleaned
7.2.6 Return food carts to kitchen
7.2.7 Remove trash bags for disposal
7.2.8 Return all cleaning equipment

8.0 Menu Planning

8.1 A standardized menu cycle shall be planned and certified at least one (1) month in advance of their use and shall provide a variety of foods in order to prevent repetitive meals.

8.2 Corrections division food services shall maintain a standardized recipe file based on tested recipes and approved by the Riverside County Registered Dietitian.

8.2.1 The correctional food service staff of each facility is provided with military recipes in order to produce meals that are of good quality, the correct quantity and are cost effective.

8.3 All food shall be prepared and served in a manner which shall maximize safety and quality control and shall:

8.3.1 Preserve the nutritive quality/content
8.3.2 Enhance appearance and overall palatability
8.3.3 Preserve flavor, color and texture
8.3.4 Fulfill the appropriate temperature requirements for hot/cold food
9.0 Menu Deviation

9.1 Menus shall be planned at least one month in advance and shall be planned to provide a variety of foods. Cycle menus will be approved by the Riverside County Nutritionist annually.

9.2 If any meal served varies from the planned menu, the change shall be noted in writing on the menu by the food service supervisor.

10.0 Special Diets

10.1 Special diets will be available to provide dietary modifications for medical/religious needs, or disciplinary actions.

10.2 Other than the medical staff, the facility commander shall review and approve procedures and authorization for special diets.

10.3 Medical diets may be authorized by the facility physician or nurse during the intake process or after an inmate has been housed.

10.3.1 Pregnant or lactating females shall be given 8 ounces of milk at each meal and a snack with 8 ounces of milk or milk substitute during the evening. (snack to be eaten as needed).

10.3.2 Insulin dependent diabetics shall be given a special diabetic meal and one additional snack during the day (fruit or sandwich to be eaten as needed).

10.3.3 Modified Consistency diets for those individuals with a medical/dental need.

11.0 Medical Special Diets

11.1 If an inmate has a need for a medical special diet, he/she may request to be seen by medical staff (sick call or special request via the housing officer). If the inmate has a medical need for the diet, the medical staff person (physician or nurse) will impute the special diet into the Techcare Alert System indicating the diet has been approved by a physician. Each morning the Techcare Alert System generates a report via e-mail to food service supervision.

11.1.1 If an inmate requests a religious diet from the medical staff, the medical staff need to refer the inmate to the chaplain. Requests for religious diets shall be reviewed and approved by the facility commander.

11.2 The kitchen will prepare the special diet meal on a tray that identifies the inmate’s name and housing location. Kitchen staff will deliver the special diet meal to the housing unit.

11.2.1 When the special diet is delivered to the housing unit, the housing unit deputy will sign the special meal tracking form provided by Food Services, and verify the proper inmate receives the special diet.
12.0 Religious Special Diets

12.1 Religious special meals (such as vegetarian or kosher) shall not be provided unless:

12.1.1 The religious special meal is a requirement based on a religious tenet as recommended by the facility chaplain and approved by the facility commander or his designee.

12.1.2 An inmate wishing to receive religious diets shall submit a request to a facility chaplain. The chaplain shall interview the inmate to establish that the inmate can articulate the religious significance between their professed faith and the requested diet. The chaplain may ask questions necessary to determine the inmate’s sincerity of beliefs but shall consider the totality of circumstances. No tests for religious proficiency shall be administered. A simple declaration of faith is insufficient grounds to grant a request for a religious diet. The chaplain shall complete this process as soon as practical.

12.1.3 An inmate receiving a religious diet shall be fed in the same manner as those receiving medical diets, and shall remain on the diet until they request removal or until they exhibit behaviors indicating an insincerity of beliefs to the inmate’s professed religion. Staff shall submit a memorandum to the shift supervisor if they witness an inmate on a religious diet consuming food not consistent with such religious diet. Staff witnessing such behavior shall notify the inmates of the inconsistency and that a continuation of the behavior may be cause to terminate the inmate’s religious diet and document such notification in the memorandum. The facility commander, after consulting with the chaplain, may cancel the religious diet for an inmate receiving more than one notification.

- The chaplain shall use the Request for Religious Diet or Items Evaluation Form (Attachment 1) to document their review.
- If an alternative is offered to an inmate, the inmate must sign the form stating if they accept or decline the alternative.
- The form will be signed by the Classification Sergeant and the Facility Commander/Lieutenant.
- The completed form will be maintained in the inmates booking file and copies shall be given to the inmate, the Chaplain, and Food Services.

The Sergeant will make a note in JIMS that the religious diet was approved or denied. Additionally, if the religious diet is approved, the Classification Sergeant will update the Special Needs section in JIMS so the diet appears on the Inmate Special Needs Tracking System Report. This report is e-mail to food service supervision each morning.

12.2 Kosher and Halal entrees are purchased through a vendor pre-packaged and prepared. All meals conform to Kosher and Halal standards for content, preparation and presentation.

12.3 A vegetarian meal or peanut butter sandwich may be substituted temporarily until the request for a religious special diet has been determined valid by the chaplain.
12.4 An inmate wishing to be removed from a religious diet or observance shall submit a request to a facility chaplain. The chaplain shall interview the inmate to verify his/her request. The chaplain shall use the Request for Religious Diet or Items Evaluation Form (Attachment 1) to document their review. The completed form will be maintained in the inmates booking file and copies shall be given to the inmate, the Chaplain, and Food Services.

12.5 Special meals must also meet all nutritional requirements.

12.6 Religious Holy Day(s) (such as Ramadan) observance will be requested utilizing the process outlined in section 11.0.

12.6.1 Inmates shall be provided cold meals served according to religious practices.

- During Ramadan, a cold breakfast will be served at the regular time. Lunch will be held until dinner, and both will be served cold. The lunch and dinner meal will be delivered to the inmate when regular dinner meals are delivered to the housing units. The inmate is allowed to hold the meals until sunset and then is allowed 30 minutes to consume the two meals.
- During Yom Kippur, no meals will be served during the day. Two cold meals will be delivered to the inmate when regular dinner meals are delivered to the housing units. The inmate is allowed to hold the meals until sunset and then is allowed 30 minutes to consume the two meals.
- During Passover an additional meal (Seder meal) will be served in the evening on the first day.

13.0 Court Ordered Special Diets

13.1 The courts do not have the authority to order a special diet for inmates.

13.2 Deputies receiving a court order mandating a special diet for an inmate shall forward that court order, via chain of command, to the facility commander or his/her designee.

13.3 The facility commander or his/her designee shall determine if the inmate meets the guidelines for a special diet.

13.4 Deputies shall not tell inmates to obtain a court order for a special diet.
POLICY: The Correctional Food Service Division must adhere to the approved annual budget. Each facility must keep track of their food cost to guarantee budget guidelines are met.

REFERENCE: Title 15, section 1243

GUIDELINES

1.0 Food Budget

1.1 Each year the food service manager will submit a projected budget to the Captain of their facility. The budget will include:

- Projection of all food costs
- Assessing new equipment needs
- Projected maintenance repair costs

1.2 Prior to submitting the new budget, the food service manager will review the previous year’s budget and approved menus.

1.2.1 The menus will be reviewed for:

- costs
- acceptance
- quality
- availability of food
- the cost of packaging food items

1.3 Food Service budget requests will be submitted for approval and incorporation to the facility’s budget.

2.0 Monthly Food Cost Spreadsheet

2.1 The food service supervisor will submit the monthly food cost to the food manager each month.

2.1.1 The food cost sheet will include:

- The name of the facility
- The fiscal year
- The previous month’s inventory list
- Food expenditures for the current month
- Number of inmate meals served
- Number of staff meals served
Cost per plate for the current month
Average cost per plate to date

2.1.2 A copy of the report will be kept on file in the food manager’s office.

3.0 Daily Food Cost Accounting

3.1 The food service staff is required to keep a requisition sheet of what food products they use to prepare all meals and sack lunches.

3.2 On a separate paper, the food service staff will keep track of the number of meals served.

3.3 Food service staff will calculate the cost of the food used for each meal by dividing the cost of the food by the number of meals served including the sack lunches.

4.0 The Corrections Division Food Service requires a monthly inventory of all food items purchased.

4.1 A food service supervisor will figure the total cost amount of the items purchased by multiplying the cost of the item by the amount ordered. The totals will be added together to reach a total inventory amount.

4.1.2 All completed inventory forms will be kept in the food supervisor’s office for a period of two years.
POLICY: All knives and serving utensils must be accounted for in order to maintain security of the facility.

REFERENCE:

GUIDELINES

1.0 Utensil/Knife Inventory

1.1 At the beginning and end of each shift, the cook and food service worker will take an inventory of all knives and utensils. They will sign off that the inventory was completed on the Inventory Security Sheet.

1.1.2 In the event that a knife or utensil is missing, the cook will notify the supervisor immediately. The cook or supervisor will then notify Central Control and facility supervisor.

➢ No one will leave the kitchen until the missing item is found.

1.2 All knives, potato peelers, cooking forks, dough cutters, milk hooks and metal gloves must be signed out and back in each time they are removed from their secure location.

1.2.1 The food service worker signing out a knife or utensil will sign the log with their name, ID number, the date and the time.

1.2.2 All inmates will be moved to an area away from the knife cage before any knives are removed from the cage or unlocked from a work station.

1.2.3 Prior to use, the knives must be tethered and locked to a work table.

1.2.4 All knives must be logged in and returned to the locked knife box/cage before the meal is served.

2.0 Utensil/Knife Use

2.1 The metal mesh glove will be worn at all times by both staff and inmates when using a knife or dough cutter.

2.1.1 The hand holding the food product must have the mesh glove on.

2.2 All knives, metal gloves and other cooking utensils must be washed and sanitized before being stored back into the cage or box.

2.3 The food service manager will be responsible for safely disposing of all broken or dull utensils that are no longer in use.
The Riverside County Sheriff’s Department Corrections Division is responsible for the safe and secure transportation of inmates.

The following will serve as both Department Policy and facility procedure for all Sheriff’s Correctional Facilities. These guidelines are necessary for conformity to established Department security policies and procedures and are intended to provide uniformity between all correctional facilities.

GUIDELINES

1.0 General Security

1.1 The movement of inmates is necessary to manage headcount, classifications, medical needs and court appearances. Deputies assigned to these duties will be responsible for a variety of responsibilities related to these transports. Most important among these duties is the adherence to established security guidelines and tactics.

2.0 Transportation Duties

2.1 Staff assigned to transportation duties shall be well versed with general safety and security policies and procedures relating to their assignment.

2.2 Transportation staff shall drive directly to their destinations without unnecessary delay. During transports, transportation staff shall not stop to conduct personal business, or to provide assistance to others, unless such action is necessary for the immediate preservation of life. Transportation staff assigned to the Statewide transportation runs are permitted to stop as needed for personal necessity to include meals and restroom breaks. During these stops, the maintaining of inmate security and safety will be the primary concern.

2.3 Staff assigned to transportation duties shall adhere to all best practices established to enhance safety and security during the transportation of inmates.

2.4 Transporting staff shall know the identities, classification, and relevant security concerns of the inmates in their care, prior to the transport. This includes items relating to escape risk, inmate “keep-aways”, and other related concerns.

2.4.1 Each facility is responsible for maintaining their own “Keep-Away” list of inmates assigned to their facility, in addition to the creation of facility procedures regarding the transportation of “Keep Away Inmates” in relations to Department Policy 504.04, (Court Movement).
2.4.2 When conducting transportation pick-ups from another agency, transportation staff will make every effort to confirm the true identity of an inmate prior to transporting to one of the Riverside County Sheriff’s Department correctional facilities. This shall be conducted by verifying the personal information contained within the warrant, transportation order, or by use of a portable Integrated Biometric Information System (IBIS) device.

2.5 Transporting staff shall have a complete and accurate accounting of all inmates prior to the transport leaving the facility. Inmate wrist bands and related transport classification documentation will be checked for identity, classification, and related security information.

2.6 Transportation staff shall be knowledgeable of how all inmate restraint devices operate. In the event an employee is unsure how a device operates, that employee will seek guidance from experienced staff or a sergeant on how to proceed.

2.6.1 Staff applying inmate restraint devices shall be applied properly. Inmates will be restrained in accordance with existing Corrections policy.

2.6.2 Depending on the security risk of the inmate(s) being transported, inmates will be restrained with all applicable Departmentally approved restraint devices including but not limited to, waist chains and leg irons.

2.6.3 All administrative custody inmates will be restrained with waist chains and leg restraints. Depending on the individual threat assessment, inmates may be cross chained or secured with a black box and security tubes.

2.6.4 Inmates identified as escape risks in JIMS, will be restrained as if they were administrative custody inmates.

2.7 Transportation staff shall remain fully attentive during transports and not allow themselves to be distracted.

2.7.1 Staff shall refrain from listening to loud music, using personal entertainment devices, reading, or any activity that may take their attention away from their official transport duties.

2.7.2 While transport staff are authorized to carry a personal cell phone during transport duties, all phones will be used in emergency situations only; non-emergency personal cell phone use during transports is strictly forbidden. All personal cell phones must be secured in a gun locker or other provided location before staff enter the secure area of any facility.

2.8 Communications to Sheriff’s Dispatch and Central Control shall occur via radio unless there is a system malfunction or is unavailable, such as in the case of out of county transports.

2.8.1 During transports, staff shall switch to the closest available patrol station radio frequency. Transport staff shall notify Dispatch they are switching to another channel and then notify the dispatcher monitoring the new channel that the transport unit is now on that channel.

2.8.2 Staff assigned to transport runs shall first radio their transport to dispatch and next to Central Control at the facility the transport is leaving.
2.8.3 On approach at the destination facility, transport staff will notify facility Central Control of the pending arrival and any special needs possessed by the transport. Staff will next notify dispatch on arrival.

2.8.4 In the case of transports involving multiple vehicles, assigned staff shall use the Sheriff’s radio system to communicate on designated car-to-car channels.

2.9 Transportation staff shall verify inmates are thoroughly searched and restrained prior to transport runs in accordance with existing policy.

2.10 Transportation staff receiving inmates from other staff shall verify the inmates are searched again and all restraint devices are checked again for proper application.

2.11 While engaged in transportation duties, staff shall promptly report security concerns or incidents to a supervisor prior to transporting prisoners outside the facility.

2.12 Depending on the circumstances, and with due consideration for safety concerns, deputies may pursue inmates that escape and flee from a corrections facility.

2.13 When escapes occur on an open road during a transport, deputies shall not chase inmates. Instead deputies shall:

- Stay with the transport vehicle and maintain security
- Follow the guidelines listed in section 2.14

2.14 In the event of an escape or other breach of security, transport staff shall immediately report the condition to Dispatch via Department radio. The information to be relayed to Dispatch includes:

- Nature of the problem
- Location
- Assistance that is needed (Number of officers, etc.)
- If the incident is an escape, deputies shall provide dispatch with the inmates' direction of travel.

2.15 Staff assigned to Central Control shall verify all sally port roll-ups, doors, or gates are secured once Transportation vehicles and staff have departed.

3.0 Transportation Runs

3.1 Supervisors assigning a transportation run shall staff transports appropriately based on the classification and security risks present for each transport.
3.4 Unscheduled hospital transports shall be conducted in a one to one ratio. Two armed deputies can be assigned at the discretion of a watch commander. This does not apply to scheduled outpatient clinic appointments which are operated by RPDC.

3.5 Transport vans and buses transporting two or more inmates will be occupied by a minimum of two deputies. One deputy will be designated as primary (driver) with the other designated as secondary (cover).

3.6 The primary deputy may be an unarmed, whereas the secondary deputy shall always be an armed deputy sheriff.

3.7 Primary transport deputies shall be responsible for the following duties in non-emergency situations:

- Driving and control of vehicle
- Observation of external conditions such as suspicious persons/vehicles

3.8 Primary transport deputies shall be responsible for the following duties in emergency situations such as escapes:

- Driving and control of vehicle
- Radio Communications with Dispatch (In emergencies, deputies shall use Dispatch for all radio transmissions, not Central Control).

3.9 Secondary transport deputies shall be responsible for the following duties in non-emergency situations:

- Protection of transportation staff from internal threats
- Inmate supervision
- Radio communications with Dispatch and facility Central Control

3.10 Secondary transport deputies shall be responsible for the following duties in emergency situations such as escapes:

- Protection of transportation staff
- Primary handling of incident
- Maintaining integrity/security of inmate holding area

3.11 Secondary transport deputies shall be outside the transportation vehicle (vans and larger), used as a spotter, while the vehicle is being operated in reverse and around obstructions/obstacles, or when the transportation vehicle (vans and larger) are entering or exiting a facility’s sallyport. The secondary deputy shall:

- Safely guide vehicle in reverse mode
- Monitor ground, surrounding and overhead obstacles (i.e. gates, roll up doors)
- Stop any traffic as needed

NOTE: The use of a spotter shall not absolve the driver from the responsibility of...
4.0 Vehicle Security

4.1 Facility commanders and assigned staff will be responsible for the maintenance of vehicles used for transport.

4.2 The Corrections Division and its facilities use a variety of vehicles to accomplish inmate transports.

4.3 Each facility commander shall cause to have a detailed vehicle inventory checklist and vehicle profiles created for all inmate transportation vehicles. Vehicle profiles shall include:

- Type of vehicle
- General description of vehicle and security features
- Maximum occupancy – deputies/inmates

4.4 Each facility commander shall cause the development of a method to determine where particular inmates are seated in a given vehicle during transport. This method will be described in the vehicle profile and contain directions as to the proper way to document the seating data. A copy will be maintained in the vehicle during transport and the information is also either left with the originating facility or transmitted to the receiving facility before transport begins. This document will be filed with the Transportation Log (Form 566).

4.5 Commanders shall cause a quarterly inspection to occur on all transport vehicles.

- Each facility will develop inspection checklists to facilitate these inspections.
- All security mechanisms will be tested for functionality
- Vehicle operability will be tested
- Other relevant features as deemed necessary will be checked.
- Staff completing these quarterly reviews shall complete a report and forward to the facility commander. After approving this report, the commander shall cause this document to be filed and retained.

4.6 Before using a particular transport vehicle, staff assigned to that particular transportation duty shall inspect the vehicle.

- General operability will be checked of vehicle systems
- All security mechanisms will be inspected and tested for functionality.

- Broken welds
- Bent or missing hardware
- Malfunctions, etc.
- Vehicles will be inspected for contraband such as handcuff keys, weapons, etc.

4.7 Staff assigned to transportation duties will immediately report vehicle discrepancies to a supervisor that involve:

- Major vehicle malfunctions affecting operability of the vehicle
- Any security mechanisms that are broken or appear to be malfunctioning, to include inmate restraints
- Contraband located on transport vehicles
- Any other issue staff believe should be immediately relayed to a supervisor
- Assigned staff will wait for the sergeant’s arrival before proceeding with the transport

4.8 The sergeant who receives reported discrepancies under section 3.6 above will be responsible for immediately inspecting the discrepancy.

- The sergeant will evaluate the condition and decide if the vehicle should be grounded.
- If the vehicle is grounded, the sergeant will identify a replacement vehicle or backup plan.
- The sergeant will cause all affected entities such as the courts to be notified of the transport delay or cancellation.
- The sergeant will as soon as possible forward the details of the situation to the facility commander via the chain of command. Serious security issues will require immediate notification via telephone.
- The sergeant will cause vehicle discrepancies to be repaired or resolved and follow up to verify the issue has been resolved.

4.9 Assigned transportation staff shall search transport vehicles for contraband before and after each transport.

4.10 Vehicles will be checked for external damage and damage to vehicle security features before and after each transport.

5.0 Equipment

5.1 Deputies assigned to a transportation run as a Primary or Secondary deputy shall minimally be equipped with the following:
5.2 Transportation vehicles shall be minimally equipped with:

- Communications radio
- Road safety flares and/or safety triangles
- Security mirrors to allow driver to see the area behind them
- Fire extinguisher
- First aid and trauma kit
- A minimum of five extra waist and leg restraints

6.0 Audits and Compliance

6.1 A transportation supervisor will review the Transportation Training Manual (Attachment 1) and this policy with each employee assigned to transport duties. After the supervisor verifies that the employee understands each duty listed on the manual and the policy, the supervisor and the employee will sign and date the form in the designated areas.

6.1.1 The sign off form will be placed in the employee’s I-file at the facility and a copy will be sent to BCTC for archive into the employees training file.
TITLE: Court Transportation

POLICY: The Corrections Division is responsible for the safe and efficient transportation of inmates to and from court.

REFERENCE: Department Policy 508.05

GUIDELINES

1.0 Transportation Duties

1.1 Deputies assigned to transportation duties are responsible for the movement and supervision of inmates going to court appearances. These duties include:

- Movement in the transportation holding areas.
- Movement to court.
- Feeding the inmates.
- Movement and/or transportation back to correctional facilities.

2.0 Court Appearances

2.1 Inmates going to court appearances will not be allowed to bring any personal property with them during movement to and from court.

2.2 Exceptions:

2.2.1 A Pro-Per inmate is an inmate who has been appointed by a court order, to act as his or her own legal representative. When going to court, manila envelopes may be used by the inmate to transport legal paperwork and shall be inspected during the search of the inmate. These documents will be transported in the custody of custody staff and not on the inmate's person during movement.

2.2.2 Non-Pro-Per inmates, who have obtained a court order, will be allowed to transport their legal papers to and from court as needed. Before any movement, all papers and/or envelopes shall be inspected for contraband. These documents will be transported in the custody of custody staff and not on the inmate's person during movement.

2.2.3 An inmate returning from court can retain court paperwork indicating a return court date. All other legal paperwork and documents will be sent to the facility where the inmate is housed for distribution.

2.2.4 For “Keep on Persons Medication” refer to Corrections Division Policy 508.05 (Distribution of Medications).

3.0 Inmates Sentenced to Death, Life, or a Lengthy Sentence

3.1 All inmates returning from court after the imposition of the death penalty, a life
sentence, or an extremely lengthy sentence shall be referred to, and evaluated by mental health before returning to their cell. Mental Health staff will determine if the inmate needs enhanced supervision and/or additional mental health services. Each facility shall develop a procedure on this process.
POLICY: The Corrections Division is responsible for the movement of inmates within Riverside County.

REFERENCE:

GUIDELINES

1.0 General Information

1.1 The movement of inmates within Riverside County is necessary to manage headcount, classifications, medical needs and court appearances. Deputies assigned to these duties shall be familiar with transfer requirements and associated paperwork. Deputies shall verify the following when transferring inmates:

1.2 Provide an accurate count of all inmates to be transferred.

- Obtain inmate files.
- Obtain inmate medical files.
- Obtain all inmate property.

- Inmate property boxes shall be searched for contraband prior to leaving the facility

- Obtain all in-county transfer mail.

1.3 Transportation of inmates, while observing inmate classification/separation.

- Deliver inmates to the receiving facility.
- Deliver inmate files and county mail to the Business Office.
- Deliver inmate property to the property room.
- Deliver medical files to the facility medical office.

1.4 When received from another facility, inmate’s property box shall be searched for contraband prior to giving it to the inmate.
TITLE: Out of County Transfers

POLICY: The Corrections Division is responsible for the coordination of transportation and physical movement of inmates in and out of Riverside County.

REFERENCE: P.C. 821, 822

GUIDELINES

1.0 General Information

1.1 The transfer of inmates between counties is necessary when a subject in custody in Riverside County has charges pending in another county, or a subject in custody in another county and has charges pending in Riverside County. These pending charges are usually arrest warrants.

2.0 Out of County/State Transfers

2.1 The transfer of inmates to state prisons occurs when inmates are sentenced to state prison and during court ordered evaluations. Inmates are transferred from state prison when they have criminal or civil proceedings in Riverside County.

2.2 Personnel tasked with out of county transfers/state prison runs shall complete the following:

   2.2.1 Confirm with the other agency the identity of the individual wanted, generally confirmed through teletyping the agency.
   2.2.2 Contact the medical personnel and obtain medical files or information.
   2.2.3 Obtain the inmate property and money.
   2.2.4 Transport inmates leaving Riverside County observing inmate classifications.
   2.2.5 Deliver inmates to the receiving facility, following their guidelines for the booking process.
   2.2.6 Pick-up inmates coming to Riverside County.
   2.2.7 Incoming inmates shall be booked into the facility and then cite released, if they meet the Riverside County Misdemeanor Cite/Release criteria.
TITLE: Medical Transportation

POLICY:
Inmates may require medical transportation to other facilities, including medical care facilities, during their incarceration periods. Staff from each facility shall be trained and prepared for such transports.

REFERENCE:
Title 15, section 1208

GUIDELINES

1.0 Medical and Dental Appointments, Other Similar Types of Medical Transports

1.1 Transporting custody staff are responsible for determining the classification of the inmate, any special needs the inmate may have and the security needs for the transport.

1.2 As with any other transport, the inmate(s) will be searched, and proper restraints will be applied. The inmate will then be transported to the appropriate facility.

1.2.1 Transporting custody staff shall not make any unnecessary stops or detours while en route to the medical facility.

1.3 Transporting custody staff will be required to distribute the appropriate paperwork and remain with the inmate(s) throughout the appointment. Under no circumstances shall a deputy leave the inmate alone, even with trained medical staff. The inmate(s) is to remain in restraints at all times, even while being examined, unless there are extenuating circumstances which are medically necessary for the examination or procedure being conducted. Even during those times, inmates shall be restrained in some manner to maintain the control of the inmate.

1.4 Transporting custody staff will be responsible for any follow-up paperwork and medication received from the medical staff. Any follow-up paperwork or medications will be disseminated to the appropriate medical staff upon return to the facility.

1.5 Upon return to the facility, the inmate shall be searched and then returned to their housing unit. Should there be a medical reason the inmate needs to be reclassified, transporting custody staff shall contact the Classification Unit.

2.0 Transportation of Those in Wheelchairs

2.1 Anytime an inmate that is wheelchair bound needs to be transported, they shall be transported in a van that is equipped for such transports. Refer to Department Policy 510.09 (Vehicle Use). The van must have a wheelchair lift, as well as means to secure the wheelchair during transport.

2.2 If an appropriate van is not available, the local ambulance service shall be contacted in order to facilitate a “medical transport”.
2.3 Under no circumstances shall an inmate bound to a wheelchair be transported via any other type of vehicle.

**NOTE:** A “wheelchair bound inmate” shall be considered an inmate who is unable to move from a wheelchair by themselves without a great deal of assistance. For the purposes of this policy, those who are in wheelchairs, but can move from the wheelchair to another location either by themselves, or with very little assistance, do not qualify as “wheelchair bound.” If there are any question as to whether an inmate qualifies as “wheelchair bound” or not, custody staff shall consult with medical staff to the medical necessity of the inmate.
TITLE: Special Transports

POLICY: All persons incarcerated in Riverside County Sheriff’s Department correctional facilities may be transported to private medical appointments, criminal mental health hearings, and civil hearings with a court order. Each facility will develop a procedure concerning Special Transports.

REFERENCE: PC 4018.6, United States Code Title 8, Section 11482. Department Policy 503.08, 510.01, 510.05.

DEFINITIONS:

Civil Court Ordered Hearings - Hearing where the presiding judge orders an inmate to appear in court on a civil matter.

Criminal Mental Health Court Ordered Hearings - Criminal proceedings for inmates/patients housed at state hospitals, such as Patton or Atascadero.

Private Medical Appointments - Court ordered appointment to an inmate’s private doctor/specialist.

Special Transport - The movement of an inmate to a non-routine event by armed sheriff’s personnel who stay with the inmate throughout the event. The inmate is usually billed for this service.

GUIDELINES

1.0 Special Transport Cause

1.1 Special transportation runs may arise from the issuance of a court order (4018.6 P.C.). an inmate sentenced to death, private medical appointment, civil hearing, and criminal mental health court hearing. All special transportation runs must be validated and approved by the facility commander or designee.

1.2 The request may be denied due to security reasons. The transportation supervisor shall advise the facility commander or designee of the security issues necessitating a request to deny the court order. The facility commander or his/her designee shall make the final decision as to a denial of the court order due to security reasons.

1.3 An Operational Packet may be completed at the discretion of the Facility Commander.

2.0 Court Ordered Requests

2.1 Consideration for allowance of the special transportation run shall only occur upon receipt of an original court order with the judge’s signature and court seal/stamp.
2.2 All requests shall be forwarded to the Transportation Unit as soon as the order is received.

2.3 Upon receipt of the court order, the sergeant shall advise his/her chain of command of the request. The facility commander or designee shall direct Transportation whether or not to complete the special run. If the commander directs the run not to occur based on safety and security issues, unreasonable time frames to obtain necessary staffing and escape considerations as weighed against the type of special run, the transportation sergeant shall immediately advise the judge (in person or by phone) who made the order of the Sheriff’s inability to reasonably comply with the order. Subsequent inquiry may be directed through the chain of command.

2.4 Upon direction of the commander to proceed with the special Transport, a supervisor within transportation shall make the necessary background checks for security purposes and, at the discretion of the Facility Commander, complete an Operational Packet.

3.0 Private Medical Appointments

3.1 The Transportation Coordinator and supervisor shall make arrangements for inmates to attend private medical appointments. Arrangements will be coordinated following the procedures outlined in section 1.0 above with the additional guidelines outlined below.

3.2 The request shall be submitted to the court in a timely manner to allow for proper planning and staffing. No fewer than two deputies shall transport the inmate to/from the private medical appointment.

3.3 The Transportation Coordinator shall verify the court order or request contains all pertinent information (inmate’s name, booking number, name of the facility where the inmate will be seen, name of the doctor, complete address the inmate will be transported to, and phone number of the facility.)

3.4 A transportation supervisor shall complete the transportation Special Transport Worksheet. Upon completion of this form, the transportation supervisor shall fax the form to accounting and finance, along with a copy of the court order. A copy of this form will be given to the transportation lieutenant.

3.5 Upon confirmation of a court order or request, and fees paid to Account and Finance, a Transportation supervisor shall make arrangements for the private medical appointment.

3.5.1 The transportation supervisor shall contact the medical facility and arrange for the appointment as convenient for the transportation unit. The appointment date and time shall be kept confidential from all persons other than the medical facility, Transportation supervisors, and transporting deputies for security reasons.
3.6 The inmate shall be taken to his/her private medical appointment dressed in the county issued jail clothing.

3.7 The inmate shall remain within visual sight of the deputies during the medical appointment. Restraints shall remain on the inmate during the medical visit (flex cuffs may be considered desirable depending on the type of medical treatment: e.g., radiation, x-rays).

4.0 Criminal Mental Health Court Hearing

4.1 Upon receiving a certified court order for the transport of an incarcerated inmate to a court mental health hearing, the Transportation Coordinator shall immediately make arrangements with the correctional facility holding the inmate. (This normally requires a 24-48 hours' notice depending on the facility.)

4.2 The Transportation Coordinator shall give the transporting deputies all paperwork necessary to pick up the inmate. The paperwork includes a copy of the transportation order by the court, and the Transportation Cost Sheet (Form 561).

4.3 The Transportation Cost Sheet shall be completed by the primary deputy and returned to the Transportation Coordinator upon return to the facility.

4.4 The transporting deputies shall take waist chains and leg restraints to the designated correctional facility. The transporting deputies shall confer with a transportation supervisor as to the necessity to take/use any other restraints for the inmate.

4.5 Upon pick up at the correctional facility (e.g., Patton State Hospital, Metro State Hospital, Oasis Mental Health Facility), the transporting deputy shall deliver all paperwork necessary for the pickup of the inmate.

4.6 The inmate shall be thoroughly searched and properly restrained.

4.7 The transporting deputy shall deliver the inmate to the appropriate court listed on the court order.

4.7.1 If the inmate is delivered to an outlying court, deputies will remain with the inmate until the court has completed the hearing. The deputies will then return the inmate to the facility directed by the court.

4.7.2 If the inmate is delivered to a Riverside County court, deputies will drop the inmate off at the transportation unit within the facility until the court requests to hear the inmate’s matter. Upon completion of the hearing, the Transportation Coordinator shall direct the deputies to return the inmate to the facility directed by the court.

4.8 If the court orders a return date for this inmate, the transporting deputies shall take a copy of the revised court order to be delivered to the inmate’s correctional facility with the inmate.

5.0 Other special transportation runs

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5.1 Upon receipt of a Court Transportation Order, the Transportation Coordinator and a Transportation supervisor shall evaluate the order and arrange the appropriate procedure listed above in section 1.0.

5.2 Requests can include special visits which are to be conducted at another Riverside County correctional facility that are made by the District Attorney's Office, Public Defenders Office or private attorneys. These requests are typically made to help facilitate an interview.

5.2.1 These inmates will be referred to as “Day Sign-Outs.” They will be transferred without their property, money or file.

6.0 Security Precautions

6.1 An inmate's classification shall dictate the number of staff and classification of staff assigned to the transportation run. There shall be a minimum of 2 deputies (either both sworn deputies/armed correctional deputies or one sworn deputy/armed deputy and one correctional deputy) assigned to a single inmate on any special run, unless waived by the transportation lieutenant or higher.

6.1.1 The appropriate restraints shall be used for the specific activity and the security classification and escape potential of the inmate.

6.1.2 The inmate will not be allowed any physical contact with any family members while on a special run, nor shall the inmate have any contact with any member of the public. With exception of other law enforcement personnel, or employees attending to specific functions of the special run, such as doctors, nurses, psychologists, etc.

6.1.3 The use of any other restraints other than waist chains/handcuffs and leg chains shall be decided by the transporting deputies with specific approval of a transportation sergeant.

7.0 Special Transportation Worksheet

7.1 The transportation supervisor shall designate a specific deputy as the primary deputy.

7.2 The primary deputy shall be responsible for all paperwork associated with the transportation run.

7.3 A Transportation Special Transport Worksheet shall be filled out by the transporting deputies and turned in to the facility Accounting and Finance. Refer to RSD Form 561 for additional information.

8.0 Payment of Fees

8.1 All fees for special transportation runs must be paid in advance to sheriff's accounting and finance. Correctional staff shall not act as a courier for purposes of ensuring the fees are delivered to accounting and finance.

8.2 The rate shall be based on the most current board of supervisors approved extra
duty rate. These rates are indicated on an updated department directive.

8.3 All fees for special runs should be made to sheriff’s accounting and finance at least 3 days prior to the run. The timeliness of the payment of fees is needed for the Transportation supervisor to adequately organize the appropriate number of staff members for the special run considering the type of security needed, location of the transportation run, and any other requirements.

8.4 A transportation supervisor shall verify with sheriff’s accounting and finance that the fees have been paid.
POLICY: Designated correctional facilities shall assign specific duties to a transportation coordinator, who shall be responsible for organizing inmate movement to courts, medical appointments and other correctional facilities.

REFERENCE:

GUIDELINES

1.0 Transportation Coordinator

1.1 The custody staff assigned as transportation coordinator requires a working knowledge of the corrections division policy and procedures. The transportation coordinator assigned to direct the movement of inmates shall be familiar with facility procedures regarding classification, inmate movement, strip searches, and all other aspects of transportation. In addition, the transportation coordinator is responsible for the following:

1.1.1 Understanding the court calendar.
1.1.2 Use the court calendar to call out the inmates and direct them to their assigned court.
1.1.3 Direct deputies to assist with the inmate restraint process.
1.1.4 Direct deputies to assist with the inmate movement.
1.1.5 Arrange inmate transfers from other county facilities and state prisons.
TITLE: Vehicle Call Out

POLICY: Correctional facilities may be called upon to respond to or loan jail buses and vans to other RSD divisions, other police agencies, and among RSD facilities during emergencies.

REFERENCE: Department Policy 510.09

GUIDELINES

1.0 General Information

1.1 In case of an emergency, correctional facilities shall make their vehicles available for transportation of inmates and/or personnel.

1.2 The call out and use of vehicles by RSD stations for other than routine corrections transportation requires the authorization of the watch commander.

1.3 The call out and use of vehicles by agencies other than RSD requires the approval of the facility commander. The Facility Commander shall notify the Corrections Division Chief Deputy as soon as practical.

1.3.1 The requesting party shall coordinate with facility supervisors to determine how many vans and/or buses are needed.

1.3.2 The supervisor shall call in bus drivers, if buses are needed.

1.3.3 The supervisor shall call in additional custodial personnel, if inmates or arrestees will be transported and additional custodial personnel are needed.

2.0 Billing

2.1 Financial accountability and billing for vehicle use and/or personnel may be determined by each affected Facility Commander or their designee.
The Corrections Division utilizes numerous vehicles for the transportation of inmates while in custody. It is the responsibility of those driving these vehicles to inspect and maintain the vehicles, and to only use them in an authorized manner.

REFERENCE: California Vehicle Code; General Orders, Sections 403.00 - 403.14 and 404.00 through 404.05 and 404.21.

GUIDELINES

1.0 Official Use

1.1 Sheriff’s vehicles assigned to correctional facilities are to be used for the following official Sheriff’s business:

1.1.1 Transporting inmates to court
1.1.2 Transporting inmates to medical appointments
1.1.3 Special transportation runs
1.1.4 Transfer runs between correctional facilities
1.1.5 Sheriff’s Department business

2.0 Vehicle Inspection

2.1 Staff shall inspect, and if needed, clean and service, any vehicle prior to use.

2.2 Staff shall complete a unit inspection log for each vehicle use.

2.3 Any damage to a vehicle shall be documented on the log and reported to a supervisor. Custody staff shall report damage and inoperative equipment on RSD form 566 (Daily Transportation Log and Vehicle Inspection).

2.3.1 Any damage that has not been previously noted shall be immediately reported to a supervisor. A memorandum shall be submitted to the supervisor, indicating the vehicle number, description of the damage, location of the damage, and the date and time discovered.

2.3.2 If the vehicle needs maintenance, RSD Form 946-8, (Vehicle Maintenance Request) shall be completed and a supervisor shall be notified.

2.4 Custody staff shall verify each vehicle used is properly searched for contraband before and after transportation of any inmate(s).

2.4.1 Should contraband be located, it shall be documented and collected within departmental guidelines. This may include submission of a written report.

3.0 Bus Inspection/Use
3.1 Custody staff licensed and authorized to drive the bus shall conduct a vehicle inspection prior to use.

3.1.1 The bus inspection should be conducted according to California DMV Commercial Drivers Handbook.

3.2 Prior to use, the bus engine shall be warmed up.

3.4 The bus shall be inspected for contraband. (Refer to Vehicle inspection and Vehicle use within this policy).

3.5 If any damage or maintenance problem is found, document using RSD form 566 and notify a supervisor.

3.5.1 If any damage or maintenance problems are found with the bus’s air brake system, the bus shall not be driven and shall be placed out for repair.

3.6 A Kienzle paper wheel shall be inserted into the Tachograph. Its function is to record the driving times, speeds, and rest periods of drivers.

- Signed
- Date
- Vehicle number
- Starting mileage
- Ending mileage

3.7 The Tachograph paper wheel shall be submitted to the Transportation supervisor responsible for the buses.

4.0 Vehicle Service

4.1 Custody staff shall properly service each vehicle after each use. This service shall at a minimum include:

4.1.1 Refueling of the vehicle.
4.1.2 Washing of the vehicle (If applicable).
4.1.3 Removal of any trash items.

4.2 Custody staff finding loose, or damaged vehicle parts shall have the part repaired.

4.2.1 Custody staff may use a temporarily repaired jail vehicle as long as the vehicle may be operated safely.
4.2.2 Custody staff shall have permanent repairs made as soon as is practical.

5.0 Transportation

5.1 All California State Vehicle Code laws and Departmental General Orders shall be followed when operating a vehicle.
5.2 Custody staff shall not operate transportation vehicles in an emergency mode (“code three”) while transporting inmates.

5.3 Reasonable and safe methods shall be used to safeguard the life of the employee(s) and inmates.

5.4 The following shall be taken into consideration:

- Use of Restraints
- Temperament of inmates
- Position of the inmate in the vehicles
- Route to be traveled
- Number of transporting deputies
- Number of inmates

5.5 Custody staff shall thoroughly search inmates both before and after a transportation run. Refer to Department Policy 510.01 (Transportation Security) for restraints and security precautions.

5.6 Custody staff shall not become involved in any other activity while transporting an inmate unless specifically directed to do so by a supervisor.

5.7 If a situation arises in which a staff member is compelled to provide assistance, such as a traffic accident, he/she shall advise a supervisor of the situation and request permission to take the necessary action.

- When such a situation arises, the staff member shall notify dispatch to end his time and mileage at the time he became delayed and restart time and mileage at the time he continues to the original destination.
- The supervisor shall respond to the location to relieve him/her as soon as possible or contact dispatch for any available unit in the area of jurisdiction.

6.0 Transportation Log

6.1 Custody staff will be responsible for recording the starting and ending time and mileage on RSD form 566, (Daily Transportation Log and Vehicle Inspection).

6.2 The log will contain the following information:

- Deputies names
- Date
- Destination
- Mileage: Ending and Starting
- Start and Ending Times
- Male or Female
- Comment area to list any problems that occurred during the transport.
- Vehicle Inspection records the general operation and appearance of the vehicle.
6.3 If custody staff is delayed to an intended destination, he/she will document the reason on RSD form 566.

6.4 At the end of each shift, custody staff will be responsible for turning the logs in.

7.0 Radio Use

7.1 Custody staff shall maintain radio communication during transportation. Refer to Department Policy 510.11 (Transportation Radio Use) for proper use.

8.0 Inmate Medical Emergencies During Transportation

8.1 If an inmate becomes seriously ill during a transportation run, notify dispatch and the facility watch commander. Be aware that the report of illness may be a ruse to escape.

8.2 Coordinate a meeting with an ambulance and allied law enforcement officers for transfer of the ill inmate to an ambulance. Under no circumstances is a transportation officer to enter the caged area of a transportation vehicle without backup officers present.

8.3 If after consulting with dispatch regarding ambulance response, it is determined that a nearby hospital emergency room would be closer, the driver of the transport vehicle may proceed to the hospital. Arrange for allied law enforcement officers to be present for backup before the transportation vehicle is unlocked. Transportation vehicles are not authorized code three operation for this purpose.

8.4 The watch commander shall make arrangements for the security of the ill inmate.

9.0 Transportation of Inmates in Wheelchairs

9.1 Under no circumstances shall an inmate bound to a wheelchair be transported in any vehicle other than a van that is equipped for the movement of an inmate while in a wheelchair, or in an ambulance. Refer to Department Policy 510.05 (Medical Transportation) for further information.

9.2 There shall always be a minimum of two staff members per team (excluding those assigned to Transportation) that are trained in the use of a wheelchair-equipped van.

9.3 As in all inmate transports, those that are wheelchair bound will be searched and restrained prior to transport. Restraints shall include a waist chain, and shackles when appropriate. Inmates should not be handcuffed to the wheelchair, as there are typically many removable parts.

9.4 The van lift shall be used to move the inmate, in his/her wheelchair, into the van. Once in the van, custody staff shall verify that the wheelchair is secured by the 4-point-tie-down system that is in the van. In addition, the inmate will be secured with the shoulder/lap seatbelt that has been installed in the van.

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9.5 If a van that is equipped for movement of an inmate while in a wheelchair is not available, the local ambulance company shall be contacted for a “medical transport.”

**NOTE:** A “wheelchair bound inmate” shall be considered an inmate who is unable to move from a wheelchair by him/herself without a great deal of assistance. For the purposes of this policy, those who are in wheelchairs, but can move from the wheelchair to another location either by themselves, or with very little assistance, do not qualify as “wheelchair bound.” If there is any question as to whether an inmate qualifies as “wheelchair bound” or not, the staff member shall obtain a decision from a supervisor.

10.0 Vehicle Accident Reporting

10.1 All accidents involving departmental vehicles shall be properly and promptly reported.

10.1.1 Notify Dispatch, if necessary, with the location, injuries (if any) and request a supervisor to respond.

10.1.2 A supervisor from the facility shall respond to the scene of the accident as soon as possible.

10.1.2 In most cases, the California Highway Patrol will be the primary investigating agency.

10.2 If inmates are involved in the accident, staff shall:

10.2.1 Notify dispatch with the location and number of inmates involved or in custody, extent of injuries (if known), and request additional law enforcement personnel to respond for security and control of inmates.

10.2.2 Advise dispatch to contact the primary facility and advise the on-duty supervisor or watch commander.

10.2.3 A supervisor shall respond to the scene of the accident as soon as possible.

10.2.4 Inmates shall not be removed from the vehicle unless there are sufficient law enforcement personnel present to provide security, or the safety of the inmates is in imminent danger, for example: a vehicle fire or the vehicle is disabled in a traffic lane and may be struck by other oncoming vehicles.

10.2.5 Render first aid as necessary to injured inmates and other parties involved in the collision.

10.2.6 Make no statements to anybody other than the traffic officer investigating the collision or a Sheriff's supervisor. Refer all inquiries to the Sheriff's supervisor at the scene.

11.0 Monthly Vehicle Inspections

11.0 A monthly vehicle inspection shall be completed on all transportation vehicles.

11.1.1 The MCI buses are included in this inspection, even though they may be kept at a maintenance facility and maintained by their mechanics.

11.2 All damage and/or discrepancies shall be documented and reported to a supervisor.
11.2.1 Each facility will assign a staff member to complete these inspections and to determine if a vehicle is unsafe or needs to be repaired.
TITLE: Juveniles in Adult Court Holding

POLICY: Juveniles housed at Juvenile Hall but ordered to appear in Superior Court per 707 WIC shall be transported by Sheriff’s Department personnel. The intent of this policy is to establish minimum standards for court holding facilities in which minors will be held pending appearance in juvenile or criminal court.

REFERENCE: Title 15 sections 1046, 1047, 1160, 1161, 1162, 1163, 1360, 1361, WIC 208.

GUIDELINES

1.0 Preparing to Transport Juveniles

1.1 The primary transporting deputy shall obtain a list of the juveniles to be transported and a “Juvenile Confinement Log,” (RSD Form 570).

1.1.1 Upon arrival at the juvenile facility, Section A of the Juvenile Confinement Log shall be completed.

1.1.2 The transportation deputy shall check with the juvenile hall staff to obtain classification, special medical and other relevant information on each juvenile removed from their facility. This information shall be documented on the Juvenile Confinement Log.

1.1.3 The log shall follow the juvenile until they return to the juvenile facility.

1.1.4 Should the juveniles need to bring court clothes, it will be the responsibility of the transporting deputy to obtain these items.

1.1.5 In addition to the Juvenile Confinement Log, the Transportation Cost Sheet (RSD Form 561) also needs to be completed. This enables the Department to bill the transportation costs to the appropriate agency.

2.0 Transporting Juveniles to Court

2.1 The transporting deputy shall pat search, waist chain and put leg restraints on the juvenile(s) prior to transporting.

2.2 The classification and / or medical information received from Juvenile Hall staff shall be used to determine the classification of a juvenile while in court holding.

2.2.1 Male and female juveniles of separate classifications shall be kept separated at all times.

2.2.2 At no time shall a juvenile inmate come in contact with an adult inmate. Contact between the minor and adults in the facility is restricted in accordance with section 208 WIC.

Pursuant to Welfare and Institutions Code, section 208(a), “when any person under 18 years of age is detained in or sentenced to any institution in which adults are confined, it shall be unlawful to permit such person to come, or
remain, in contact with such adults."

Article 10, section 1161c “If the same entrance/exit is used by both minors and adults, movements shall be scheduled in such a manner that there is no opportunity for contact or communication.”

3.0 Arrival at Detention Facility with Juvenile

3.1 Upon arrival at the adult detention facility, the juveniles shall be escorted to the court holding area. The transporting deputy will give any paperwork, court clothing and the “Juvenile Confinement Log” to the primary deputy of the court holding area.

3.2 If feasible, arrangements shall be made with deputy staff assigned to the Justice Center for which the juvenile has an appearance. The intent is to allow the juvenile to be delivered to the courts in a secure manner which precludes them from having to enter the adult detention facility.

3.3 It is the responsibility of the holding area deputy to place the juveniles in holding cells separate from adult inmates and to place a sign on the cell door, noting that juveniles are within the cell.

3.4 A “Juvenile Security Log” shall be placed on the cell door(s) where the juveniles are being housed. Security checks shall be conducted on these cells at least twice every 30 minutes (Per Title 15, section 1163).

3.5 At no time shall a juvenile be placed in a security booth.

4.0 Juvenile Movement within Court

4.1 Prior to moving a juvenile to court, the holding area deputy will verify that the path from the holding cell to the point that the Justice Center deputy takes custody is free from adult inmate presence. The holding area deputy will give the “Juvenile Confinement Log” and the “Juvenile Security Log” to the Justice Center deputy. Once the juvenile enters the jurisdiction of the Justice Center deputy, it is his/her responsibility to provide security and that the juvenile does not come into contact with adult inmates.

5.0 Juvenile Return from Court to Juvenile Hall

5.1 When all of the juveniles are finished with court, the Justice Center deputy shall contact the facility Transportation Coordinator and advise that the inmates are ready to be transported back to Juvenile Hall.

5.2 The deputy assigned to return the juveniles to Juvenile Hall shall go to the Justice Center and pick up the juveniles, court paperwork, “Juvenile Confinement Log,” “Juvenile Security Log,” and any court clothing. The transporting deputy shall return the juveniles to the holding area/transportation holding area of the facility. The transporting deputy shall conduct a pat search and apply waist and leg restraints on the juveniles prior to transporting them back to Juvenile Hall.

5.2.1 The deputy will make two copies of the court paperwork. The original will go
to the Business Office, one copy will be given to the Transportation Coordinator and one copy will go to Juvenile Hall.

5.2.2 The “Juvenile Security Log(s)” shall be completed. The last entry will reflect the time and date the juveniles left the adult jail facility and the transporting deputy. This log shall be maintained by the adult jail facility.

5.3 Once the juveniles are returned to Juvenile Hall, the transporting deputy will complete section B of the “Juveniles Confinement Log.” This log shall be maintained by the adult detention facility.

6.0 Injured or ill Juveniles

6.1 All juveniles who become seriously ill or injured while in our custody shall receive immediate medical assistance and a supervisor will be notified.

6.1.1 If the juvenile’s injury or illness requires emergency hospital transportation, the juvenile will be transported to a medical facility.

6.1.2 Juvenile Hall staff shall be notified as soon as possible of the inmate’s status. If needed, Juvenile Hall staff will take custody of the inmate while at the hospital.

6.1.3 If the inmate is unable to return to court, the Transportation staff will be responsible for notifying the Court of jurisdiction regarding the inmate’s illness or injury.

6.1.4 Juvenile Hall staff will be responsible for notifying the inmate’s parent or guardian.

7.0 Juvenile Deaths

7.1 In the event a juvenile dies while in the Sheriff’s custody, staff will follow the guidelines established in Department Policy 501.12 (Inmate Deaths).

7.1.1 Chain of command notifications shall include Juvenile Hall Administration.

7.1.2 Per Title 15, Section 1046, the facility commander or designee shall provide the Corrections Standard Authority with a copy of the “Death in Custody” report submitted to the Attorney General within 10 days of the inmate’s death. This report is completed by the Coroner’s Office.

7.1.3 An Inmate Death Review shall be conducted per Department Policy 501.22 (Inmate Death Review).
POLICY: The Corrections Division utilizes the Department radio system during the transportation of inmates while in custody. It is the responsibility of the Transportation Deputies to provide Dispatch with the proper information before and after a transportation run, and to only use the radio in an authorized manner.

REFERENCE: RSD Field Operations Manual

GUIDELINES

1.0 General Information

1.1 The following will serve as both Corrections Division Policy and facility procedure for all Sheriff's Correctional Facilities. These guidelines are necessary for conformity to established Department communications policies and procedures and are intended to ensure uniformity between all correctional facilities and Sheriff’s Dispatch.

2.0 Radio Communication/Use

2.1 The Sheriff's Department shall maintain a radio communication system.

2.2 The use of the Sheriff's radio shall be in accordance with Federal Communication Commission (FCC) regulations, County Communications and Department Policy.

2.3 The use of profanity and/or obscene language over the Sheriff's radio is prohibited.

2.4 Twenty-four hour time and other appropriate radio codes will be employed with the Sheriff's Communications System.

2.4.1 All radio codes used shall have prior approval of Sheriff's Administration.

2.4.2 Plain language may be used in case of an emergency.

2.5 Any disagreement with Dispatchers, or any other person regarding radio procedures, will be addressed through a supervisor.

2.6 Employees shall not allow any unauthorized person to use the Sheriff's radio system except in an emergency.

2.7 All radio transmissions shall be made in a competent, efficient and professional manner.

2.8 The Sheriff's Radio/Communication System shall not be used for the purpose of initiating or implementing unprofessional conduct on the air, such as practical jokes.
3.0 Departing a Facility

3.1 Prior to leaving any facility, the deputy transporting is responsible for providing Dispatch with his/her established designator, unit ID number, H.T. number, mileage, number of inmates, juveniles (if any), gender of inmates, destination and a cell phone number if applicable. This can be accomplished by doing one of the following:

3.1.1 Transportation personnel shall use the appropriate cross county channel to log on over the air.
3.1.2 Logging on for transportation runs with sensitive/confidential information or with special needs or problems shall be done by telephone.
3.1.3 Deputies will notify dispatch of their mileage on arrival at their destination.
3.1.4 Deputies assigned to transport duties shall make arrangements for safety checks depending on the need. Deputies should be safety checked via radio if possible. If not possible based on the circumstances, the deputy can elect to have these completed by cell phone or via a hard line at the transportation destination.
3.1.5 The transportation deputy shall remain on the primary radio channel of the nearest patrol station except for brief communication with Central Control. This brief communication with Central Control will occur on departure from a facility or arrival at the transport destination.
3.1.6 If the transportation deputy enters a different repeater area while en-route to the destination, the deputy will advise Dispatch of his/her current location, safety status and the radio frequency he/she is switching to.
3.1.7 The transportation deputy will then announce his/her presence, status and location on the new radio channel and follow the radio procedure for arrival at the destination.
3.1.8 In addition to primary radio traffic to Dispatch, transport deputies shall notify Central Control when leaving the facility. On approach at the destination location, the deputy shall notify that facility’s Central Control of the pending arrival.

4.0 Emergency Use

4.1 During an emergency custody staff shall:

4.1.1 Use plain language if necessary.
4.1.2 Remain calm and speak slowly without yelling.
4.1.3 Ask for only the number of additional units you need.

4.2 “11-99” is a mayday call in which the requesting deputy requires immediate help from the closest officer, regardless of station or agency. This should not be used when assistance is requested from your agency/station only.

4.3 The Sheriff’s radio system shall be used for all emergency situations and is the primary communication mode. The only exception is if the radio system is unavailable or malfunctioning.
TITLE: Hall of Justice Court

POLICY: Designated correctional facilities shall establish procedures for inmate movement to attached courts. The procedures shall cover inmate movement, holding, and feeding while in the court building.

REFERENCE: Department Policy 502.11

GUIDELINES

1.0 Hall of Justice Court Assignment

1.1 Deputies assigned to the Hall of Justice for court proceedings are responsible for the following:

1.1.1 Paperwork involved in the appearance of inmates for court and the subsequent court documents to be delivered to the jail.

1.1.2 Prior to being moved to court, inmates shall be thoroughly searched in accordance with Department Policy 502.11 (Strip Searches).

1.1.3 Inmates shall be restrained with appropriate waist chains and ankle chains.

- Inmates will be restrained as minimally as possible while in transportation and court holding cells prior to and when returning from court.
- Classification will determine which inmates will require constant chaining while in transportation and court holding cells prior to and returning from court.

1.1.4 Inmates shall be escorted to the Hall of Justice holding cells, maintaining a safe ratio of inmates to deputies.

- Administrative Housing inmates will be escorted separately, per policy. As a result of their classification, restraints will not be removed from Administrative Housing inmates while in transportation and court holding cells prior to and when returning from court.

1.1.5 Deputies shall verify holding cells are marked with magnetic placards designating classification/court destination status and that the inmates are separated according to sex and classification.

1.1.6 Inmates shall be escorted or directed to the appropriate inmate elevator for court. The deputy shall then direct the inmate to enter the elevator for court and advise the elevator panel operator that the elevator is ready.

1.1.7 Inmates returning from court shall be thoroughly searched in accordance with Department Policy 502.11 (Strip Searches).

2.0 Inmates Sentenced to Death, Life, or a Lengthy Sentence

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2.1 All inmates returning from court after the imposition of the death penalty, a life sentence, or an extremely lengthy sentence shall be referred to, and evaluated, by mental health staff before returning to their cell. Mental health staff will determine if the inmate needs enhanced supervision and/or mental health services. Each facility shall develop a procedure on this process.
TITLE: Admissions, Discharges and Releases

POLICY: The Detention Care Unit (DCU) will develop an admission, discharge, and release procedure for inmates who are admitted to and from the DCU, or other areas of the hospital, providing specialty medical care.

REFERENCE: WIC 4011.6, Department Policy and RPDC Procedures Manual 504.08; RUHS Detention Care Unit Policy and Procedure Manual 15.1a

GUIDELINES

1.0 Admissions to the DCU

1.1 CDCR inmates have priority over Riverside County inmates.

1.1.2 In the event that the DCU is at population capacity, a Riverside County inmate, for medical services only, shall be re-housed off the unit based on the inmate’s custody level and medical needs. However, a CYA inmate housed within the DCU shall be exempt from movement off the unit, unless the transfer of the inmate is critical in maintaining inmate security on the DCU.

1.2 For In-absentia bookings, refer to Department Policy and RPDC Procedure 504.08 (In-Absentia Bookings).

1.2.1 In-absentia bookings must be charged with an on-view felony in order to be booked. (3056 PC alone or with a misdemeanor does not qualify for an in-absentia booking).

1.3 Per hospital policy (RUHS DCU Policy & Procedure), female inmates more than 20 weeks pregnant are not suitable for housing on the DCU.

1.4 Upon notification that an inmate is being admitted to the DCU, do the following:

1.4.1 Determine if the inmate is a medical or WIC 4011.6 commitment.

1.4.2 Contact the Charge Nurse and ask if they have received a report from the nurse in charge of the inmate in the hospital’s Emergency Department area, and if the inmate’s room is ready.

- A DCU Deputy will respond to the location of the in-absentia and arresting agency, to verify there is a written admit order.
- Retrieve the appropriate booking paperwork, verify all is in order, return to the DCU with the paperwork.
- Call the intake Sergeant at RPDC for booking approval.
- Call the RPDC Business Office, obtain a booking number and complete the initial booking.
- Once completed, notify Medical staff and the escorting agency they are
clear to bring the in-absentia to the DCU.

1.4.3 All inmates admitted to the DCU shall have both a medical escort (hospital courier) and an officer escort (i.e., arresting or transporting officer).
1.4.4 Upon arrival of the inmate to the DCU, the escorting officer shall secure their weapon. DCU staff shall confirm that the medical chart is with the inmate. Medical staff will check the medical chart to verify the inmate has been fully admitted.
1.4.5 All jail clothing items (i.e., jumpsuit, shower slippers, shirt, etc.) shall be placed in an inmate property bag and placed in the shower room (Rm D4078).

- Inmate’s personal property (clothes, jewelry, shoes, underwear, etc.) is not permitted in an inmate’s room.
- Any prosthesis items (e.g., artificial leg) and eyeglasses will remain with the inmate.
- Any specialized items (i.e., canes, crutches, walking devices, and personal wheelchairs) will be stored, unless in use, in the DCU storage closet (Rm D4013) until needed by the inmate.

1.4.6 Once the nurse has verified the medical chart is in order and clothing has been collected, the transporting officer can be released.
1.4.7 Inmates admitted to the DCU shall be advised of the DCU rules and regulations (e.g., visitation information, telephone use).
1.4.8 The admission of the inmate shall be noted on the DCU activity log.
1.4.9 The inmate’s name and other pertinent information (i.e., booking number and charges) shall be entered on the inmate population report.

2.0 CDCR Admissions

2.1 Bed space will be made available to California Department of Corrections and Rehabilitation on an “as available” basis.

2.2 The admission of a CDCR inmate is the sole responsibility of the CDCR officer assigned to the DCU.

2.2.1 A CDCR officer shall be present when a CDCR inmate is admitted to the DCU.
2.2.2 All state inmate clothing shall be placed in an inmate property bag and placed in the shower room (Rm D4078). CDCR staff assigned to the DCU will be responsible for bagging and labeling state inmate property.
2.2.3 The admission of the inmate shall be noted on the DCU activity log.
2.2.4 The inmate’s name and other pertinent information (i.e., Prison Number and charges) shall be added to the population report.

3.0 Admissions to RUHS Specialty Areas

3.1 Refer to the RPDC Procedure 511.14 (Inmates not housed on the DCU).

4.0 Riverside County Inmates Discharged from the DCU
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4.1 Upon notification from the Charge Nurse of a discharged inmate, do the following:

4.1.1 Verify receipt of the discharge summary and prescribed medications to be delivered with the inmate.
4.1.2 Contact the RPDC Intake Sergeant and advise them of the discharge. The Intake Sergeant will assign a deputy to transport the inmate back to the facility. DCU discharged inmates need to be transported from the DCU and returned to RPDC within a reasonable amount of time, unless emergency circumstances arise that would interfere with the safety and security of the daily operations of the facility.
4.1.3 An entry will be made on the DCU activity log of the time, date and what Sergeant was advised of the inmate being discharged.
4.1.4 When the escorting deputy arrives, retrieve the inmate’s jail issued clothing and dress them out. The escorting deputy will restrain the inmate with the assistance of the DCU deputies.
4.1.5 Once the transporting deputy arrives, DCU staff will sign the witness portion of the “Discharge of An Inmate” form (Form # 260) and the transporting deputy will sign the signature portion of the form. Give the deputy the copied medical chart, “Discharge of An Inmate” form, and release the inmate to the custody of the deputy.
4.1.6 An entry of the discharge shall be made on the DCU activity log.
4.1.7 The inmate’s name and other pertinent information shall be removed from the DCU’s Inmate Population Report.

5.0 CDC Inmate Discharge from DCU

5.1 The discharge of a CDCR inmate is the sole responsibility of the CDC officer assigned to the DCU.

5.1.1 A CDC officer shall be present when a CDC inmate is discharged from DCU.
5.1.2 An entry of the discharge of a state inmate shall be made on the DCU activity log.
5.1.3 The state inmate’s name and other pertinent information shall be deleted from the DCU’s Inmate Population Report.

6.0 Release from Custody

6.1 It is the responsibility of the RPDC Business Office to prepare booking files for release from RUHS.

6.2 Inmates under Medical Services

6.2.1 Upon notification that an inmate is being released from custody, do the following:

- Contact the DCU Charge Nurse and advise them of the release. The Charge Nurse will contact the admission nurse to locate bed space for the inmate to be transferred to.
- Verify with the charge nurse that the inmate is medically cleared to be
removed from the DCU and document the name, time, and date approval was authorized on the DCU activity log.

- Inmates booked into the DCU In-Absentia, and pending release, shall not be transported off the unit for the sole purpose of completing the booking process.
- Once the RPDC Release Deputy arrives, the DCU staff shall verify the release file has been signed by the Intake/Release Sergeant at RPDC, the inmate money card is present with the correct amount of money, and the inmate’s property is present.
- If the inmate was booked into custody In-Absentia, the transporting deputy will obtain release signatures and obtain a right thumbprint for release and booking. The deputy will also bring a DNA collection kit to collect DNA samples, Department approved Ten-Print fingerprint cards (Form #FD 249), and process the inmate’s fingerprints, and a digital camera to take photographs of the inmate.
- The deputy will take the completed Ten-Print fingerprint cards (Form #FD 249) and digital photos back to RPDC and submit them to Cal-ID for manual processing.
- Verify with the Charge Nurse that the “Release from Custody Status” (Form #167) has been filled out completely. The “pink” copy will be included to the inmate booking file.

6.2.2 The RPDC Release Deputy will accompany medical staff and the inmate to the off-unit patient room to complete the release process.

6.2.3 Booking file contents shall be the responsibility of the deputy releasing the inmate from custody.

6.2.4 An entry of the release shall be made on the DCU activity log.

6.2.5 The inmate’s name and other pertinent information shall be deleted from the Inmate Population Report.

6.3 Inmates under Mental Health Services

6.3.1 Upon notification that an inmate is being released from custody, do the following:

- Contact the DCU Charge Nurse and advise them of the impending release.
- Once the RPDC Release Deputy arrives, the DCU staff shall verify the release file has been signed by the Intake/Release Sergeant at RPDC, the intake money form is present with the appropriate money, and the inmate’s property is present.
- Verify with the charge nurse that the “Release from Custody Status” (Form #167) has been filled out completely. The “pink” copy will be included to the inmate booking file.

6.3.2 The following is in accordance of the MOU between Mental Health Services and the Sheriff’s Department. An inmate released from custody on criminal charges by the courts, or other means, but still under a 5150 WIC commitment placed by Mental Health Services, shall be transferred to Emergency Treatment Services (ETS) at 9999 County Farm Road,
6.3.3 The Release Deputy will transport the inmate to ETS and complete the release process there.

6.3.4 Booking file contents are the responsibility of the deputy releasing the inmate from custody.

6.3.5 The release of the inmate shall be noted on the DCU activity log.

6.3.6 The inmate's name and other pertinent information shall be deleted from the DCU's Inmate Population Report.
RIVERSIDE COUNTY SHERIFF’S DEPARTMENT
Riverside University Health System (RUHS)-Medical Center

TITLE: Suicide Prevention Program
NUMBER: 511.02

POLICY: This policy provides direction on identifying inmates at risk of suicide and the correct method on how to handle an inmate that may be suicidal.

REFERENCE: Department Policy 504.24, 508.15

GUIDELINES

1.0 Identifying Suicidal Inmates

1.1 During the initial medical assessment either by staff observation, objective symptoms or the inmate’s statements.

1.2 Staff observation of objective symptoms, such as depression.

1.3 Inmate statements of intent to harm themselves.

1.4 Referral from Forensic Mental Health (FMH) staff.

1.5 Suicide attempt.

2.0 Suicide Watch Placement

2.1 DCU staff shall notify a supervisor and the charge nurse immediately upon identifying any inmate who is a suicide risk.

2.2 Inmates placed on suicide watch shall receive direct visual supervision at least twice every thirty minutes and documented on RSD Form 531 a/b (Safety Cell/Specialty Housing Log).

2.2.1 When deemed necessary by the Psychiatrist overseeing care, RUHS will provide a Certified Nursing Assistant (a sitter) to observe and document the inmate’s activity while on suicide watch. This is called a One-to-One.

2.2.2 Upon completion of the suicide watch, the documentation will be maintained by RUHS.

2.3 Mental Health Staff will evaluate the inmate within 24 hours.

2.4 Suicidal inmates shall not possess any personal property.

2.5 Inmates on suicide watch, or One-to-One observation, shall be provided bedding only after the inmate has been evaluated by the Psychiatrist overseeing their care, who has granted the bedding and documented the approval through a written doctor’s order. DCU staff shall document this information on the DCU pass-on log and inmate classification notes.
2.6 Inmates on suicide watch or One-to-One observation requesting a religious book shall be provided with a small pocket size version **only after** an evaluation and approval by the Psychiatrist overseeing their care. DCU staff shall document this information on the DCU pass-on log and inmate classification notes.

2.7 Inmates who are identified as a suicide risk shall not be removed from suicide watch until evaluated and cleared by Mental Health Staff.

3.0 Attempted Suicide by Inmate

3.1 Place the DCU into lock-down.

3.2 Immediately notify the DCU Control Pod of the attempt suicide, including cell location, and request assistance.

3.3 Notify medical staff and request they respond.

3.4 Contact the DCU Sergeant as soon as possible. If unavailable, contact the RPDC Intake Sergeant and advise them of the incident.

3.5 Notify the DCU Charge Nurse and have them contact Mental Health.

3.6 Complete an attempt suicide report in accordance with Department Policy and RPDC Procedure 501.07 (Crime Reports).
RIVERSIDE COUNTY SHERIFF’S DEPARTMENT
Riverside University Health System (RUHS)-Medical Center

TITLE: Control Pod at RUHS-Medical Center
NUMBER: 511.03

POLICY: The Detention Care Unit (DCU) will provide procedures defining areas of responsibility for the Control Pod position.

REFERENCE: Department Policy 502.01, 511.05, 511.07, 511.17, 511.26

GUIDELINES

1.0 DCU Control Pod

1.1 The DCU Control Pod will be staffed by a minimum of one Correctional Deputy on all shifts with a strong recommendation of two Correctional Deputies during the busiest hours and/or critical incidents.

1.2 Only assigned Sheriff Staff and supervisors shall be permitted to enter the Control Pod. Exception, maintenance personnel with the DCU supervisor’s approval.

1.3 Staff will use the pass-through box to issue or receive papers, keys, and radios.

1.4 The Control Pod staff will be responsible for cleaning and taking out the trash on each shift.

2.0 Control Pod Duties

2.1 Control the security elevator for inmate movement throughout the hospital.

2.1.1 The security elevator is to be used to transport inmates and escorting deputies/officers from floor to floor. This elevator is not to be used by law enforcement for purposes of convenience. Law enforcement personnel not escorting an inmate must use the hospital’s public elevators.

2.2 Monitor radio traffic and dispatch calls for service to MVPD.

2.2.1 Monitor radio traffic on channels

- RUHS (RUHS DCU)
- RPDC 2 Transportation
- Mo Val 1 (Moreno Valley Primary)

2.3 Answer incoming telephone calls.

2.3.1 Answer incoming telephone calls on the Sheriff Emergency Line requesting security assistance. Prioritize calls and dispatch the appropriate SSO/MVPD deputies. Generally, non-emergency past calls can be handled by the Sheriff’s Service Officers assigned to the Moreno Valley Police Department.
Moreno Valley Police Officers assigned to RUHS shall handle all in-progress calls.

2.3.2 Answer incoming phone calls for general business and route calls accordingly.
2.3.3 Contact information lists will be maintained in a book and kept confidential.

2.4 Allowing access into and out of the DCU.
2.4.1 The entrance to the DCU is located on the fourth floor, “D” wing (4400).

- Identify anyone requesting access and their purpose, through sally-port telephone and the camera system, before opening any doors.
- Refer to Department Policy 511.07 (Entry into DCU/Identification).

2.5 Monitor computer alarm system (Velocity Access Manager)
2.5.1 Monitor computer for alarm activations. Dispatch patrol to any alarms activated and reset alarm when cleared.

2.6 Monitor all cameras and audio equipment.
2.6.1 Monitor inmate activity in inmate cells and holding cells.
2.6.2 Assist Moreno Valley Police Department, as needed, to monitor activity throughout the hospital and parking lots.

- Security cameras positioned throughout the hospital’s clinics and parking lots are utilized to provide pertinent information to Moreno Valley Police Officers responding to in-progress calls prior to their arrival including: suspect description, number of suspects, direction of travel, etc.

2.7 HT and Key Control

- Key accountability will be the responsibility of the DCU staff working the control pod. Refer to Department Policy 511.17 (Key/Radio Control).

2.8 Maintain a Population Report and the DCU Activity Log.
2.8.1 Refer to Department Policy 511.05 (DCU Activity Log/Population Report).

- The DCU Inmate Population Report will list the names, booking number or prison number, charges, cell number, designate gender, classification and identify the agency responsible for each county and state inmate housed on the Detention Care Unit.
- The DCU Inmate Population Report will also list the identical information
for county inmates who are housed off the unit.

2.9 Detention Care Unit Activity Log notations will include:

- Time and date of beginning and end of watch, including names of Department personnel on duty.
- Names, booking numbers and prison numbers of county and state inmates admitted or discharged to and from the unit.
- Calls for assistance from hospital personnel requesting Moreno Valley Police Department to respond.
- Names of inmates leaving the unit for clinic appointments, including name of clinic and escorting officer/deputy.
- Inmate disturbances; Assaults on staff
- Maintenance issues
- Emergency Response Team call-outs
- Attempt suicides
- Inmate accidents, including witness information,
- Code Pink (Infant abduction alarm) activations, including: patient’s name, responding officer’s name and designator, and disposition of call.
- Code Green, or “Mrs. Green,” including: name of reporting party, location of incident, name and designator of responding police officer, and disposition of call.
- Any other incident of significant nature.

2.10 Video Recording

2.10.1 The DCU control pod is equipped with a Digital video recording system capable of recording inmate activity in both inmate cells, holding cells, and any other camera accessible through the hospital camera system. Refer to Department Policy 511.26 (Video Recording).

2.10.2 The video recording system is owned by Riverside University Health System – Medical Center; however, the rights to the recordings are property of the Riverside County Sheriff's Department. All requests for copies of recordings must be approved by the Sheriff's Department DCU Supervision.

2.10.3 The media may not video record inside the Detention Care Unit without the written consent of the Corrections Division chief deputy.
TITLE: Crime Reports at RUHS-Medical Center  
NUMBER: 511.04

POLICY: The reporting and investigating of violations of law, which involve an inmate, and occur while the inmate is in custody at RUHS, shall be conducted as they occur.

REFERENCE: CAC Title 15 section 1044, PC 653.75, Department Standards Manual, Patrol Procedures Manual Section 404.08, Department Policy 501.07

GUIDELINES

1.0 Crimes

1.1 Detention Care Unit (DCU) staff shall follow the Crime Reports procedures as outlined in Department Policy and RPDC Procedure 501.07 (Crime Reports).

1.2 Staff who witness crimes or receive information about alleged crimes occurring within the facility shall notify the shift supervisor on duty. The shift supervisor or watch commander will determine who will conduct the investigation and complete the initial report. The following guidelines will be used to make that determination:

1.3 Misdemeanor reports will be investigated and completed by Corrections personnel.

1.4 Felony reports may be investigated and written by Corrections staff. In the event of a serious crime that may require extensive investigation or follow-up, the RPDC investigator or Moreno Valley Police Department may be called to complete the investigation and reports. The appropriate investigators (Moreno Valley Police Department or Central Homicide Unit) shall investigate inmate deaths, depending on the circumstances.

2.0 Documentation

2.1 Documentation of criminal activity, occurring within the DCU, shall be written on Riverside County Sheriff’s Department approved forms and be forwarded to the supervisor for approval.

2.1.1 All DCU issued report numbers will be similar to RC013270056 “RC” represents the Jail; "01" is the year; "327" is the Julian date (day of the year), and "0056" represents the sequential number of the report issued by dispatch.

2.2 Staff shall conduct thorough investigations, including interviewing victims, witnesses and suspects, gathering physical evidence, photographs and medical information, if applicable.

2.3 All written reports shall be completed and submitted to the DCU sergeant by the end of the work shift, unless the employee has authorization to hold the report until the
next day.
RIVERSIDE COUNTY SHERIFF’S DEPARTMENT
Riverside University Health System (RUHS)-Medical Center

TITLE: DCU Activity Log/Inmate Population Report  NUMBER: 511.05

POLICY: An Incident/Pass-On Activity Log will be maintained in each facility. The Activity Log will contain all incidents, which result in physical harm, or serious threat of physical harm, to an employee or inmate of a facility or other person, reported crimes within a facility, and other significant events, which may affect facility operations.

REFERENCE: Department Policy 501.14, RPDC Procedure 501.14

GUIDELINES

1.0 DCU Activity Log

1.1 An activity log will be initiated at the beginning of each shift.

1.2 The log is comprised of housing unit logs, such as, but not limited to:

   1.2.1 Population Report – the tracking of inmates housed at the DCU
   1.2.2 Activity Log – Pass-on log for DCU staff
   1.2.3 Radio/Key and Vehicle Log - documentation of assigned equipment
   1.2.4 Emergency Response Team Locker Log - inventory of ERT Equipment
   1.2.5 Visiting Logs
   1.2.6 SCBA Log

1.3 The information shall be continuous. Once a computerized entry has been entered, the entry shall not be deleted or changed. If an error was made on an entry, the staff should make a new entry and annotate the reason for the correction in the comments section.

1.5 If the computer system is non-operational, a paper log should be initiated. When the computer system is operational again, the first entry should indicate the time period the computer system was down. The computer log shall be updated with the information from the paper log.

1.6 Deputies are only to access their assigned work area in the computer system. Each deputy shall learn how to properly use the DCU Logs. Only personnel with prior authorization are allowed to access the internal source of the database or change any computer or program settings.

2.0 DCU Population Report

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2.1 The Population Report shall be updated as inmates are admitted, discharged, and transferred to and from the DCU.

3.0 Activity Pass-on Log Entries

3.1 Refer to RPDC Procedure 501.14 (Incident/Pass-On Log)

3.2 The Activity Pass-on log shall be updated as events affecting the DCU occur.

3.3 Any county or state inmate admitted or discharged from the DCU.

3.4 Any inmate who leaves the DCU for medical treatment, surgery, or court.

3.5 All calls for hospital security or law enforcement services (e.g. MVPD).

3.6 Hospital codes or events which may impact DCU operations to include;

- Hazardous materials spill (Code Yellow)
- Bomb threat/suspicious package found (Code Orange)
- Infant abduction-inpatient (Code Pink)
- Child Abduction (Code Purple)
- Physical assault on hospital grounds (Code Green or “Mrs. Green”)
- Person with a weapon (Code Silver)
- Earthquake
- Other significant incidents or emergencies.

4.0 Keys and Radio Log

4.1 Documentation of inventoried keys and radios maintained by the DCU.

5.0 Visiting Log

5.1 The visiting log shall be utilized to schedule inmate visits.

6.0 Emergency Response Team Locker

6.1 The ERT locker shall be checked by each dayshift team on the first day of the work week.

6.2 The DCU Sergeant will be notified immediately in the event of missing equipment.

7.0 Self-Contained Breathing Apparatus

7.1 The three SCBA’s on the DCU shall be checked at the beginning of each shift and documented on the SCBA log day and night shift respectively. The condition of the regulator and mask will be documented as good or bad.
TITLE: Disaster Response Plan/Earthquake

POLICY: The Detention Care Unit shall establish a procedure to coordinate with those of the California Department of Corrections and Rehabilitation (CDCR), and the Riverside University Health System (RUHS) to ensure minimal loss of life and property during a disaster or earthquake.

REFERENCE: Department Policy 505.04; CAC Title 15, section 1012

GUIDELINES

1.0 Disaster/Earthquake

1.1 During a disaster or earthquake, do the following:

1.1.1 Remain calm. If indoors, remain indoors. Seek shelter under sturdy furniture and stay away from windows or equipment that could fall over.

1.2 After the disaster/earthquake

1.2.1 Check for people who might be trapped in patient rooms, nursing stations and other open spaces.

1.2.2 Anticipate aftershocks that can result in additional damage or injuries.

1.2.3 Avoid any broken glass or spilled fluids/chemicals that may have spilled on the floor.

1.2.4 Check for damage.

➤ The DCU supervisor shall be advised of the extent of damage or injury to DCU personnel or inmates. If CDCR inmates are located on the unit at the time of the earthquake, coordinate with CDCR personnel to ensure all CDCR inmates are safe and not injured.

➤ If a gas leak or damaged electrical wiring or equipment is identified, keep all personnel away from the area and report the damage to Plant Operations.

1.3 The DCU shall be placed into lockdown, maintain security and monitor pertinent radio traffic to be prepared for possible evacuation.

1.4 Correctional Deputies shall make a primary assessment as to the extent the disaster/earthquake has affected the safety and security of the inmates housed within the DCU. If CDCR inmates are located on the unit at the time of the earthquake, coordinate with CDCR personnel to ensure all CDCR inmates are safe and not injured.

1.5 The DCU Sergeant shall be notified as soon as practical. The RPDC Intake Sergeant shall also be notified.
TITLE: Entry Into DCU/Identification at RUHS-Medical Center  NUMBER: 511.07

POLICY: All persons entering the security section of any Riverside County correctional facility shall be satisfactorily identified by on-duty staff. Persons permitted entry shall be in a law enforcement uniform or wear identification which plainly distinguishes who they are and/or their specific business in that facility.

REFERENCE: 4575 PC, Department Policy 501.10

GUIDELINES

1.0 Detention Care Unit Entry and Exit

1.1 All normal entry into and exit from the DCU shall be done through the DCU sally port.

1.3 Only one door at a time shall be opened while allowing authorized staff to enter or exit the DCU. Allowing both doors opened simultaneously shall only be permitted during an emergency or under the direction of a supervisor.

2.0 Sally Port

2.1 The DCU’s sally port is also used to temporarily secure inmates while law enforcement personnel secure or remove weapons and batons from gun lockers that are located near the entrance of the Sally Port.

2.1.1 Hospital medical personnel shall not be permitted to enter or leave through the sally port while inmates occupy the sally port.

3.0 Emergency Exit Stairwell

3.1 The DCU’s Emergency Exit Stairwell and is intended for emergency evacuations only refer to Department Policy 511.08 (Evacuation Plan at RUHS).

4.0 Required Identification for DCU Entry

4.1 Identification badges must be visibly worn while inside the DCU and is limited to:

➢ Clear plastic "pocket badges" issued to Sheriff’s Department administrators and Facility or Bureau Commanders;
Brown plastic "pocket badges" issued to Sheriff's deputies, investigators, sergeants and lieutenants;

Laminated beige "Jail Staff" badges with photograph and pocket clip, Form 252-16;
Laminated white "Volunteer badges," with pocket clips, sequentially numbered;
Laminated Riverside University Health System or Behavioral Health badges with pocket clip.
Laminated temporary nursing agency badge with pocket clips vary according to agency (e.g. Pro-Temp Nursing, Dial Med).

4.2 Sheriff's Department and California Department of Corrections personnel in uniform need no additional identification.

4.2.1 Shoulder patches must be visible at all times.
4.2.2 Name tags must be worn at all times.

4.3 All non-uniformed personnel entering or assigned to DCU shall wear acceptable identification visible and attached to the upper garment at all times. Identification must not be altered from its original form.

4.4 Escorted official visitors need not wear identification. Employees escorting visitors must remain with them at all times while inside the DCU.

5.0 Intercom Communication

5.1 Outside the DCU, is a wall mounted telephone for use of persons requesting entry on to the Unit.

5.2 If deputies are unsure as to the identity of a person requesting entry to the DCU, staff will contact the person by calling the intercom phone and inquire as to the person's identity and need to enter.

5.3 Medical staff entering the DCU will be required to report to the nurse's station and conduct their business. DCU staff will be cognizant of other ancillary departments on the unit and verify the progress in completing their duties while on the DCU.

6.0 Cellular Phones

6.1 Those authorized to possess and use a cellular telephone within an inmate area of the DCU shall adhere to the following:

6.1.1 The cellular telephone shall be secured at all times either on their person or in a secured location.
6.1.2 The cellular telephone shall be used in a location away from inmates.
TITLE: Evacuation Plan at RUHS-Medical Center

POLICY: Each facility shall prepare an emergency evacuation plan. Evacuation of any correctional facility shall require the order of the Sheriff, Assistant Sheriff, Corrections Division Chief or Facility Commander.

REFERENCE: CAC Title 15, section 1032, Department Policy and RPDC Procedure 505.04

GUIDELINES

1.0 Emergency Evacuation

1.1 Contact the DCU sergeant as soon as possible and report the emergency.

1.2 Contact RPDC Intake Sergeant and report the emergency. Assess the need for additional assistance, taking into consideration the type of evacuation and the need for sworn and non-sworn personnel.

1.3 Contact Hospital Security and report the emergency.

1.4 DCU staff will determine the safest route of evacuation for inmates, while avoiding contact with the public as much as possible.

1.5 Detention Care Unit medical staff will stand-by to advise and assist with the evacuation of medically immobile or handicapped inmates.

2.0 Restraint Equipment

2.1 Twenty-two waist chains and leg restraints are located in a crate stamped “RPDC” in the janitor closet (D-4013). Waist chains and leg restraints shall be utilized in the event of an evacuation of inmates from the DCU.

3.0 Notifications

3.1 The Detention Care Unit houses Riverside Sheriff’s Department, California Department of Corrections, and California Youth Authority inmates. Therefore, additional notifications must be made.
3.2 California Department of Corrections has its own criteria for armed coverage of their inmates, based on classification status. The CIM, CIW, or CYA Detention Care Unit officer can make this determination and request the appropriate resources from their agency.

- CIM: (909) 606-7042 (staffing) or (909) 606-7037 (direct)
- CIW: (909) 597-1771
- CYA: (909) 606-5000 ext. 2211
TITLE: Exposure Control Plan at RUHS-Medical Center

POLICY: The Corrections Division shall provide jail employees with protective equipment and guidelines in exposure control in order to minimize exposure/contact with body fluids during an occupational exposure involving potentially infectious materials.

REFERENCE: Code of Federal Regulations, Title 29, Department Policy 508.08

GUIDELINES

1.0 Equipment Storage

1.1 Biohazard suits shall be stored in the “Riot Gear” storage room.

2.0 Tuberculosis Prevention

2.1 All staff assigned to the DCU shall be fit tested and provided instruction for proper donning and usage of the “N95” respirator mask, or other approved respirator mask. Approved respirator masks shall be worn when entering an isolation room occupied by an inmate diagnosed with an air-borne contagious disease (e.g., tuberculosis).

2.2 When transporting/escorting inmates diagnosed with an air-borne contagious disease, both Department employee and inmate shall wear a respirator mask.

2.3 There are three negative pressure rooms on the DCU.

3.0 Environmental Services (Housekeeping)

3.1 RUHS-Medical Center Environmental Services (EVS) is responsible for cleaning inmate cells, holding cells and staff locker rooms on a daily basis. EVS will empty the trash receptacles and remove the trash from the unit.

4.0 Laundry

4.1 Environmental Services is responsible for collecting and discarding of soiled laundry. Soiled laundry is typically bagged in a yellow bag marked “Infectious Linen.”

5.0 Infectious Waste

5.1 Environmental Services is responsible for collecting and discarding infectious waste. Infectious waste is typically bagged in a red bag marked “Infectious Waste.”

6.0 Hazardous Materials Emergency

6.1 Refer to Department Policy 511.22 (RUHS Emergency Codes).
7.0 Health Screening

7.1 The Detention Care Unit is defined as a high-risk area to contract airborne diseases. Staff assigned to the Detention Care Unit will be required to participate in a PPD skin test or health screening administered once a year. If the employee has a prior history of a positive reaction to the PPD, they shall complete a health screen questionnaire.
TITLE: Fire Life Safety at RUHS-Medical Center  
NUMBER: 511.10

POLICY: All correctional staff will be trained in the Fire and Life Safety Procedure as it applies to each individual facility.

REFERENCE: CAC Title 15, section 1028, RPDC Fire/Life Safety Plan; Department Policy 505.06, 511.08, RPDC Procedure 505.06

Detention Care Unit shall follow and adhere to the guidelines outlined in Department Policy 505.06 (Fire/Life Safety Suppression and Preplanning) and DCU Fire Life Safety Manual.
RIVERSIDE COUNTY SHERIFF’S DEPARTMENT
Riverside University Health System (RUHS)-Medical Center

TITLE: Head Count at RUHS-Medical Center

POLICY: Each facility commander must establish and maintain a system to accurately account for all inmates under his/her jurisdiction at all times. A physical count of inmates must be taken at least once each twenty-four-hour period.

REFERENCE: Department Policy 504.07

GUIDELINES

1.0 DCU Staff Responsibilities
   1.1 Headcount shall be conducted at the start of each shift to determine the number of county and state inmates within the DCU and documented on the Daily Activity Log.
      1.1.1 The method employed to take headcount requires DCU staff to compare the individual inmate with the information on the DCU’s Inmate Population Log.
      1.1.2 DCU staff will verify the names and booking numbers of inmates housed within the unit are accurately documented on the Inmate Population Log.
      1.1.3 The Inmate Population log shall be updated as changes occur.

2.0 RPDC Headcount
   2.1 RPDC staff conducting headcount at the facility will telephone the DCU and account for the number of inmates housed on the unit. Information provided to RPDC staff will include the gender of inmates housed on the DCU. This information will be documented in the Daily Activity Log.

3.0 Housing Unit Activity
   3.1 DCU staff will dim the cell lights and half the DCU hall lights from 2200 hours to 0600 hours, as long as it does not interfere with the security of the Detention Care Unit. From 0600 hours to 2200 hours the hall and cell lights will remain fully illuminated unless medically prescribed.
TITLE: Holding Cells/Housing Cells

POLICY: The Detention Care Unit will establish a procedure for temporary holding cells for inmates transported to RUHS-Medical Center for clinic appointments.

REFERENCE: Department Policy 508.17, 511.02 and 511.09

GUIDELINES

1.0 DCU Holding Cells

1.1 The Detention Care Unit is equipped with four holding cells. The primary purpose of holding cells within the DCU is to secure inmates transported to RUHS-Medical Center for medical treatment/evaluation, who are not admitted to the DCU.

1.2 Holding cells are available for use by the following law enforcement agencies and correctional institutions:

1.1.1 Riverside County Sheriff’s Department
1.1.2 California Institute for Men – CIM
1.1.3 California Institute for Women – CIW
1.1.4 California Rehabilitation Center – CRC
1.1.5 Chuckawalla Valley State Prison – CVS
1.1.6 Ironwood State Prison – ISP
1.1.7 Patton State Hospital – Patton

- The above listed agencies are responsible for providing personnel to escort inmates to and from appointments.
- Each agency is responsible for providing restraint equipment for all inmates under their supervision.

1.3 Holding cells within the DCU may be temporarily utilized as an Intake or Release cell under the following conditions:

1.3.1 Placement of an inmate who has been medically discharged from the DCU and is awaiting transportation.
1.3.2 Placement of an inmate who has been admitted to the DCU, and who is awaiting a clean cell.
3.0 CYA Inmates

3.1 California Youth Authority inmates are not permitted to utilize the holding cells within the Detention Care Unit.

4.0 Classification of Cells

4.1 The DCU has four holding cells to be utilized by six facilities. The inmate’s gender and classification (i.e., protective custody, administrative segregation, etc.) shall be considered prior to placing an inmate in a holding cell. Inmates of different classifications and/or sexes shall not be mixed.

4.1.1 RSD and CDCR inmates should not be mixed, if space permits.

4.2 The DCU has magnetic signs labeled with each correctional facility’s acronym.

4.2.1 Each facility shall be responsible for labeling the cells utilized for holding or housing inmates.

5.0 Feeding

5.1 Each agency is responsible for providing meals to inmates in their immediate control while in the holding cells on the DCU. RUHS-Medical Center does not provide meals to inmates who are not admitted to the DCU.

5.2 Robert Presley Detention Center Transportation Unit personnel will provide meals (i.e., sack or box lunches) for county inmates, if medical treatment permits.

5.3 All county and state transportation units will have inmates in their immediate control properly dispose of their trash prior to departure.

6.0 Medical Treatment

6.1 DCU medical staff is not responsible for providing routine medical treatment to inmates occupying the holding cells.

6.2 The inmate’s retention of a walking aid (e.g., cane, crutches) in these cells will be on a case by case basis, determined by the hospital to the overall medical need of the inmate.
TITLE: Inmate Deaths at RUHS-Medical Center

POLICY:

Inmate deaths shall be investigated by the Criminal Intelligence Bureau (CIB) and/or the Central Homicide Unit. DCU staff shall minimize their involvement in the investigation but provide any appropriate assistance to the investigators from the Criminal Intelligence Bureau and/or the Central Homicide Unit, and the Coroner’s Office. DCU staff shall preserve the scene of the death for as long as necessary for the investigation.

The watch commander on duty at the time of the death (or another supervisor if appropriate) shall ensure mandated notifications, committee meetings, and other follow-up tasks, as defined in the procedure are completed.

REFERENCE:
Department Policy 501.12; RPDC Procedure 501.12; 12525 California Government Code; CCR Title 15, section 1044; CCR, Title 15, section 1218; 27491.3 California Government Code; 5021 P.C.; DD #01-011, dated 020701.

GUIDELINES

1.0 Notification

1.1 The staff member discovering the death shall notify the Detention Care Unit (DCU) Sergeant. If the DCU Sergeant is not on duty, the DCU Lieutenant will be notified. The RPDC Intake Sergeant shall also be notified.

1.2 The DCU Sergeant shall notify the watch commander, or their designee.

1.3 The DCU Sergeant or DCU Lieutenant shall ensure a staff member is assigned to obtain a corrections (RC) report file number and prepare an initial report.

2.0 Additional Information

2.1 Inmates diagnosed with terminal illnesses are often housed on the DCU. These inmates often sign a “Do Not Resuscitate” (DNR) order. In these cases, medical staff responding to a possible death of this type will not initiate life saving measures.

2.2 The Central Intelligence Bureau is the designated agency for investigating inmate deaths at the RUHS-Medical Center.

2.3 California Department of Corrections shall be responsible for investigating deaths of CDC/CYA inmates occurring at the hospital.

2.3.1 The staff member discovering or advised of the death of an inmate shall note the following information on the DCU’s Activity Log: inmate’s name and booking number; time inmate was discovered deceased; names of medical personnel attending deceased; name of Intake Sergeant notified; names of
the Central Intelligence Bureau and/or Central Homicide Unit personnel notified; and the Coroner's name and report file number.
TITLE: Inmates Requiring Housing off the Detention Care Unit  NUMBER: 511.14

POLICY: The Detention Care Unit (DCU) will establish a procedure for transferring and housing inmates off the DCU, due to special medical care not provided on the DCU (e.g., Medical/Surgical/Cardiac Intensive Care, Neuro Intensive Care, Labor and Delivery).

GUIDELINES

1.0 Inmates Requiring Housing Off the DCU

1.1 A county inmate housed outside the secure area of the DCU shall have an armed deputy providing coverage at all times.

1.3 Exception: Per the agreement between Riverside County Sheriff and the California Department of Corrections and Rehabilitation (CDCR), both agencies will work in cooperation preventing any delay in inmate medical care.

1.3.1 In the event the deputy has an extended ETA, and it becomes medically imperative to transfer the inmate off the unit, the State Officer shall escort the inmate to the new location. The DCU State Officer shall remain with the inmate until relieved by a sworn Riverside County deputy or armed Riverside County correctional deputy.

1.3.2 Once determined a county inmate needs to be escorted off the unit, DCU control pod staff shall immediately notify the Intake Sergeant of the medical emergency and request immediate relief for the State Officer.

1.3.3 In the event a state inmate needs to be escorted off the unit during off hours, for an extended procedure, the state officer will arrange for a relief officer prior to leaving the DCU.
RIVERSIDE COUNTY SHERIFF’S DEPARTMENT
Riverside University Health System (RUHS)-Medical Center

TITLE: Inmate Services at RUHS-Medical Center
NUMBER: 511.15

POLICY: The Detention Care Unit will establish a procedure for providing inmate services.

REFERENCE: Department Policy 504.19, 507.01 507.20; CAC Title 15, section 1068, RPDC Procedure 504.34, 507.01, 507.09, 507.17

GUIDELINES

1.0 Commissary

1.1 Inmate commissary items are not sold or retained by inmates while housed on the DCU. All hygiene items acquired at the DCU, will be discarded appropriately and will not be retained by the inmate when returning to a jail facility. The one exception is telephone time which can be added onto their inmate account.

1.2 Upon arrival to the DCU, all personal hygiene items are provided by the hospital, excluding a razor. Razors are provided by the CNA’s at the inmate’s request, as long as the inmate is not on a 4011.6 WIC evaluation hold.

1.3 Stationary supplies may be given to inmates upon request.

1.3.1 All inmate requests for stationary supplies will be forwarded to DCU staff.
1.3.2 Stationary supplies are supplied by Inmate Welfare, not the RUHS-Medical Center, and will be obtained through the RPDC warehouse or programs.
1.3.3 The Sheriff’s Department does not provide stationary supplies to prisoners of the California Department of Corrections and Rehabilitation.

2.0 Mail

2.1 Staff shall follow Department Policy and RPDC Procedure 507.09 (Mail).

2.2 Incoming and outgoing inmate mail will be routed through the RPDC mailroom.

2.3 The return address for inmate mail shall be the same address used for RPDC (PO Box 710, Riverside, CA. 92502). Any mail sent in care of the hospital address will be returned to the sender.

3.0 Reading material

3.1 Newspapers are provided to the inmate patients on a daily basis. The day shift DCU deputy will distribute one newspaper per room, and the nightshift DCU deputy will remove the newspapers while conducting evening headcount.

3.2 Upon request, a Bible may be provided for inmates.
3.3 The Sheriff’s Department does not provide reading material to prisoners of the California Department of Corrections and Rehabilitation.

3.4 Reading material may be kept in the inmate rooms. At no time will more than three books or more than three pounds of paper goods be kept in the room.

3.4.1 Excess inmate property shall be removed in accordance to Department Policy 504.19 (Property Boxes).

4.0 Exercise/Recreation

4.1 The DCU is a medical treatment facility. Therefore, inmates housed on the DCU will not be given recreation.

4.2 The hospital’s Physical Therapy Department occasionally provides therapy to inmates who may require short walks in the hallway. This type of therapy should be evaluated on a case-by-case basis, taking into consideration the level of custody of the inmate and the safety and security of the DCU.

5.0 Visiting

5.1 DCU staff shall follow Department Policy and RPDC Procedures 507.17 (Visiting),

5.2 Exception:

5.2.1 The RUHS-Medical Center currently does not provide lockers for visitors to store personal articles in. Personal items must be left in the visitor’s vehicle. This information should be provided to prospective visitors via telephone while scheduling their visit.

5.3 Inmates who are bedridden, housed in a psychiatric cell for the purposes of a 4011.6 WIC hold, or who are under isolation restrictions do not qualify for a regular visit. Special considerations and approvals must be made with medical or mental health overseeing the inmates care before a visit is approved.

5.4 All CDCR visits are considered “special visits,” and must be approved by a CDCR Watch Commander, Department Policy, 507.17, (Personal Visits).

5.5 Medical personnel may recommend shortening or terminating a visit for medical reasons.

5.6 All facilities within the Corrections Division reserve the right to terminate any visit if deemed necessary for security purposes. If this occurs, staff members will ask visitors to safely exit the facility.

6.0 Visitation Sign-Up

6.1 Visitors must make an appointment to visit an inmate on the DCU. Inmates are allowed to visit on Sunday and Wednesday at 1300, 1400, and 1500 hours, or 1700,
1800, and 1900 hours. These times coincide with the RUHS-Medical Center public visiting schedule.

6.1.1 Visitors must call the DCU at (951) 486-5345, between 0800 and 0900 the day of the visit. The visit will be scheduled for the next available visiting time for that day.

6.2 A maximum of two adults may visit an inmate during a scheduled visit.

6.3 Each inmate is allowed one visit per day.

6.3.1 Visitors are allowed one visit per day.

6.4 Visitors must check in at the DCU sally port for their visit no later than 15 minutes prior to the scheduled starting time. No Exceptions.

6.5 Visits are approximately 50 minutes long. Once a visitor departs the visiting area, the visit with the inmate will be terminated.

6.6 Visitors may only take keys and identification into the visiting area. No other items will be allowed. Visitors must place personal items within their private vehicles. Under no circumstances will DCU personnel take custody of any personal property for safekeeping while a visitor visits an inmate.

7.0 Attorney visits

7.1 Inmates have a constitutional right to unimpeded access to attorneys and legal representation. Facilities must have areas designed for the confidential interview of clients by their counsel. An attorney may visit an inmate upon request by the inmate, or any relative of the inmate. Staff must make inmates available to their attorneys at reasonable times (CAC Title 15, section 1068 guideline).

7.2 Exception:

- The DCU sergeant must approve contact visits requested by attorneys for inmates who are not ambulatory.

7.3 A supervisor may deny the attorney visit if he feels the attorney has been negligent (over one year) in maintaining a current bar card. If the visit is denied, class notes will be entered under the involved inmate’s name documenting why the visit was denied.

7.4 If the bar card is expired less than one year, a supervisor may grant or deny an inmate visit.

7.5 DCU staff have the legal right to conduct limited searches of attorneys or their investigators. This includes their person, briefcase(s), purse(s), legal folders or other containers in order to ensure facility security.

8.0 Special Visits

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8.1 The DCU Sergeant or the RPDC Intake Sergeant shall authorize these visits.

8.2 Special visits may be scheduled at any time that do not interfere with the orderly running of the DCU.

8.3 Inmates in medical isolation may qualify for special visits necessitating in person visiting within the cell. The DCU correctional personnel must check with the Charge Nurse to determine what precautions are necessary. The donning by the visitor of items such as respirators, footwear and smocks may be necessary.

8.4 Special visits for state inmates may be allowed at the discretion of the CIM Watch Commander and with approval of the DCU Sergeant. A CDCR Correctional Officer will stand-by during these visits.

8.5 The DCU Sergeant may approve clergy and foreign consular visits.

9.0 Screening of Visitors

9.1 All visitors shall be inspected with the hand-held metal detector prior to being admitted into the visiting area.

9.2 Prior to inspection with the metal detector, the visitor should be asked to remove all metal objects from his/her pocket.

9.3 If no alarm sounds while inspecting the visitor with the metal detector, they will be considered cleared and allowed access to the visiting area.

9.4 If an alarm sounds while inspecting the visitor with the metal detector, the DCU deputy shall request the visitor to remove any other metal objects that could be the source of the alarm. DCU correctional personnel shall then inspect the visitor with the metal detector a second time.

9.5 Anytime an alarm sounds, the source must be identified.

9.6 If the metal detector does not resolve the source of the alarm, a consent search is the next step used to locate the source of the alarm.

10.0 Searching Visitors

10.1 When there is reasonable suspicion that a visitor is concealing contraband, DCU staff will advise the visitor that he/she will not be allowed to enter the visiting area without submitting to a pat-down search.

- Female officers will search female visitors and male officers will search male visitors, unless exigent circumstances exist.
- The search shall be limited to the area of the unresolved alarm and only to the extent necessary to ensure that there is no weapon on the visitor’s body.
- Once it is determined that there is no weapon present, the visitor will be cleared to enter the visiting area.
10.2 In the event the visitor refuses to be searched, they will be allowed to leave the facility, forfeiting their visiting privilege on that day only.

11.0 Notification to Visitors

11.1 A copy of the DCU visiting rules are posted on the visiting door, and a schedule will be made available to the visiting public upon request.
TITLE: Inmate Telephones

POLICY: Inmates confined within Riverside County Correctional Facilities will have reasonable access to telephones in order to maintain community ties and contact with legal representatives. Arrestees shall be afforded a telephone call in accordance with P.C. 851.5.

REFERENCE: Title 15 Section 1067, CA Penal Codes 851.5, 6030, Department Policy 507.15

GUIDELINES

1.0 In-Absentia Bookings

1.1 Inmates brought onto the DCU as an in-absentia booking will be given access to the portable designated “free-set” telephone to complete the three required telephone calls upon completion of the admittance process.

1.2 Documentation for use of the portable “free-set” shall be documented in classification notes and DCU Activity Log.

2.0 Telephone Locations

2.1 The visiting booth within the Detention Care Unit is equipped with a telephone and is the designated area for telephone use by inmates who are ambulatory.

2.2 Three isolation cells are equipped with telephones and are typically used by inmates diagnosed with an active or potentially contagious disease.

2.3 Bedridden inmates will be offered a portable designated free set phone that has been programmed to make free local calls. When this phone is used by inmates, staff will stand by to verify there is no misuse.

3.0 Telephone Access for Housed Inmates

3.1 County inmates housed within the DCU shall be given reasonable access to the telephone, unless the phone is shut off for security or disciplinary reasons. The loss of inmate phone privileges must be approved by the DCU Sergeant and documented in the inmate’s class notes.

3.2 Inmates housed in a cell without a telephone will be given reasonable access to the visiting area telephone; a portable phone may also be provided for inmates requesting access to a telephone. Inmates may access a telephone by verbally requesting use of the telephone through DCU staff.
3.3 CDCR inmates are not permitted access to the telephone, unless cleared through the CDCR watch commander and Detention Care Unit CDCR Correctional Officer.

4.0 Control of Inmate Telephones

4.1 The control panel for all inmate telephones is located in the DCU Control Pod. DCU staff have access to on/off switches that control the phones.

4.2 The use of the telephone or portable phone by an inmate shall be documented on the DCU Activity Log.

4.3 Information noted on the DCU Activity Log shall include the name of the inmate requesting the use of the telephone, the time the telephone was provided, and the time the use of the telephone ended.

4.4 Inmates in transit or at the DCU on medical appointments will not be permitted to use the telephone or any communication device.
RIVERSIDE COUNTY SHERIFF’S DEPARTMENT
Riverside University Health System (RUHS) – Medical Center

TITLE: Radio/Key Control at RUHS

POLICY: Each correctional facility will maintain control and keep an accurate account of all keys issued to the facility and to jail staff during their shift.

REFERENCE: Department Policy 502.08 and 511.21

GUIDELINES

1.0 DCU Keys

1.1 The DCU Control Pod deputy will maintain keys for the DCU’s cells, gun, and baton lockers.

1.2 At shift change, DCU keys shall be given to the person who relieves the deputy.

1.3 In the event there is no relief, the DCU keys shall be returned to the Control Pod deputy by the off-going deputy/officer and secured in the pod’s key lock box.

1.4 The Control Pod deputy shall complete the Radio/Key Log at the beginning of each shift.

1.5 Keys issued or returned throughout the shift shall be accounted for on the Radio/Key Log.

2.0 Key Accountability

2.1 A Key/Radio Log shall be completed at the start of each shift. The Radio/Key Log will account for the status of all DCU keys issued to DCU personnel, and keys secured in the Control Pod’s key lock box.

3.0 Control of Keys

3.1 Gun and baton locker key sets will be issued to state correctional officers. This is done to ensure the return of the key set and to identify the last person using the key set, should they fail to return it.

3.2 DCU keys are to remain in the immediate possession of the deputy/officer they are issued to. They are not to be set down, put in drawers or left unattended.

3.3 DCU cell keys shall not be taken off the Detention Care Unit.

4.0 Missing/Lost Keys

4.1 In the event of missing/lost DCU keys, the pod deputy shall immediately notify the DCU Sergeant. In the event the sergeant cannot be contacted, the RPDC Intake
Sergeant shall be notified.

4.2 An audit of the keys will be completed to ascertain where the keys were, or who had the keys last.

4.3 At the direction of the DCU Sergeant, a search will be conducted for the missing keys. The DCU sergeant may institute a lockdown or a complete search of the DCU.

4.4 In the event the keys are not located and determined to be lost, a complete report shall be forwarded to the RPDC Facility Commander, via the chain of command, explaining the circumstances of the loss and actions taken to locate the keys.

5.0 Control of Radios

5.1 Radios will be identified with the manufacturer serial number and a RSD applied number. A Radio/Key Log will be maintained of all radios assigned to the DCU.

6.0 Radio use

6.1 The hand-held radios are used for everyday operations and emergency situations within RUHS. Radio transmissions should be short and professional, keeping in mind that inmates and members of the public regularly hear the DCU radio transmissions. Deputies shall refrain from lengthy transmissions and discussing sensitive and/or confidential matters over the radio.

7.0 Maintenance

7.1 Radios and batteries requiring maintenance or repair will be forwarded to County Communications.

7.2 When routing radio equipment to County Communications in need of repair, a Trouble Report from (DOC-3), indicating the problem, shall be attached.

7.3 Department personnel assigned to the DCU are responsible for routing radios and batteries to County Communications for maintenance and repair and retrieving repaired equipment.

7.4 DCU personnel will maintain a Radio/Key Control Log to track radios sent to, and returned, from County Communications.
TITLE: Less Lethal Weapons

POLICY: The following section is to set forth a standard and operation of less lethal weapons deployed within the Corrections Division of the Riverside County Sheriff's Department.

REFERENCE: RSD General Orders, Section 1003.01, Special Weapons and Munitions Manual, Department Policy 503.03

The Detention Care Unit shall follow and adhere to the guidelines outlined in Department Policy 503.03 (Less Lethal Weapons and Munitions).
TITLE: Mother/Infant Contact

POLICY: The Detention Care Unit (DCU) will establish a procedure for inmate mothers who deliver while in custody on the DCU, to be united with their infants for emergency medical reasons.

REFERENCE: Department Policy 502.07, 503.08, and 508.21 RPDC Procedure 502.07

GUIDELINES

1.0 Mother/Infant

1.1 Inmates who have a normal vaginal delivery generally remain at the hospital for 12 to 24 hours before being discharged back to their housing facility.

1.2 Inmates who have a cesarean or a tubaligation delivery generally remain at the hospital for 48 hours or more, depending on their medical status.

1.3 Infants generally remain in the hospital’s nursery for 24 hours before being discharged to a family member, friend, or caretaker. If the infant experiences a medical problem, their stay can vary, depending on the nature of the problem.

1.4 Social Workers are available at the RUHS nursery to assist the inmate complete forms necessary for temporary custody of their infants prior to discharge. The social worker is responsible for notifying the family member, friend, or caretaker picking up the infant after discharge.

2.0 Mother/Infant Contact

2.1 Inmate mothers are generally not assigned to the DCU due to the reasonable access needed to the infant for bonding or breastfeeding purposes.

2.2 If a need arises to house an inmate mother on the DCU, staff shall make arrangements for an armed deputy escort to ensure the reasonable access to the infant for the purposes of bonding or breastfeeding.

2.3 These practices will be modified at the discretion of the DCU staff, with approval from the DCU sergeant, if issues arise concerning safety and security.

2.4 The escorting deputy shall remain with the inmate at all times and the contact shall be documented on the DCU activity log.

3.0 Restraints

3.1 All inmates escorted off the DCU will be restrained in accordance with Department Policy 503.08 (Restraint Devices).
TITLE: Oleoresin Capsicum Spray (O.C.) Use at RUHS

POLICY: The use of Oleoresin Capsicum spray (O.C.) constitutes the use of force. As such, department and divisional policies on the use of force shall be complied with when using this defensive weapon.

REFERENCE: Penal Code 12403.8, Department Policy 503.8, 503.04, 503.08, Department Standards Manual 1011, RPDC Procedure 503.04

GUIDELINES

1.0 Documentation

1.1 Refer to Department Policy 503.08 (Use of Force).

1.2 The on-duty Detention Care Unit (DCU) Sergeant shall be immediately notified when O.C. spray is used. If they are unavailable, the RPDC Intake Sergeant shall be called.

1.3 A Use of Force memorandum shall be completed prior to the end of shift, unless otherwise authorized by the on-duty supervisor.

1.4 An entry shall be made on the DCU Activity Log.

2.0 Other Considerations

2.1 Consideration should be given to the possible side effects it could have on inmates who have respiratory illnesses.
The Detention Care Unit (DCU) will establish a procedure for orientation of newly assigned staff to the Riverside University Health System (RUHS) – Medical Center. The orientation covers items that are unique to operations at RUHS. It is not intended as complete training of a newly hired correctional deputy.

REFERENCE: Title 15, sections 1020, 1021, 1023, 1024, and 1025; 6035 P.C.; 832.3 P.C., Department Standards Manual 209.02, 209.3, 214, and 404.21

GUIDELINES

1.0 Personnel Training

1.1 Assignment to the DCU is generally reserved for staff who have successfully completed the Department’s Training Program, and who have demonstrated a complete knowledge of Department policy and procedures, Department Standards, security procedures, and proper management and supervision of inmates.

1.2 Orientation for newly assigned staff should be completed within thirty days of assignment to the DCU.

1.3 DCU staff, assigned to orientate new personnel, shall report, via memorandum, to the DCU Sergeant any problems or learning difficulties or areas of deficiency they have identified.

1.4 Newly assigned staff shall be fit tested for the “N95” respirator mask and informed of the functions of the three isolation (negative pressure) cells located within the DCU.

1.5 Newly assigned staff will have a familiarization of locations to the medical clinics, surgery rooms, x-ray rooms, Emergency Room, and other medical facilities frequented by inmates.

1.6 All training provided will be documented on the Detention Care Unit “RUHS Orientation Manual.” Once completed, the RUHS Training Manual shall be maintained in the employee’s “training file.”
POLICY: Staff assigned to the front counter operations is responsible for assisting the public and participants for Work Release Program (WRP) and Supervised Electronic Confinement Program (SECP) Participants.

REFERENCE: Department Policy 512.13, 512.16, and 512.18

GUIDELINES

1.0 Counter Operations

1.1 Maintain the Participant Sign-In Log (P512.02 Att. #1) each day for Riverside Alternative Sentencing Program (RASP) participants and ensure they are prepared for enrollment.

1.2 Assign appointment times to participants for home confinement using the Supervised Electronic Confinement Program (SECP) Promise to Appear Contract (P512.02 Att. # 2).

1.3 Ensure all participants fill out a RASP Enrollment Form (P512.02 Att. #3) upon signing in at the RASP office in order to maintain an accurate and up-to-date record of participant information.

1.4 Lobby staff will make an entry into Case Log in the Program and Alternative Sentencing System (PASS) of any pertinent pass-on information regarding a specific participant.

2.0 Sign In

2.1 Banning lobby staff will be responsible for completing the Participant Sign-In Log at time of check in.

2.2 Satellite offices located at Robert Presley Detention Center (RPDC), Cois Byrd Detention Center (CBDC) and John J. Benoit Detention Center (JBDC) will use the Satellite Office Participant Sign-In Log. (P512.02 Att. # 4)

➤ RASP staff will forward the daily log to the Satellite Office Sergeant.

All persons entering the RASP office for the purposes of any program service, must present acceptable forms of picture identification, including all forms of government identification card, and are subject to warrant checks and arrest. Refer to Department Policy 507.17 (Personal Visits) for acceptable forms of Identification.
2.3 In cases where the picture identification is questionable, the on-duty supervisor will make the determination if the identification is acceptable. If the participant is at a RASP satellite office, (CBDC, RPDC, or JBDC) the lobby deputy will contact supervision at the Banning office.

2.4 All participants who are reporting for their initial enrollment will have to provide a copy of court form “Instructions to Defendant” (CR-010), indicating their name, case number, and date to report to RASP, and government issued identification.

3.0 Processing Administrative, Reinstatement, Monitoring, and Equipment Fees for RASP

3.1 All cash and money order transactions received will be given an Official County Receipt in return.

3.1.2 All cash received from participants will be run through the Jet Scan® money machine to verify all bills are not counterfeit.

3.1.3 Money orders must be a United States Postal Money Order.

3.2 Receipt Voids

3.2.1 If a receipt needs to be voided, lobby staff must write “VOID” on all receipt copies along with a brief description on why it was voided.

3.2.2 All voided receipts must be signed off by a supervisor.

3.2.3 The white and yellow copies will be stapled and kept with the daily receipts.

3.2.4 Make an entry in PASS.

3.3 Visa/MasterCard Transactions

3.3.1 Visa/MasterCard transactions will be completed with the VeriFone® credit card machine. Lobby staff will:

- Write the name and booking number on the top of the receipt.
- A SECP/WRP Credit Card Log (P512.02 Att. # 5) will be kept weekly for all credit card transactions for tracking purposes.

3.4 All payments are non-refundable except under the condition that the refund was made the same day of the receipt.

3.4.1 All refunds must be approved by a RASP Sergeant.

3.4.2 If a RASP Sergeant is not available, a refund may be approved by a Corporal or Correctional Corporal.

3.4.3 If a refund needs to be processed at a satellite office, personnel assigned to the office, must contact a RASP Corporal or Sergeant to approve the refund.

3.4.4 Make an entry into PASS.

4.0 Money Tracking and Accounting Responsibilities

4.1 All transactions will be entered into the Fees and Payments tab in PASS.
4.2 All payments received through the mail will be tracked on the Daily Money Order Log (P512.13 Att. #1).

4.3 Refer to Department Policy 512.13 (Mail) for handling of Non-US Postal Money orders and overpayments received by mail.

4.4 The money collected for Work Release and the Electronic Monitoring program must be kept in separate drawer(s) for accounting reasons.

4.4.1 Lobby staff will be given keys to the register drawer(s) and maintain possession of them at all times.

4.4.2 Two blue money bags will be given to each lobby staff member every morning. Each money bag will contain a starting balance of $200 and an Official County Receipt book (Form # 96600).

4.4.3 A Corporal or Sergeant will give the lobby staff assigned to a register. Refer to Department Policy 512.16 (Accounting).

4.5 A sworn deputy will pick up all monies and receipts from the RASP satellite offices as directed by a Sergeant or their designee.

4.6 Staff assigned to the lobby position will conduct a pre-clear of their drawers.

4.6.1 Daily drawer reconciliation will be performed to verify that all transactions have been entered correctly and monies collected are accounted for.

4.6.2 If there are any discrepancies they will be corrected prior to any further transactions being taken.

4.6.3 In the event it is determined there is an overage or shortage in the drawer, staff will immediately notify the Sergeant or their designee.

4.6.4 If the total amount of cash in the drawer exceeds $2000 at the time of the pre-clear, a money drop will be performed.

4.6.5 The lobby staff will remove a minimum of $1800 cash.

4.6.6 There will be no maximum amount required to be removed so long as the original balance is retained in the drawer for creating change.

4.6.7 All monies removed for the drop will be hand-counted by lobby staff assigned to the specific drawer and confirmed by running it through the JetScan® money machine.

4.6.8 A printout of the total amount and denomination, as well as a drop slips (to be filled out by the lobby staff and initialed by a supervisor); will remain with the money at all times.

4.6.9 All drop monies will be placed in the safe and will remain there until the end of the work day. The money will be removed and recounted with all other cash during the daily drawer reconciliation.

4.7 At the end of each shift, daily drawer reconciliation will be completed by lobby staff for each drawer they are assigned to. Staff will use PASS, specifically the Daily Drawer Reconciliation page found within the Reports tab to complete the following:

4.7.1 Enter all relevant information into the provided boxes under Daily Drawer Reconciliation to receive a total for the drawer amount.
4.7.2 Lobby staff assigned to the register will verify all contents of their drawer.
4.7.3 Run all monies through the JetScan® money machine.
4.7.4 A printout of the total and denomination will be compared to the Daily Drawer Reconciliation page to confirm the amount of cash received is correct.
4.7.5 In the event the amount of cash shown on the JetScan® printout and the Daily Drawer Reconciliation page do not match, use the following steps to recheck your total:
4.7.6 Match all receipts on the Daily Drawer Reconciliation to ensure all receipts were entered and/or if they were entered correctly.
4.7.7 Re-run all cash through the JetScan® money machine to ensure no bills were miscounted by the machine.
4.7.8 Once the error is found, correct it and repeat the reconciliation process to ensure there are no further discrepancies.
4.7.9 In the event it is determined there is an overage or shortage in the drawer, immediately notify the Sergeant or his/her designee.
4.7.10 Once the drawer is verified and balanced, the staff member will sign the Daily Drawer Reconciliation sheet.

4.8 A Corporal or Sergeant will do the following at the end of each day:

4.8.1 Verify the contents and sign the reconciliation sheet.
4.8.2 Separate the $200.00 cash for the next daily drawer and place it in the blue money bag along with the receipt book.
4.8.3 Drawer monies will be placed in a tamper-proof reconciliation money bag and sealed.
  ➢ Initial over the seal.
  ➢ Fill out the name, date and designate which program the money in the bag is for.
  ➢ One bag per program.
4.8.4 Place the tamper-proof money bags and blue money bags in the safe until the following work day.

4.9 A Corporal or Sergeant will do the following at the beginning of each day:

4.9.1 Remove the blue bags from the safe.
4.9.2 Count the $200.00 in front of the lobby staff member to verify the money is accounted for.
4.9.3 The sealed tamper-proof money bags will be taken to the accounting staff to prepare the monies for deposit.

5.0 Phone Calls

5.1 Lobby staff will be required to pull all WRP Failure to Appear (FTA) files on the Thursday prior to the participants’ last day to reinstate, which is the following Wednesday. The files will be entered onto the WRP FTA Phone Log (P512.02 Att. # 6) which is located in the “G drive.
RIVERSIDE COUNTY SHERIFF’S DEPARTMENT
RIVERSIDE ALTERNATIVE SENTENCING PROGRAM

TITLE: WRP/SECP Sign Up

POLICY:
Personnel assigned to the sign-up windows will be responsible for signing up participants in the Work Release Program (WRP) and the Supervised Electronic Confinement Program (SECP).

REFERENCE:
Department Policy 504.10, County Counsel opinion: Miller 07/22/08; Honn 11/13/07; Wakefield v. Thompson 177F.3d 1160, Department Directive #10-032

GUIDELINES

1.0 WRP Sign Up

1.1 Participants will be signed up for WRP by using the following steps:

- Verify the Enrollment Form (P512.02 Att. # 3), court paperwork, time computations, and the Programs and Alternative Sentencing computer system entries are completed.
- The participant must mark the WRP box at the top right corner of the Enrollment Form in order to sign up for the appropriate program.
- Review all paperwork printed from the CLETS computer system ensuring the printouts match the participants name and personal information.
- Note criminal history from CII for job site placement.
- Review DMV L1 page and complete a DMV 310 form if required.
- Verify if the participant has any outstanding misdemeanor warrants and complete a citation for each case. (Refer to RSD Form 507-Notice to Appear) If the warrant is a felony and requires an arrest, contact the RASP Sergeant to provide a sworn deputy to make the arrest.
- Enter the participant’s information from the Enrollment Form into the fields provided in the Work Release Program tab of the PASS computer system.
- Create a RASP Tracking Form (P512.03 Att. # 1) for the file which will include: the participant's sign-up date, job site start date, job site number, days owed while on the program, and circle the required day(s) of the week to work.
- Instruct the participant to read and sign the Liability Waiver (P512.03 Att. # 2) and the WRP Rules and Regulations (P512.03 Att. # 3 / P512.03 (s) Att. # 3).
- Instruct the participant to pay their administrative fee of $90 with the front counter staff in charge of processing payments. Verify the payment was made by checking the receipt given to the participant and notate the payment information in the Administration Fee Information field on the RASP Tracking Form.
- Collect the Liability Waiver and the WRP Rules and Regulation forms. Verify the participant has signed and dated the bottom of each form. The sign-up deputy will sign the bottom of each form and give the participant their copies (yellow copies). The originals will be placed in the file (white copies).
- Print three copies of the WRP Promise to Appear Contract located on the G-drive within the WRP folder.
• Use the white, pink, and yellow NCR carbon paper to print the specific job site information.
• The contract will indicate where the participant will work, how many days to serve on the program, the days they will work, and the time they are required to be at the job site each day.

- A blank example of the WRP Promise to Appear Contract is an attachment in the RASP Procedures Manual (P512.03 Att. # 4).
- The participant will sign, and date and the deputy will sign the contract. The white copy of the contract will go in the participant’s file. The participant will be given the pink copy to keep, and the participant will be instructed to give the yellow copy to the Job Site Supervisor on the first day of work.
- Print a map from PASS and/or from the WRP folder marked WRP jobsite maps. Attach it to the participant’s copy (pink) of the contract.
- Create labels for the file which will include the participant’s name and booking number and place them on the file folder and tracking form.

1.2 Job Site Selection

- A reasonable effort will be made at the time of sign up to select a job site that is within reasonable distance from the participant’s residence.
- Factors such as criminal history and job site restrictions will also determine where a participant is assigned (e.g. participants with felony convictions will be restricted from job sites that choose not to allow anyone with felony convictions).
- Participants will not be allowed to request job site locations due to the frequent change in availability and possible changes in job site restrictions.

2.0 SECP Sign-Up

2.1 Participants will be signed up for SECP using the following steps:

- Verify the Enrollment Form, court paperwork, time computations, and the PASS computer system entries are correct and complete.
- Verify if the participant has any outstanding misdemeanor warrants and complete a citation for each case (Refer to RSD Form 507-Notice to Appear). If the warrant is a felony and requires an arrest, contact the RASP Sergeant to provide a sworn deputy to make the arrest.
- Enter the participant’s information from the Enrollment Form into the fields provided in the SECP tab of the PASS computer system.
- Explain the Supervised Electronic Confinement Program Application Packet (P512.03 Att. # 5) to the participant, detailing what information needs to be completed out as well as what the expectations of the program are.
- Explain what items need to be returned to the RASP office on the day of the participant’s appointment.
- The participant must take a copy of a “paid in full” bill on the day of enrollment to prove residence.
- If the participant is using a program compatible home phone, they must take a “paid in full” phone bill on the day of enrollment.
The participant will be given the SECP Promise to Appear Contract (P512.02 Att. # 2), indicating the date and time of the participant’s appointment, including their estimated cost of monitoring fees.

2.2 All participants will be initially enrolled with cellular monitoring unit and will only be allowed to switch to a landline monitoring unit with proper documentation indicating they have an active compatible analog or digital phone service capable of supporting the in-home monitoring unit.

2.3 If the participant’s home phone is not capable, or they choose not to have one installed at their residence, they will be required to use a cellular monitoring unit for the length of their sentence at a cost of $5 more per day.

2.4 The lobby staff will take the $90 administrative fee and complete the remaining areas of the Promise to Appear Contract.
TITLE: SECP Enrollment
NUMBER: 512.04

POLICY: Full Time, Post Arraignment and Probation Enrollers are responsible for maintaining records and stats for all participants that are: interviewed, enrolled, denied, failed to complete, terminated and completed the program. The stats tables and participant lists are in the G-drive in the specific program folders.

REFERENCE:

DEFINITIONS

Part Time Participant – An offender sentenced to RASP by the court who chooses to serve their time on electronic monitoring.

Full Time Participant – An offender sentenced to jail time by the court who is transferred from jail custody to the Riverside Alternative Sentencing Program (RASP) to serve his/her sentence on electronic monitoring.

Post Arraignment Participant – An un-sentenced inmate who is transferred from jail custody to RASP to wait for their next court appearance on electronic monitoring.

Probation Participant – An offender who has been scheduled by Riverside County Probation to serve a specified amount of time on electronic monitoring as a term of probation.

GUIDELINES

1.0 Enrollment Personnel’s Responsibilities (Part Time, Full Time, Post Arraignment and Probation)

1.1 Enrollment personnel will review the RASP file or packet no later than one business day prior to the enrollment, if available.

1.2 Run, print, and review the participant’s criminal history in the California Law Enforcement Telecommunication System (CLETS).

1.2.1 Review Department of Motor Vehicles (DMV) L1 page and complete a DMV 310 form if required.

1.2.2 Verify if the participant has any outstanding warrants. The SECP Enroller will complete any misdemeanor citation(s) (RSD Form 507). If the warrant calls for an arrest, immediately notify a RASP supervisor. The supervisor will confirm the warrant information and a sworn deputy will make the arrest. If no sworn RASP staff is available, contact the intake sergeant at the Larry D. Smith Correctional Facility (SCF). The intake sergeant will provide a sworn deputy to make the arrest.

1.2.3 If an outstanding warrant is found, it is not to be abstracted until the participant has arrived at the RASP office. Refer to P512.11 (Warrant Arrests).
1.3 Verify the Enrollment Form (P512.02 Att. # 3), court paperwork, time computation; if applicable; and Programs and Alternative Sentencing System (PASS) entries are correct and complete.

1.4 Participant Photographs

1.4.1 A photograph will be taken of every participant on home confinement during the enrollment process.
1.4.2 The photo will be e-mailed to the Sentinel® monitoring center's e-mail addresses to be uploaded to the company's website.

1.5 Schedule

1.5.1 The contracted monitoring system will be accessed to input the specific schedule for each participant.
1.5.2 A free-time schedule will be created for each participant.
1.5.3 Free-time schedules may be adjusted at the discretion of the case manager and/or enroller but will not exceed the maximum hours per day.
1.5.4 Scheduled free time will not be allowed beyond the maximum time without the prior approval of a supervisor.

➢ The documentation will be put into Case log within PASS and a copy will be put in the file, if available.

2.0 Part Time Enrollment

2.1 Verify the Sheriff’s Electronic Confinement Program (SECP) application packet (P512.03 Att. #5) has been completed. Verify the following:

2.2 Schedule

2.2.1 Part-time employed participants working a 40-hour work week will be given 12 hours of free time which includes drive time to and from work. This will not exceed 6 days per week. On non-work days the participant will be given eight hours of free time from 0700-1500 hours.
2.2.2 Free time schedule may be adjusted at the discretion of the Case Manager/enroller but will not exceed the maximum 12 hours per day or 6 days per week.
2.2.3 Part-Time unemployed participants will be given a free-time schedule from 0700-1500 hours every day.

2.3 Terms and Conditions/Case Manager Information/Expectations

2.3.1 The enroller will provide the participant with a copy of the Part Time Terms and Conditions Packet (P512.04 Att. # 1).

2.4 Failure to Complete (FTC) for Part Timers

2.4.1 The enroller will make the proper annotations in PASS and change the status of the participant to Failure to Complete.
2.4.2 Deactivate the participant in the monitoring system.
2.4.3 The enroller will notify the Sentinel® technician of the FTC.
2.4.4 The participant will be given two weeks from the date of FTC to reinstate.
2.4.5 The participant will be charged a $90.00 reinstatement fee.

➤ The fee may be waived with approved documentation and/or a supervisor’s approval.

2.5 Third Failure to Complete

2.5.1 On the third FTC, the participant’s file may be given to the business office to be sent to the court.
2.5.2 The business office staff will notify the court of the participant’s FTC.

3.0 Full Time Applicants

3.1 RASP will distribute the SECP Application Form (P512.04 Att. # 2) to all jail facilities.

3.2 RASP staff will run a report from the Jail Information Management System (JIMS) weekly to search for additional inmates to be interviewed in addition to applications. The report consists of in-custody inmates which have been sentenced from the courts within the last week.

3.3 The enroller will fill out a Full Time Release to RASP form (P512.04 Att. # 3 SIDE A).

3.4 A RASP Sergeant will review the completed form for approval.

4.0 Full-time Interview Process

4.1 Once inmates have been cleared to participate in SECP, RASP staff will do a face to face interview with the prospective inmates at the jail facility where they are housed.

4.1.1 If the inmate chooses to continue the process, the inmate will fill out the personal information side of the Full Time Release to RASP form (P512.04 Att. # 3 SIDE B).
4.1.2 Complete the Full Time Check-Off Sheet / Enrollment Packet (P512.04 Att. # 4).

5.0 Full Time Enrollment

5.1 The enroller will complete the Authorization for Release (P512.04 Att. # 5 FT) form.

➤ Take the approved original form to the SCF business office one day prior to the enrollment.

• Make a copy of the release form once it has been signed by SCF business office staff and place it in the participant’s file.
• SCF business office staff will keep the original and include it in the released jail file.

5.2 The enroller will complete the Full Time RASP Enrollment Check Off sheet (P512.04 Att. # 6).

5.2.1 A time computation for Full Time participants (Refer to Time Computations for Full Time Participants Procedure P512.20 Att. # 1) must be completed for each case the inmate is being released on.

5.3 The inmate will be transported from SCF to the RASP office by SCF staff.

5.4 The inmate will complete a RASP Enrollment Form (P512.02 Att. # 3) and the RASP Information Sheets (P512.04 Att. # 7).

5.4.1 Any unknown or incomplete information on the RASP Information Sheet, the inmate will take a copy of the form home to complete. The inmate must fax the required forms back to the RASP office within 24 hours.

5.5 Schedule

5.5.1 Full-time employed participants will be given reasonable drive time to and from work. A maximum of 12 hours of free time will be allowed on work days but not to exceed 6 days per week. Free time from 0700-1500 hours will be given to the participant on one non-working day per week.

5.5.2 Free time schedule may be adjusted at the discretion of the case manager/enroller but will not exceed the maximum hours per day.

5.5.3 Unemployed participants will be given free time every day from 0700-1500 hours.

5.5.4 Free time schedule may be adjusted at the discretion of the case manager/enroller but will not exceed the maximum hours per day.

5.5.5 Scheduled free time will not be allowed beyond the maximum without a Corporal or supervisor’s approval.

6.0 Post Arraignment Enrollment Preparation

6.1 Candidates

6.1.1 The Headcount Management Unit (HMU) will provide RASP staff with a daily list of inmates who have been arraigned in court and qualify based on their Federal Release requirements.

6.1.2 RASP staff will fill out a Post Arraignment Release to RASP form (P512.04 Att. # 8 SIDE A) Sheet is a 2-sided printed on light blue paper.

6.1.3 Once inmates have been cleared to participate in SECP, RASP staff will coordinate with the Headcount Management Unit (HMU) to have all inmates transferred to SCF for the interview.

6.1.4 RASP staff will do a face to face interview with each inmate and determine if the Full-Time SECP program will be an option for them.
6.1.5 Depending on the level of risk determined by COMPAS, a Sergeant, Lieutenant, or Captain will be required to authorize the release of an inmate to SECP.

6.1.6 HMU will be notified of all inmates who are disqualified following the interview process.

6.1.7 If the inmate chooses to continue the process, the inmate will fill out the information pertaining to them on the backside of the Post Arraignment Release to RASP form (P512.04 Att. # 8 SIDE B).

7.0 Post Arraignment Enrollment

7.1 The Post Arraignment enroller will personally deliver the Authorization for Release (P512.04 Att. #5 PA) form to the SCF business office one day prior to the enrollment.

7.2 The enroller will complete the following prior to the inmate arriving at the RASP office:

7.2.1 Post Arraignment Check Off sheet (P512.04 Att. # 9).
7.2.2 The Promise to Appear Contract (P512.04 Att. # 10) will be completed.

7.3 Payment Statement

7.3.1 A Post Arraignment Payment Statement (P512.04 Att. # 11) will be filled out with the participant’s information.

7.4 Schedule

7.4.1 Full Time employed participants will be given reasonable drive time to and from work. A maximum of 12 hours of free time will be allowed on work days but not to exceed 6 days per week. Free time from 0900-1300 hours will be given to the participant on one non-working day per week.

7.4.2 Free time schedule may be adjusted at the discretion of the Case Manager/enroller but will not exceed the maximum hours per day.

7.4.3 Unemployed participants will be given free time on Sundays and Tuesdays from 0900-1300 hours.

7.4.4 Free time schedule may be adjusted at the discretion of the Case Manager/enroller but will not exceed the maximum hours per day.

7.4.5 Scheduled free time will not be allowed beyond the maximum without a corporal or supervisor’s approval.

7.5 Terms and Conditions/Case Manager Information/Expectations

7.5.1 The enroller will provide the participant with a copy of the SECP Full Post Arraignment Terms and Conditions packet. (P512.04 Att. # 12).

8.0 Probation Notification

8.1 The offender’s Probation Officer (P.O.) will fax an SECP Referral Form to the RASP office.
States exactly what terms the P.O. sets for the offender to follow.

8.2 An Adult Field Card will also be faxed from the Probation Department.

8.3 A Riverside County Sheriff's Department Probation Enrollment Form (P512.04 Att. # 13) will be faxed prior to the participant arrives at RASP.

8.4 RASP staff will contact the P.O. and set up a date and time for the offender to be put on SECP.

- The Probation Officer will set all probation stipulations for the participant while on the program. Any violations will be reported to the P.O. immediately.

9.0 Probation Enrollment Preparation

9.1 The enroller will complete the following documentation and information before the participant arrives at the RASP office:

- Run, print, and review the participant’s criminal history in the California Law Enforcement Telecommunication System (CLETS).
- Complete the Probation Enrollment for SECP Check Off Sheet P512.04 Att. # 14).
- Provide a copy of the Enrollment Form to the Monitoring Representative, if monitoring is required by Probation.

9.2 Input the inmates' personal information, demographics and all case information into PASS.

9.3 Probation Enrollment

9.3.1 Complete Probation Application Packet (P512.04 Att. # 15).
POLICY: The Supervised Electronic Confinement Program (SECP) is a program within the Riverside Alternative Sentencing Program (RASP) that monitors participants on house arrest. SECP is a voluntary program which allows those the option to fulfill their court-ordered sentences at home on a modified schedule. Staff will use the Programs and Alternative Sentencing System (PASS) to document a participant’s activities while on the program.

REFERENCE:

GUIDELINES

1.0 Case Manager

1.1 A case manager will monitor participant’s activities, verify participants remain current on home monitoring fees, address issues with monitoring equipment, update client information, and verify participants comply with the terms and conditions of the program.

1.2 All pertinent participant information will be entered into Case Log within PASS in a reasonable amount of time.

2.0 Case Management

2.1 The case manager will supervise the following:

- Entries and exits from the residence.
- Equipment tampering and/or malfunctions.
- Ensure the participant follows their set schedule.
- Verify all paperwork and personal information provided by the participant is valid and current.

2.2 Verification provided by the participant in advance for all activity outside regularly scheduled free time or temporary schedule modification (e.g.: doctor appointments, court appearances, etc.) unless otherwise approved by a supervisor.

2.3 Document violations of the terms and conditions of the program in Case Log within PASS.

3.0 Participant Files

3.1 A file will be created for each participant at the beginning of the enrollment process. The case manager will maintain documentation on daily activity reports, the file and the Case Log within PASS. This documentation provides an accurate account of events that depicts identification of participant activity.
3.2 File verification will be conducted weekly by case managers to ensure the accuracy of information in all computer systems and to maintain a proper headcount.

4.0 Participant Self-Termination

4.1 Inform the participant, the monitoring equipment must be brought into the RASP office in order to self-terminate or fees will be assessed per day thereafter.

4.2 The case manager will notify the release deputy, if applicable, of the termination and the participant’s file will be processed.

4.3 After a participant terminates from the program, the case manager or release deputy will ensure that all sentence credits, if applicable, are calculated by reviewing the participants file and PASS.

   ➢ Any discrepancies with sentence credits and/or time owed will be brought to a Corporal and/or supervisor’s attention.

4.4 All monitoring fees that were paid prior to termination will not be refunded.

   4.4.1 If the participant is not paid up-to-date on the monitoring fees for the previous days served on house arrest, the last day paid will be the date of termination.

   4.4.2 It is the Case Manager’s discretion with a supervisors’ approval for a waiver of fees, if applicable.

4.5 Delete the participant from the monitoring system and update PASS showing a failed to complete status.

4.6 Remove all paperwork from the file folder and place it in a designated location to notify the court of program failure, or to reinstate.

5.0 Case Manager Termination

5.1 If for any reason, it is discovered a participant has not divulged the correct personal information, correct physical address, work or school information knowing the information is false, the participant will have their days owed adjusted back to the time of discovery.

   ➢ Approved by a supervisor prior to termination.

   ➢ Termination letter must have detail of incident and signed by a supervisor.

5.2 An administrative fee of $90 will be assessed if the participant is transferred to WRP for violating any rules and regulations of the program.

5.3 The case manager will notify the release deputy, if applicable, of the termination and complete all termination forms to ensure equipment recovery.
➢ In the event a participant is unable or unwilling to return the monitoring equipment, a sworn RASP deputy will be sent to the participant’s residence to collect the equipment.

5.4 If the participants file is sent back to court for a Failure to Complete (FTC), the Case Manager will return the file to the RASP Business Office for processing.

➢ The original file will be scanned into Disc Image. Refer to RASP Procedure P512.18 (Records).
RIVERSIDE COUNTY SHERIFF'S DEPARTMENT
RIVERSIDE ALTERNATIVE SENTENCING PROGRAM

TITLE: Sign Up Procedures for Notable Participants       NUMBER: 512.06

POLICY: The Riverside Alternative sentencing program will not grant special treatment to
celebrity or high-profile participants, unless the safety of that participant dictates
otherwise. To ensure the safety of high profile participants certain security measures
shall be observed.

REFERENCE:
The Riverside Alternative Sentencing Program shall adhere to the guidelines outlined in
Department Policy 504.41 (Booking and Housing Profile Inmates).
POLICY: The Riverside Alternative Sentencing Program (RASP) is equipped with the Program and Alternative Sentencing System (PASS), an intranet database which maintains records for participants assigned to the Work Release Program (WRP) and the Supervised Electronic Confinement Program (SECP).

REFERENCE:

GUIDELINES

1.0 PASS Representative

1.1 RASP supervision shall designate a PASS liaison to report any issues with the database and suggest improvements to the programmers located at Technical Services Bureau (TSB).

1.2 The liaison shall report any PASS system changes to RASP staff in a timely manner.

1.3 Assist in the registration of new users to the PASS system.

2.0 Reports

2.1 Reports for statistical data and participant audits are available to verify proper headcount and tracking of enrollments, completions, and other status situations in PASS.

2.2 Daily Drawer and Receipt Reconciliation reports are available to verify that staff accepting payments properly balance their drawers at the end of each day.

2.3 Job Site Attendance reports are available to provide each WRP Job Site with a roster each week of which participants are assigned to them, as well as the days of the week they are assigned to work, and balance of days remaining.

3.0 Job Site Management

3.1 Staff assigned to the Roster Manager position within RASP will have access to PASS Job Site Management to track participant work days and update information for the various job sites contracted with RASP.

4.0 Errors

4.1 Supervisors are able to delete/edit certain errors within PASS such as:

4.1.1 In the event a supervisor is unable to correct an error in PASS, they may contact the PASS administrator at the Technical Services Bureau (TSB) to
correct the entry.
TITLE: WRP Roster Management

POLICY: Work Release Program Roster Management are responsible for managing job-sites and each participant enrolled in the program. Roster manager(s) also maintain and update all WRP participant files on a weekly basis.

REFERENCE:

GUIDELINES

1.0 Roster Managers

1.1 The Roster Manager(s) will be the main point of contact for Work Release Program (WRP) Job Sites.

1.2 Process weekly Job Site Attendance Reports generated from the Programs and Alternative Sentencing System (PASS).

1.3 Verify all job site information is accurately maintained in PASS.

1.4 Verify all Job Site Supervisor(s) and Crew Leader(s) are trained and approved to supervise WRP participants.

1.5 Verify all job sites are regularly inspected to verify they are in compliance with all rules and regulations required by WRP.

2.0 Job Site Attendance Report

2.1 The Roster Manager will maintain a weekly Job Site Attendance Report for each job site contracted with WRP and will track the progress of participants on the program.

2.1.1 Job Site Attendance Reports will be faxed to each job site and must be returned in the same format by Friday of the same week to allow job sites ample time to complete the reports.

2.2 Update participant records each week to reflect amount of days worked, FTC’s, and/or Time Served participants in PASS.

2.3 Refer to the PASS User Manual for detailed instructions on how to complete a Job Site Attendance Report.

3.0 Job Sites

3.1 Agencies pre-approved during the initial meeting will fill out a Job Site Information Sheet (P512.08 Att # 1).
3.2 An inspection will be conducted by RASP sworn deputies to ensure the job site is safe for participants to perform work related duties.

3.2.1 If approved, the Roster Manager will schedule training for the Job Site Supervisor and Crew Leader(s).

3.2.3 Refer to the PASS User Manual for detailed instructions on how to add a new Job Site to the system.

4.0 Job Site Training

4.1 When an agency is approved as a RASP Job Site, the Job Site Supervisor and Crew Leader(s) must go through the job site training class and will start receiving RASP participants once training is completed.

4.2 The Roster Manager will conduct the job site training, which may be done at the RASP office or a location approved by a RASP Supervisor.

4.3 Each Job Site Supervisor and Crew Leader(s) will fill out an Agency Contract (P512.08 Att. # 2), agreeing to the rules and regulations required to participate as a WRP Job Site.

4.4 Each Job Site Supervisor and Crew Leader(s) will be given a copy of the RASP Work Release User Agency Manual (P512.08 Att. # 3), detailing the user agency responsibilities as a Job Site.

4.5 Each Job Site Supervisor and Crew Leader(s) will be required to attend the job site training class annually to stay up to date on changes and to maintain an active status.

4.6 The Roster Manager will maintain a record of annual training on the Job Site Management page in PASS.

5.0 Job Site Inspections

5.1 Verify all job sites are inspected by RASP sworn deputies on a regular basis to verify participants are in compliance with RASP rules and regulations.

5.2 Verify all job site supervisors are following the requirements defined in the RASP User Agency Manual and make certain that all job sites are safe for participants.

5.3 All Job Site inspections will be conducted by a sworn RASP deputy. The Roster Manager may conduct job site inspections with a sworn RASP deputy only with prior approval by a supervisor.
RIVERSIDE COUNTY SHERIFF’S DEPARTMENT  
RIVERSIDE ALTERNATIVE SENTENCING PROGRAM  

TITLE: Patrol Operations Compliance Checks  
NUMBER: 512.09  

POLICY: Sworn deputy responsibilities are to conduct compliance checks on SECP participants and WRP job site. Each sworn deputy will post a list of participants he/she is scheduled to visit on a specific date in a designated area. They are also required to pick up WRP/SECP fees taken at the RASP satellite offices.

REFERENCE: Field Operations Manual Sections: 402.00, 403.00, 404.00

GUIDELINES

1.0 Types of Compliance Checks

- SECP Home compliance checks.
- WRP Job Site inspections.

1.1 Compliance checks should be conducted at least once a week on Full-Time and 290 P.C. registrant participants. This time frame may be extended depending on the number of participants on the program in ratio to number of deputies available.

1.2 Compliance checks should be conducted frequently on Part-Time participants.

2.0 Field Operations

2.1 Each sworn deputy will be issued a cell phone by the monitoring company.

2.2 Sworn deputies responding as backup for Sheriff’s patrol deputies, or assisting other agencies are governed by Riverside County Sheriff’s Department General Orders and Field Operations manuals.

2.3 Supervision will be notified immediately if a sworn deputy is involved in any incident outside the scope of their normal duties.

3.0 Conducting Compliance Checks

3.1 Sheriff’s Dispatch will be notified when the sworn deputy arrives at the location.

3.2 The sworn deputy will properly identify themselves to the participant.

- If the participant is home the deputy will advise them of their intent to conduct a compliance check and request to enter the residence.
- If the participant does not grant admittance they will be immediately terminated.
The sworn deputy will verify the homeowner(s) or lease holder(s) living in the home has signed the co-habitation waiver form.

If a co-habitant refuses to sign the co-habitant waiver form or denies entry, the participant will be immediately terminated from the program.

During the compliance check, if a participant, homeowner, or lease holder terminates the search, the participant will immediately be terminated from the program.

If the only person at the residence is a minor, the sworn deputy will not enter the residence to conduct a compliance check.

The deputy will inform the minor of their purpose for the visit and leave a business card.

If no one answers the door the deputy will check the monitoring company’s web-site on their issued cell phone to determine if the participant is home.

Sworn deputies shall verify a thorough search is conducted of each residence.

Minor violations of RASP Terms and Conditions shall be handled at the discretion of the sworn deputy.

Any violation of law may result in immediate termination from RASP and criminal charges may be filed.

The participant’s monitoring equipment will be checked for proper functioning and any tampering.

An “RA” file number will be obtained for any criminal matters and/or any miscellaneous non-criminal matters closed non-report for each compliance check conducted.

If a violation of law is discovered during the compliance check the report will be closed with the proper closure code.

The sworn deputy will enter notes in the participant file and PASS with the date, time and results of the check.

The sworn deputy will collect all monitoring equipment for any field termination.

All program terminations will be approved by a Sergeant or their designee prior to termination from any RASP program.

Part-Time participants will be instructed to contact their Case Manager for further instructions upon termination from the program.

Full-Time participants will be transported to the Larry D. Smith Correctional Facility to be placed back into custody.

All field terminations will be documented in a RASP Memorandum directed to the RASP patrol supervisor.
6.0 Job Site Inspections

- Compliance deputies are responsible to conduct jobsite inspections at all RASP work sites throughout Riverside County.
- A Compliance deputy will be assigned to check work program jobsites on a regular basis.
- The Compliance deputy may ask for the identification of any work program participant at the jobsite.
- The Compliance deputies will check the jobsite records.
- The Compliance deputy will complete a Job Site Inspection Form (P512.09 Att. # 1) after each inspection.

7.0 Supplemental Duties

7.1 A sworn deputy will pick up all monies and receipts from the RASP satellite offices weekly as directed by a Sergeant or their designee.
TITLE: Logistics

POLICY: The purpose is to ensure accountability of issued equipment by establishing mandatory requirements for personnel who are utilizing Sheriff’s Department issued equipment.

REFERENCE: GUIDELINES

1.0 Logistics

1.1 Riverside Alternative Sentencing Program (RASP) personnel assigned to the logistics position shall be responsible for the issuance, maintenance, and inventory of all logistical equipment.

1.2 Personnel are also responsible to report any maintenance issues, faulty equipment and/or mechanical problems with patrol units as soon as the issue is discovered.

2.0 Responsibilities

2.1 Logistics personnel shall maintain a record of all equipment, issued and not issued, on an excel spreadsheet and separated by labeled tabs located on the RASP G-drive.

2.2 A SECP Equipment Assignment Sheet (P512.10 Att. # 1) will be filled out by all sworn personnel assigned to the RASP unit.

➢ The RASP Sergeant responsible for the tracking and maintaining the logistic records.

2.3 Logistics staff will complete a Patrol Unit Inventory Log/Checklist (P512.10 Att. # 2) on all new or traded vehicles used by RASP.

➢ A Unit/Vehicle Diagram (P512.10 Att. # 3) will be used every time there is damage to a unit/vehicle and kept in the folder according to the unit/vehicle number.
➢ The logistics record(s) shall be updated at least once a month. RASP Monthly Vehicle Inspection Log (P512.10 Att. # 4). This log must be approved by a supervisor or his/her designee.

2.4 RASP compliance deputies will need to use the patrol unit dry-erase board in the briefing room which will track any vehicle maintenance issues.
RIVERSIDE COUNTY SHERIFF’S DEPARTMENT  
RIVERSIDE ALTERNATIVE SENTENCING PROGRAM

TITLE: Warrant Arrests  
NUMBER: 512.11

POLICY:  
Any person(s) entering the Riverside Alternative Sentencing Program (RASP) office for purposes of program service or to pick up an inmate being released to the Full-Time/Post-Arraignment Supervised Electronic Confinement (SECP) is subject to have their information run in the California Law Enforcement Telecommunications System (CLETS) to ensure they are not wanted for any outstanding court matters.

REFERENCE:  
P.C. 850(b), 853.6, 827.1(k), Department Policy 504.30, 506.12

GUIDELINES

1.0 Types of Warrants Accepted/Required Information

➢ Refer to Department Policy 504.30 (Warrant Arrests).

2.0 Misdemeanor Warrant Arrests

2.1 Refer to Department Policy 504.16 (Misdemeanor Citation and Release) for additional information on persons arrested on misdemeanor warrants that qualify for citation release.

2.2 Persons placed under arrest by a sworn deputy and booked into the nearest Riverside County jail on the warrant. If no sworn RASP staff is available, contact the intake sergeant at the nearest correctional facility. (Robert Presley Detention Center, Larry D. Smith Correctional Facility, Cois Byrd Detention Center or John J. Benoit Detention Center) The intake sergeant of the facility will provide a sworn deputy to make the arrest.

2.3 If the arrest is not at the RASP office in Banning, Ca, a RASP supervisor will be notified and given the arrest information by RASP staff assigned to the satellite office. (RPDC, CBDC or JBDC, SWDC and RPDC only).

2.4 Misdemeanor warrant service for RASP participants will be completed on RSD Form 507 (Notice to Appear (853.6PC).

2.5 Misdemeanor warrant service for all other persons will be completed on a Judicial Council of California Form (TR-130).

3.0 Felony Arrests Warrants

3.1 Persons with felony warrants will be placed under arrest and booked into the nearest Riverside County jail on the warrant charges.

4.0 Citation Corrections
4.1 Citations may be returned for incorrect information.

4.2 Staff will fill out a Notice of Correction and Proof of Service Form (TR-100).
The Riverside Alternative Sentencing Program shall follow and adhere to the guidelines outlines in Department Policy 501.05 (Computers).
TITLE: Mail  NUMBER: 512.13

POLICY: Riverside Alternative Sentencing Program shall permit participants to send payment via the United States Postal Service in the form of United States postal money orders.

REFERENCE: Department Policy 507.09

GUIDELINES

1.0 United States Post Office Mail

1.1 United States postal money orders are the only form of acceptable payments when sent through standard mail.

1.1.1 Acceptable payment amounts are to be of at least the minimum amount due unless otherwise approved by the case manager.

1.1.2 No partial payments will be accepted unless otherwise approved by the case manager.

1.2 A designated RASP staff member shall pick and drop off any USPS mail at least every other day during a normal work week at the Banning post office.

2.0 Interdepartmental and Inner Office Mail (RASP)

2.1 A designated RASP staff member shall pick up and drop off the interdepartmental and inner office mail from the Business Office located at Larry D. Smith Correctional Facility (SCF). The staff member will distribute the mail accordingly.

3.0 Handling Mail-Money Orders Payments

3.1 USPS mail will be given to RASP staff assigned to the front counter for processing.

3.1.1 USPS Mail will be reviewed, and all acceptable money orders will be documented on the Daily Money Order Log (P512.13 Att. # 1):

3.1.2 All forms of payment other than a U.S. Postal Money Order received through the USPS mail will be returned to the participant with a Money Order Rejection Letter (P512.13 Att. # 2) explaining why the form of payment was sent back to the participant.

- A copy of the money order and the rejection letter must be given to the case manager to be kept in the participant’s file. The case manager will contact the participant for payment arrangements.

3.1.3 If the participant agrees to pick up the rejected money order from the RASP office, a copy of the rejection letter and the original money order will be placed...
in a sealed envelope with the SECP letterhead.

3.1.4 Money Order Overpayment Letter

➢ Fill out the Money Order Overpayment Letter (P512.13 Att. # 3).

3.2 Once all money orders are logged, the staff member will enter them into the Fees & Payments tab of the Programs and Alternative Sentencing System (PASS), for each participant.

3.3 The Daily Money Order Log shall be turned into the accounting staff along with the register money at the end of each shift.
TITLE: Release of RASP Participant Information
NUMBER: 512.14

POLICY: Participants in the custody of Riverside Alternative Sentencing Program (RASP) have no expectation of privacy with regards to their location or with regards to entering and leaving their confinement location while being monitored by Global Position System (GPS) and/or Radio Frequency (RF). Participants of GPS or RF monitoring reports are subject to monitoring and/or recording. Both GPS and RF monitoring and/or recording may also be done in compliance with a search warrant or a court order.

REFERENCE:

GUIDELINES

1.0 Work Release Jobsite Reports
   1.1 Participants in the custody of the Riverside Alternative Sentencing Program have no expectation of privacy with regards to their jobsite attendance report.

2.0 Monitoring/Attendance Records Release
   2.1 Participant monitoring records will not be released unless there are legitimate punitive or law enforcement reasons.
   2.2 Employees shall not make comments to participants which might lead the participant to believe the records described in this policy are private, thereby creating some expectation of privacy.
   2.3 If during the monitoring of a participant an employee discovers evidence of criminal activity or identifies a danger to the public or security breach this information shall be reported to a supervisor immediately.
   2.4 Any entity or agency may request a Monitoring/Attendance Record Request (P512.14 Att. #1) form from the RASP office. All requests must be approved by a RASP supervisor or their designee.
     ✓ The RASP supervisor may decline the request based on lack of sufficient cause.
     ✓ If approved, a RASP deputy shall supply the entity or agency with a request form.
   2.5 Once a request form is completed and submitted to the RASP office, a RASP deputy will gather all monitoring/attendance records for the time periods indicated on the report.
   2.6 The request form and monitoring/attendance records will be presented to the RASP commander or their designee for approval.
- If approved the monitoring/attendance records will be forwarded to the requesting entity or agency.
- If denied, RASP will provide a written explanation to the requesting entity or agency.

2.7 Emergency requests with exigent circumstances will be directed to a supervisor for approval. The supervisor will decide if the request is of a nature that requires immediate monitoring or recording.

- If the emergency request is approved, the case manager will supply the requesting agency/unit with the GPS reports(s).
- The approving supervisor will notify the commander via chain of command of the emergency request.
RIVERSIDE COUNTY SHERIFF’S DEPARTMENT
RIVERSIDE ALTERNATIVE SENTENCING PROGRAM

TITLE: Participant Deaths  NUMBER: 512.15

POLICY: Participant deaths where an individual wearing an ankle bracelet, being monitored by the Riverside Alternative Sentencing Program (RASP), shall not be considered an in-custody death, and shall be handled accordingly per the Riverside County Sheriff’s Department Field Operations Manual.

REFERENCE:

GUIDELINES

1.0 Participant Death

1.1 The deceased participant’s Case Manager will notify a supervisor immediately upon receiving information of a participant’s death.

1.2 Verify local agency/station responds for investigation and report.
   - If a RASP sworn deputy discovers a deceased participant, they shall notify their immediate supervisor to respond to the location.

1.3 The Case Manager will plan to retrieve the monitoring equipment.
   - The Case Manager will arrange with the Coroner’s office representative to have the GPS bracelet returned to the RASP office.
   - The remaining monitoring equipment will be picked up by the RASP Compliance team.

2.0 Participant File

2.1 The participant file will remain at the RASP office until the CRR is complete.

2.2 The Case Manager will notify the Larry D. Smith Correctional Facility (SCF) business office supervisor of the name of the deceased and the location of the file.

2.3 The participant will be deactivated from the Programs and Alternative Sentencing Program (PASS).

2.4 The participant will be listed as Failure to Complete (FTC) in all computer systems.
   - 2.4.1 The file will be processed as a termination.

2.5 Once the verification of death (CRR) is complete it will be placed in the participants file.
   - Verified that all documents and reports are in the file.
   - Scanned and archived by RASP business office staff (Part Time).

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Authorized by a RASP supervisor to be returned to the SCF business office for processing (Full Time).

2.6 RASP staff will make entries in Case Log within PASS for all notable events.

3.0 Court

3.1 Part Time

➤ The deceased participant’s family and/or emergency contact will be responsible to notify the court of the participant’s death.

3.2 Full Time

➤ The RASP business office will notify the court.
➤ The Jail Minute Order (JMO) will be notated by marking “Other-Death of Defendant” and returned to the designated court.

4.0 Investigations

4.1 The Watch Commander will assign a Sergeant or Corporal to act as liaison for the investigating agents (Central Homicide Unit, Patrol Station, or Outside Department).

4.1.1 The SECP liaison will provide assistance to the investigating agents (Central Homicide Unit, Patrol Station, or Outside Department).

5.0 Report

5.1 A copy of the completed report and CRR will be placed in the deceased participant’s file.

5.1.1 The RASP commander will be provided with a copy of the completed report and Coroner packet.
TITLE: Accounting

POLICY: Each correctional facility shall establish a procedure for the accountability of all inmate monies.

REFERENCE: Official County Receipt Procedures revised September 2009

GUIDELINES

2.0 Satellite Offices-Money Drawers

2.1 The RASP staff at the satellite offices are required to follow the same guidelines and procedures as those mandated at the main office located in Banning.
TITLE: Fire Camp
NUMBER: 512.17

POLICY: Eligible inmates will be under the supervision and direction of CDCR and will be trained in fire-fighting techniques. The inmates will be sent to one of CDCR's Fire Camps to work with Cal Fire and local communities to assist with fire control, fire-fighting, and other community related activities.

REFERENCE: AB 109, Department Policy 504.27, 506.11, 501.12

GUIDELINES

1.0 General Information

1.1 Only those inmates who are sentenced on all Riverside County cases, and have no outstanding holds (ICE, Marshall's, etc.) or felony warrants will be reviewed for Fire Camp eligibility.

1.2 CDCR shall be responsible for a Fire Camp inmate’s supervision and well-being. RSD’s responsibility is limited to identifying and transporting eligible inmates to and from CDCR's intake facility.

1.3 Refer to the Fire Camp Contract Beds Procedure Manual (P512.17 Att. # 1) for all guidelines and procedures, examples of required documents, information regarding interviews, medical and mental health evaluation criteria.

2.0 Application

2.1 The Headcount Management Unit (HMU) will forward the New Commitment Log to the Riverside Alternative Sentencing Program (RASP) Fire Camp Coordinator each day, for inmates to be identified for possible Fire Camp placement.

2.2 The eligibility criteria are:

- Inmates must be sentenced on all charges.
- An inmate’s end of sentence must be more than 365 days, but less than 1,825 days (5 years) on the day they are sent to CDCR.
- Inmates must have a valid California address.
- Inmates must be able and willing to perform labor intensive activities under less than optimal conditions.

3.0 Candidate Screening

3.1 The Fire Camp Coordinator will be responsible for interviewing inmates identified as
Fire Camp candidates.

- HMU will send all candidates to Smith Correctional Facility (SCF) as sign-outs to be interviewed.
- Fill out the Fire Camp Eligibility Questionnaire (P512.17 Att. # 2)
- Have the candidate sign/date the Fire Camp Property form (P512.17 Att. # 3).
- Inmates choosing to participate in Fire Camp will then be transferred to Robert Presley Detention Center (RPDC) by HMU, to be screened by medical, dental, and mental health staff.
- After successful completion of the screening process, Fire Camp candidates will remain housed at RPDC until transferred to CDCR or disqualified from participation.
- Refer to the Fire Camp Contract Beds Procedure Manual.

4.0 Releasing Inmates to CDCR for Fire Camp Participation

The packet shall include the following:

- County Fire Camp Offender Screening and Processing form
- Current CII Rap Sheet
- Abstract of Judgment – Current Commitment
- Release Date Information
- Copy of Disciplinary Action(s)
- Documented Enemies
- Current TB Test Results
- Two Current ID Photos (Front and Side View)
- Completed Offender Information form

4.2 If approved, the inmate will be transferred to CDCR-CCC as a temporary release. (Females will be transferred to CDCR-CIW).

- The Fire Camp Coordinator will fill out an Authorization for Release, ________________.
- A Fire Camp Time Computation ________________ will be completed to calculate the adjusted release date for the inmate’s participation in Fire Camp.
- The RPDC Business Office (BO) will process the Fire Camp file(s) as a temporary release(s).
- A Temporary Release form (RSD Form 508b) will be completed with a case information printout.
- A Riverside County Detainer form (RSD Form 535) will be completed and sent with the inmate to CDCR.
- A State of California-Department of Corrections Body Receipt (CDC-123/Attachment G) form will be filled out and placed in the RASP file after the inmate is dropped off or picked up from the Department of Corrections Fire Camp facility.
- The RPDC Business office will release files as a temporary release to RASP and forward the file to the RASP Office.
4.3 Inmates will only be allowed to take an address book, or paperwork used to retain addresses, with them to Fire Camp.

- Inmates will be given a Property Shipment Form (RSD Form 565), to mail any remaining property from their jail issued property box home.
- All remaining property will be inventoried, bagged in a brown paper bag and attached to the existing property bag from the inmate’s initial booking.
- All Fire Camp inmate property will be forwarded to SCF classification to be held in the SCF inmate property storage room.
- Inmates will not receive this property again until they are released from custody.

5.0 RASP Responsibility

5.1 RASP shall retain the Jail Information Management System (JIMS) in-custody file until the inmate has either:

- Served his/her full fire camp commitment.
- All fire camp inmates will return to the custody of RSD 30 days prior to the end of their sentence.
- The inmate’s original booking number will be reactivated, and the booking file will be delivered to the RPDC business office.
- The inmate may be considered for a Federal Release or placement on a SECP program to satisfy their remaining 30-day commitment.

5.3 Escape

- Should an inmate escape from CDCR, RASP will process the inmate's file as an “Escape from Custody”.
- A designated field trained sworn RASP deputy will be assigned the report (AOD to CDCR) for the escape and will be in charge of any follow up investigation.

5.4 Death

- Should an inmate die while under CDCR custody, steps must be made according to Department Policy 501.12 (Inmate Deaths).
- The in-custody jail file will remain with RASP until receipt of the inmate’s death certificate is received.
- Once the death certificate is received, the file will be released as “Deceased”.
- The death certificate will be placed in the file, and the file will be imaged.
TITLE: Records  NUMBER: 512.18

POLICY: This procedure establishes the guidelines for retaining, storing and purging of Riverside Alternative Sentencing Program (RASP) records which include Work Release Program (WRP) and Supervised Electronic Confinement Program (SECP).

The Riverside Alternative Sentencing Program shall adhere to the guidelines outlined in Department Policy 506.14 (Purging Records)
RIVERSIDE COUNTY SHERIFF'S DEPARTMENT  
RIVERSIDE ALTERNATIVE SENTENCING PROGRAM PROCEDURES MANUAL  

TITLE: RASP Emergency Operations  NUMBER: 512.19

POLICY: The primary responsibility of staff is to safely evacuate persons out of the Riverside Alternative Sentencing Program (RASP) building(s). Fire Life Safety Procedures shall be followed during any emergency evacuation.

This evacuation plan has been prepared in the event that some catastrophic event occurs, such as a fire, gas explosion, earthquake, riot, act of terrorism, an active shooter and bomb threat which threatens lives or causes damage to such an extent, an evacuation of the building(s) becomes necessary.

REFERENCES: Department Policy 505.02, 505.04, 505.05 and 505.06, RSD Field Operations Manual Section 404.13; RSD Departmental Memorandum #12-050; RSD Directive 94-003; Consultation with RSD Hazardous Device Team, October 1995.

** Please refer to the FIRE LIFE SAFETY/EVACUATION MANUAL for all emergencies. A copy of the Fire Life Safety/Evacuation Manual is available in specified areas throughout the RASP office. **
RIVERSIDE COUNTY SHERIFF’S DEPARTMENT
RIVERSIDE ALTERNATIVE SENTENCING PROGRAM PROCEDURES MANUAL

TITLE: Time Computations for Full Time Participants
NUMBER: 512.20

POLICY: It is the intent of this policy that all time computations be prepared utilizing the computer. However, should there be extenuating circumstances, time computations may be calculated by hand on RASP Time Comps ver. 3.0 form utilizing this procedure.

REFERENCE: Department Policy 506.20

The Riverside Alternative Sentencing Program shall adhere to the guidelines outlined in Department Policy 506.20 (Time Computations).
RIVERSIDE COUNTY SHERIFF’S DEPARTMENT DOES NOT HAVE SECTION 513
POLICY: Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) is a computerized assessment and case management system including Core, Youth, Re-entry, and Women's assessment modules for criminal justice practitioners who must make decisions regarding community placement, supervision, treatment and case-management of offenders. COMPAS is used through pre-trial, probation, institutions, parole, and community corrections across the country.

REFERENCE:

GUIDELINES

1.0 COMPAS Assessments

1.1 COMPAS assessments will be completed in the following order:

1.1.1 Court referrals
1.1.2 Self-referrals
1.1.3 Sentenced inmates with a sentence of more than 180 days will be assessed in the following order:

- 1170(h) inmates with a Proxy score of 5 or higher
- All other inmates with a Proxy score of 5 of higher
- All remaining inmates in descending Proxy score order

1.2 Non-sentenced inmates will only be assessed upon court or self-referral.

2.0 Completing COMPAS Assessments

2.1 Step one – the first twenty-six questions of the COMPAS assessment deal with an inmate's criminal activity, current and historical. Staff will use CLETS and JIMS to answer the first twenty-six questions of the COMPAS assessment questionnaire.

2.2 Step two – The remaining assessment is completed through an interview with the inmate.

2.2.1 The interview should be conducted in a private setting without other inmates or staff in the immediate area.

2.3 After the interview(s) have been completed, an assessment will be created, and data entry must be entered into the Northpointe database.

2.3.1 An assessment report (Legacy Bar Chart) is a graph that is created as a result of the comparison between the individual's answers, and those of the norming group; it shall be printed and turned into the SITE-B Administrative Deputy. Additionally, staff will print a narrative and typology report for all
program applicant files. These reports are located on the Northpointe system in each inmate’s file.

2.3.2 Class notes shall be entered indicating that a COMPAS assessment has been completed.

2.4 All collected assessment data shall be entered into the PASS computer system for monthly statistical tracking purposes.
TITLE: Program Milestone Credit Reduction  NUMBER: 514.02

POLICY: Inmates sentenced or unsentenced may earn performance milestone credits upon successfully completing specific performance objectives for rehabilitative programs.

REFERENCE: 4019.4 PC, Department Policy 506.20, 504.09

GUIDELINES

1.0 Milestone Credits

1.1 California Penal Code 4019.4 allows for sentenced or unsentenced inmates to earn milestone credits for completion of specific program objectives.

1.2 Credit reduction can be no less than one week and no more than six weeks for each performance milestone.

1.3 No more than six weeks of credit reduction can be earned during any twelve months of continuous confinement.

1.3.1 Inmates start earning credits upon entry into a program or education enrollment date.

1.4 Program credit is a privilege, not a right.

1.5 Milestone credits are subject to forfeit.

1.5.1 Any loss of credits shall be taken from an inmate’s good time credits, and be processed utilizing Department Policy 504.09, Inmate Discipline.

1.6 The Sheriff’s Inmate Training and Education Bureau (SITE-B) will be responsible for identifying eligible programs and awarding subsequent credits upon successful completion of performance benchmarks. The Approved Rehabilitative Programs Milestone Credit Matrix lists the eligible programs along with their descriptions and codes (P514.02 att 2).

2.0 Earned Credits

2.1 Once milestone credits are deemed earned and verified by a staff member;

2.2 The staff member will complete the SITE-B Milestone Credit Reduction Request form 5035 (P514.02 att. 1) and attach the certificate or verification of achieved benchmark(s).

2.3 The form will be forwarded to the SITE-B Programs Sergeant for review.
2.4 The SITE-B Programs Sergeant will confirm the form is complete and accurate and verify it is logged in the SITE-B tracking sheet.

2.5 The SITE-B Programs Sergeant will forward the form to the Larry D. Smith Correctional Facility (SCF) business office for processing or to be faxed to the applicable facility business office. Business office staff will update the inmate's time computation to reflect the milestone credits and place the form in the inmate's file.