The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 501.01 (Administrative Log).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.01 (Administrative Log).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.01 (Administrative Log).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.01 (Administrative Log).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 501.01 (Administrative Log).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 501.02 (Booking Fee Billing).
RIVERSIDE COUNTY SHERIFF’S DEPARTMENT
JOHN J. BENOIT DETENTION CENTER PROCEDURES MANUAL

TITLE: Booking Fee Billing NUMBER: 501.02

The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 502.01 (Booking Fee Billing).
The Robert Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.02 (Booking Fee Billing) with the following procedural additions:

PROCEDURE

1.0 Business Office

1.1 Each day, the Business Office staff member assigned to work at the JIMS workstation in the Business Office will print out a computer generated JIMS Booking Sheet for each inmate booked during the shift. The booking sheets are placed in a designated tray. An employee from the RPDC Corrections Accounting Unit will collect the booking sheets on a regular basis. All incorporated cities are billed for on-view bookings.

1.2 The billing information portion of the booking 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 booking sheets and the memo are processed by the Corrections Accounting Unit.

2.0 Corrections Accounting Unit

2.1 The Corrections Accounting Unit will consolidate the booking information from all correctional facilities and create a booking billing via Oasis. The Corrections Accounting Unit sends out booking fee bills to the affected agencies.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.02 (Booking Fee Billing).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 501.02 (Booking Fee Billing).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 501.03 (Cameras, Use in Facility).
The John. J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.03 (Cameras, Use in Facility).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.03 (Cameras, Use in Facility) with the following procedural additions:

PROCEDURE

1.0 Exceptions

1.1 All photographic materials produced by jail staff within RPDC, shall stay internal to RPDC unless approved by the Captain or his designee for release. This excludes evidence items.

1.2 News Media

1.2.1 Media interviews with inmates must be scheduled in advance.

1.2.2 The District Attorney's Office, arresting agency, and the inmate's attorney shall be notified of any media requests to interview or photograph an inmate.

1.2.3 Inmate interviews or photographs with the media shall not be permitted unless the inmate has a signed INMATE WAIVER/REQUEST FOR INTERVIEW BY NEWS MEDIA consent agreement.

1.2.4 Inmates have the right to privacy and cannot be photographed (still, movie, video) or have their voices recorded by the news media without their written permission. A written consent must be obtained from the inmate(s) prior to photographing the inmate or recording the inmate's voice. The waiver form will be placed in the inmate's booking file.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.03 (Cameras, Use in Facility).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 501.03 (Cameras, Use in Facility).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 501.04 (Cleaning and Maintenance) with the following procedural additions:

PROcedure

1.0 Maintenance Repair Requests

1.1 All maintenance problems or repairs will be placed on the Maintenance Log in each housing unit. On day shift, each housing unit is responsible for calling the designated agency responsible for the repair.

- **Facilities Management (FM)** repairs all rolling gate motors, plumbing, lighting, high voltage electrical issues such as outlets, roof leaks, water leaks, floor and tile repair, fire sprinkler repairs, general building repairs, and maintains the air conditioning and heating units.
- The designated **Security Electronic Vendor** repairs all electronic components located within the housing units such as control panel issues, electronic gate releases, expansion sliding doors, fire alarm panels and trouble codes, DVR system, cameras, and highway gate locks.
- The designated **Inmate Telephone Repair Vendor** repairs all inmate phones.
- **Support Services** is responsible for all minor housing unit repairs such as painting, drywall repair, inmate TV issues, inmate bunk repair, and minor intake sobering and safety cell flooring issues.

1.2 Emergency repairs may require after-hour call outs, including weekends and holidays. The shift supervisor will be responsible for determining if an after-hour call out will be necessary. SCF Maintenance / Security Electronic personnel are designated as the first responders for all facility repairs or assessments. Call out of SCF Maintenance / Security Electronic personnel will be in the following order:

1.2.1 The maintenance / security electronic supervisor.
1.2.2 The on-call maintenance / electronic supervisor employee in the absence of the maintenance / security electronic supervisor.

1.3 SCF Maintenance / Security Electronic personnel will be responsible for repairs at the facility, unless repairs are determined uncorrectable, in which case the maintenance / security electronic supervisor and/or the on-call maintenance / security electronic employee will authorize the call out of a private vendor for facility repairs.

1.4 In the event maintenance / security electronic personnel cannot be contacted after hours, and the repair problem warrants an expedient response to the situation, the on-duty shift supervisor may contact the designated lieutenant for approval of private vendor call outs.
1.5 The SCF Maintenance / Security Electronic supervisor shall ensure the maintenance repair requests are handled in a timely manner.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.04 (Cleaning and Maintenance) with the following procedural additions:

PROCEDURE

1.0 Housing Units

1.1 All housing unit deputies will make sure routine inmate cleaning assignments are completed daily to maintain cleanliness within their assigned area. Inmate assignments will be determined by the number of staff, and/or daily activity level in the jail. Clean up duties consist of:

- Sweeping floors
- Cleaning tables
- Mopping floors
- Cleaning restrooms
- Cleaning windows
- Disposal of trash products

1.2 The housing unit deputy shall document in the housing unit log when cleaning supplies are given/offered to inmates.

1.3 Housing units will be cleaned, mopped, and swept after each shift.

1.4 Trash will be collected after each meal and discarded at the end of each shift.

1.5 Refer to the cleaning schedule located for additional information.

2.0 Intake/Release

2.1 Staff assigned to Intake are responsible for daily cleaning. Inmate workers assigned to Intake Cleaning Crew will be responsible for completing the tasks listed in 1.2, including Sobering Cells, Safety Cells, and Holding Cells.

2.1.1 Safety Cells will be cleaned after each use when time permits. Intake will document in the Activity Log when this is completed.

2.1.2 When cleaning in Intake/Release is completed, cleaning will be logged in Intake’s housing unit log.

3.0 Transportation

3.1 Deputies assigned to Transportation are responsible for making sure daily cleaning is completed in the Transportation area.
3.2 Refer to the cleaning schedule located for additional information.

4.0 Administrative/Business Offices

4.1 There will be contracted cleaners for the administrative building.

5.0 Maintenance and Security Electronic Repairs

- **Facility Management (FM):** Repairs general building issues. (Ex: electrical, leaks, plumbing).
- **Secured Electronic Vendor:** Repairs all electronic components in the housing units.
- **Inmate Telephone Repair Vendor:** Repairs inmate phones.
- **Support Services:** Repairs minor housing unit/intake issues. (Ex: TV, bunks, drywall).

5.1 All maintenance and security electronic repair requests will be entered in the Maintenance Log located on facility computers. The reporting party will enter all necessary information pertinent to the specific problem on the Maintenance Log.

5.2 The reporting party will call the Facilities Maintenance customer service line and report the repair during dayshift. Staff will be given a control number which will be entered on the maintenance Log.

5.3 The Support Services staff member will check the maintenance log daily and disseminate all repair requests to FM or the Vendor responsible for the repair.

5.4 Support Services will routinely call Facilities Maintenance customer service, or physically verify to confirm repairs have been completed or in-progress.

5.5 The Maintenance Log will track all repair requests throughout the facility.

5.6 The Support Services Sergeant or designee will forward the outstanding repair requests list to the Administration Lieutenant.

5.7 Emergency repairs may require the after-hours call out of Facilities Maintenance or other contracted repair companies. The supervisor on duty will authorize after-hours call outs and verify the emergency repairs are completed.
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.04 (Cleaning and Maintenance) with the following procedural additions:

PROCEDURE

1.0 Cleaning

1.1 All housing unit deputies will make routine inmate cleaning assignments as needed to maintain cleanliness within their assigned area.

1.1.1 Inmate assignments will be determined by the number of staff, and/or daily activity level in the jail. Sergeants will check daily cleaning has been completed.

1.2 Each housing unit, with the exception of administrative segregation, mental health, and medical housing, will have inmate workers assigned to clean and mop after each meal.

1.2.1 In extreme cases and with approval from supervision an administrative segregation inmate may clean his cell. Otherwise, the cell will be cleaned as outlined in 3.0.

1.2.2 Inmates will be issued cleaning supplies to clean their individual cells/tanks. These supplies will be collected and accounted for by the deputy assigned to that housing area. Inmates should not be allowed to keep cleaning supplies (chemicals, brushes, and mops) in their cells any longer than necessary.

1.2.3 Deputies will supervise the inmates as they mix the cleaning supplies. Each deputy is responsible for knowing which cleaning supplies are to be used, their mix ratio, and associated hazards. This information can be found in the yellow SDS (Safety Data Sheet) books located outside the Housing Sergeant’s office, or on the Intranet by visiting Human Resources Safety Division, Safety Data Sheets, Department Policy 501.15, (Safety Data Sheet and Employee Right to Know.)

1.2.4 Staff restrooms and eating areas will be cleaned each shift by the runner assigned to the respective area, IE: 2B by the 2A Runner.

1.3

2.0 Maintenance and Security Electronic Repairs

2.1 All maintenance and security electronic repair requests will be entered in the
Maintenance Log located on facility computers. The reporting party will enter all necessary information pertinent to the specific problem on the Maintenance Log.

2.1.1 The reporting party will call the Facilities Maintenance customer service line and report the repair request during weekends and dayshifts. Staff will be given a control number which will be entered on the maintenance Log. The Support Services Corporal or staff member will collectively contact Facilities Maintenance and report all outstanding repair requests.

2.1.2 The Support Services Corporal or staff member will check the maintenance log daily and disseminate all repair requests to the designated agency responsible for the repair.

2.1.3 Support Services will routinely call Facilities Maintenance customer service, or physically verify to confirm repairs have been completed or in-progress.

2.1.4 The secured electronics vendor, maintenance log is utilized to list all repair requests throughout the facility.

2.1.5 The Support Services Sergeant or designee will forward the outstanding repair requests list is sent to the Administration Lieutenant.

2.2 Emergency repairs may require the after-hours call out of Facilities Maintenance or other contracted repair companies. The supervisor on duty will authorize after-hours call outs and verify the emergency repairs were completed.

3.0 CLEANING FOR HOUSING UNIT 2A, 5A, 5B AND 6B DAYROOM 2

3.1 The Pod Runner on the night shift is responsible for cleaning in the dayrooms. These areas house inmates who are considered a threat to staff and other inmates, who disrupt the operation of the jail, prone to escape, or likely to be assaulted. Because of their high-risk behavior and/or serious mental health condition, inmates in these dayrooms have restricted access to cleaning supplies and instruments.

3.1.1 2A inmates are issued an extra towel when housed on 2A, in order to clean their cells after meals and for other general cleaning within their cell.

3.2 The pod runner on night shift will procure an inmate work crew to clean the Administrative Segregation or Mental Health dayrooms. The daily cleaning will include the following:

- Sweep and mop the dayrooms, including stairways and sally port areas.
- Clean all showers and sinks in the day rooms.
- Clean all tables.
- Walls (as needed).
- Windows (as needed).
- Clean hallway and staff restrooms.

3.3 The nightly Administrative Segregation/mental health housing cell- cleaning schedule if warranted, (Mental Health inmates housed on 2A) using the following schedule:

- On the first day of every month, first two odd numbered cells (example 1 and 3) in every administrative segregation/mental health dayroom will be cleaned.
On the second day of every month, first two even numbered cells (example 2 and 4) in every administrative segregation/mental health dayroom will be cleaned.

Cell cleaning will continue nightly until all cells in the dayroom have been cleaned.

The Pod Runner will utilize the remaining nights during the month to clean any two problematic/dirty cells.

The Pod Runner will document the cells cleaned on the housing unit pass on log.

The cleaning rotation will repeat at the beginning of each month.

3.4 The individual cell cleaning will be accomplished in the following manner:

After the nightly lockdown of inmates, the Pod Runner will procure a cleaning crew from an inmate work crew dayroom, of the same gender, and will also request assistance from another staff member.

The Pod Runner will have the cleaning crew remain in the Hallway (by the Pod door) until the inmates have been secured.

The Pod Runner will contact the inmates for the scheduled cells and ask if they want their cells cleaned.

Once the inmate(s) are secured the cleaning crew will be brought into sweep, mop, and clean the toilet and sink. The Pod Runner will be present at all times, while the cleaning crew is in the cell.

Once the cell has been cleaned, the cleaning crew will exit the dayroom and wait in the hallway while the inmate returns to his cell.

The deputies will document on the housing unit's log which cells were cleaned and which cells declined the offer to have their cells cleaned.

3.5 The 2A Runner will also be responsible for checking that the 2B area is cleaned.

- Sweep and mop staff dining area, hallways and briefing room.
- Remove all trash.
- Clean tables and counters.
- Clean both restrooms by sweeping, mopping, cleaning counter tops and sinks, and replenishing toilet paper and paper towels.
- Restock supply cabinets as needed.

3.6 Medical staff will designate a Corrections Health Services (CHS) housekeeper who will be responsible for cleaning the entire medical floor which consists of:

- All common areas
- Medical offices
- Medical treatment rooms
- Inmate cells
- Inmate showers

4.0 Procedure For Issuance Of Mattresses

4.1 Inmates will receive a clean mattress prior to entering their housing unit.
4.2 The mattress will stay with the inmate during their duration in that housing unit.

4.2.1 If the inmate’s box and bedroll are being removed from the cell, the mattress will also be removed (for example hospital stays or safety cell).

4.2.2 Each shift at each housing unit will be responsible for mixing a 10:1 bleach solution in a labeled bottle. (Note: The solution is only effective for 24 hours.)

4.2.3 The housing unit deputies will have a towel and labeled spray bottle available to give to the inmate being released to clean the mattress.

4.2.4 The inmate will spray both sides of the mattress and wipe it down.

4.2.5 The mattress will be placed in a pre-designated area outside the inmate housing units, for example a program room.

4.2.6 Ripped/torn mattresses may be brought to the designated area of the Loading Dock for repair or resurfacing. Any mattress considered a “bio-hazard” will be handled in a manner consistent with procedures outlined in RPDC Procedures Manual section 508.11.

4.3 The 7th Floor administrative housing will be the only areas in the facility where the mattress will remain in the cell.

4.3.1 The arriving inmate will be provided a labeled bottle of 10:1 bleach solution and towel to clean their mattress while the floor deputy oversees the process.

4.3.2 The cleaning bottle will be immediately removed from the cell after the mattress is cleaned and will not be left in a cell.

4.3.3 Ripped/torn mattresses will be brought to the designated area of the Loading Dock for repair or resurfacing. Any mattress considered a “bio-hazard” will be handled in a manner consistent with procedures outlined in RPDC Procedures Manual section 508.11.

5.0 Cleaning Procedures for Inmate Shoes

5.1 The property deputy will verify that all shoes worn by inmates are properly disinfected before shoes are returned to circulation.

5.1.1 The preferred method for disinfecting inmate shoes is for the shoes to be bagged and sent to the loading dock for Support Services to monitor work release crews to disinfect the shoes using the method of disinfection listed below.

5.1.2 The Property deputy may disinfect them as well using the method of disinfection listed below.

5.1.3 The surface disinfectant used to decontaminate the shoes is Waxie Hospital Spray.

5.1.4 The shoes should be placed on the floor and the aerosol spray can held approximately 6-8 inches away from the shoes.

5.1.5 The shoes should be sprayed until they are thoroughly moistened.

5.1.6 The shoes should dry a minimum of ten minutes before use.

5.1.7 Once shoes are dried, they can be placed in a crate for re-use.

5.1.8 Orange slip on shoes shall be discarded after use.

NOTE: Avoid direct contact to the skin or eyes while disinfectant is utilized.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.04 (Cleaning and Maintenance) with the following procedural additions:

PROCEDURE

1.0 Team’s Weekly Cleaning and Maintenance Schedule

1.1 On the first day of each floor team’s workweek, the Intake Sergeant for each team shall post the team’s weekly cleaning and maintenance schedule (501.04s attachment #1 a, b, c, or d) on the window of the Intake Sergeant’s Office. This schedule will designate common areas to be cleaned and will be used to document the personnel assigned to complete the task.

1.2 Refer to CBDC Cleaning Schedule (501.04s attachment #1) for cleaning crew responsibilities.

1.3 The schedule will be checked each shift by a Floor Operations supervisor and cleaning will be assigned accordingly.

1.3.1 After confirming the cleaning has been completed, it shall be signed off by the sergeant supervising the area to be cleaned.

1.3.2 The completed cleaning schedule shall be forwarded to the Admin Compliance Unit for review and archiving.

1.4 Inmate workers will be utilized as custodians to perform cleaning within the jail. The Inmate Worker Coordinator will assign the inmate workers.

2.0 Housing Units

2.1 It is the responsibility of the assigned pod deputy to ensure the housing areas are clean.
2.3.1 If any of the cleaning supplies cannot be accounted for, the pod deputy shall contact the Housing Sergeant immediately.

2.3.2 If any of the cleaning supplies are damaged, the pod runner shall take the item and deliver it to the Warehouse for replacement. If the damage is found during the time the Warehouse is closed, the pod runner shall secure the damaged item. The pod runner shall send an e-mail to the Warehouse Sergeant and Corporal and the on-duty Housing Sergeant advising them of the item damaged and the location of it. The Warehouse Sergeant or corporal will ensure the item is replaced the next working day.

2.4 Deputies will supervise the inmates as they mix the cleaning supplies. Each deputy is responsible for knowing which cleaning supplies are to be used, the mix ratio and associated hazards. This information can be found in the yellow SDS (Safety Data Sheet) book located near Central Control. (Refer to SDS 501.15 and Occupational Safety 501.16)

2.5 Staff restrooms and eating areas will be cleaned each shift.

3.0 Maintenance Problems

3.1 Those assigned to Central Control on dayshift shall call and report all maintenance repair requests to the Facilities Management Repair Request Line. Once reported, the deputy will receive and note the Control Number on the Maintenance Repair Log (501.04s attachment #2).

3.2 Emergency repairs may require the after-hours call out of Facilities Management or other contracted repair companies. The on-duty supervisor will determine if the after-hours call is necessary. After-hours emergency contact procedures and numbers are posted in Central Control.

3.3 All maintenance requests shall be noted on the Maintenance Repair Log located on the G-drive.

4.0 Security Electronics Problems

4.1 All security electronics problems are entered on the Security Electronics Log located on the G-drive.

4.2 The after-hours call-in number is (800) 396-0016.

5.0 Cleaning for Administrative Mental Health Housing
5.2 A cleaning crew from D-Pod will be utilized to clean the Administrative Housing dayroom as well as Administrative Housing cells. The dayroom cleaning will include the following:

- Sweep and mop the day rooms, including stairways and sally port areas.
- Clean all showers and sinks in the day room.
- Clean all tables.
- Walls (as needed).
- Windows (as needed).

6.0 Signed off Cleaning Schedules

6.1 All completed Cleaning Schedules shall be forwarded to the Administrative Sergeant or designee for review and archiving purposes.

6.2 The Administrative Sergeant, or designee, shall review all cleaning schedules to ensure compliance with Title 15 and Department Policy 502.04 (Facility Inspections).
6.2.1 In the event cleaning schedules are not complete or unaccounted for, the Administrative Sergeant shall contact the effected team's supervisor and try to resolve the issue.
COIS BYRD DETENTION CENTER CLEANING SCHEDULE

Primary am and pm crews daily cleaning:

Intake

Business office

Female Intake

ODR

The main hallway up to the housing unit swing door. (am crew)

D support corridor and the 2 staff offices. (am crew)

Elevators and the main hallway up to the housing unit swing door. (pm crew)

Law library. (pm crew)

Both am, and pm cleaning will include all trash picked up, cleaning of staff bathrooms, offices, cells and supply closets.

The food coordinator will insure that the inmate kitchen workers clean the D support corridor from the B/kitchen to the D/kitchen swing doors.

Weekly cleaning by the primary pm cleaning:

Saturday during night shift will include the Morrissey Room, fire stairwells, and the Infirmary fire escape stairwells. (If there are inmates housed in the Infirmary, Environmental Services staff will clean the Infirmary.)

Pod cleaning crews (all shifts):

Housing unit sally port

Staff hallways to swing or sliding door.

Staff bathrooms

Supply closets

Recreation yard

Program room

Inmate side of the visiting booth

Cleaning of these areas can be done using the general population inmate dayroom worker’s assigned by the trustee coordinator. The pod runner shall clean the pod office during his/her shift.
# CBDC FLOOR OPERATIONS CLEANING SCHEDULE

**TEAM:**  
- **RED**  
- **BLUE**  
- **GREEN**  
- **GOLD**

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<th><strong>DAILY CLEANING</strong></th>
<th><strong>Sergeant Verification</strong></th>
<th><strong>Graveyard/Sat-Tue: Areas to clean</strong></th>
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<th><strong>SATURDAY</strong></th>
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<th><strong>Central Control:</strong></th>
<th><strong>Deputies will clean, if needed; sweep, mop, and clean counters.</strong></th>
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<th><strong>SUNDAY</strong></th>
<th><strong>Date/Time Cleaning Completed:</strong></th>
<th><strong>Deputies will clean, if needed, the Pod; e.g., sweep, mop, clean counters.</strong></th>
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<th><strong>Deputies will clean, if needed, the Pod; e.g., sweep, mop, clean counters.</strong></th>
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This form shall be posted on the Intake Sergeants' Office window. Once completed, the original shall be routed to Support Services Supervisor for archiving. Refer to Cois Byrd Detention Center procedure 501.04s for further information.

501.04s att #1a

IV-5 08/18/2021
### CBDC FLOOR OPERATIONS CLEANING SCHEDULE

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This form is to be posted on the Intake Sergeants’ office window. Once completed, the original shall be routed to Support Services Supervisor for archiving. Refer to Cois Byrd Detention Center procedure 501.04 for further information.

501.04s att#1b
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 501.04 (Cleaning and Maintenance) with the following procedural additions:

PROCEDURE

1.0 Cleaning Schedule

1.1 Daily cleaning will occur in the following areas:

1.1.1 Kitchen: Following each meal; major cleaning every Saturday; cleaning will be supervised by kitchen staff.

1.1.2 Housing units: After each meal and as needed per shift; cleaning done by dorm inmate workers of hallway and day room; individual cells by inmates. Cleaning supplies will be provided by staff after each meal.

1.1.3 Main hallways: Dust mopped when needed; wet mopped and buffed daily during graveyard shift, waxed weekly on Sunday graveyard shift.

1.1.4 Offices, etc.: Nurse's Station dust mopped and wet mopped every Wednesday and Saturday during graveyard shift; as needed per shift.

2.0 Maintenance Schedule

2.1 During the required security checks of housing units, pipe chases, offices, and storage areas, maintenance checks are to be done on a daily shift basis. The senior person assigned to each shift is responsible for the maintenance checks and the documentation of such on the daily security log.

2.2 Maintenance problems will be documented on the Blythe Jail Maintenance and Repair Log kept at the booking desk. The desk officer will fax the maintenance log to Facilities Management every morning. The Administration Sergeant will be responsible for the progress of repairs.

2.3 Emergency repairs may be required after normal working hours. Facilities Management can be called on a call-out basis. If Facilities Management cannot be contacted, contact a supervisor to obtain approval to contact the necessary utility service (such as: Johnson Electric, CB Plumbing, etc.).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 501.05 (Computers) with the following procedural additions:

PROCEDURE

1.0 Workstation Computers

1.1 If problems are encountered with any Workstation Computer, contact the Admin Deputy on duty at the Smith Correctional Facility. If no Admin Deputy is on duty, personnel may contact the Technical Services Bureau Help Desk (TSB) for assistance.

2.0 Secure Electronics Computers

2.1 Each Housing Unit, and many other areas contain one or more system managed by a contracted 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 If problems are encountered with any secure electronic system, staff shall log the issue into the area’s maintenance log in addition to any required notifications. If no maintenance log is available, staff shall report the issue to Central Control staff to enter onto the facility maintenance log.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.05 (Computers).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.05 (Computers).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.05 (Computers).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 501.05 (Computers).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 501.06 (Court Orders) with the following procedural additions:

PROCEDURE

1.0 Court Orders Related to an Inmate’s Criminal Case

1.1 All court orders related to an inmate’s criminal case shall be received by the Business Office. The original is placed in the inmate’s file. A copy is forwarded to the Classification Unit’s Headcount Coordinator for evaluation and input.

1.1.1 The Headcount Coordinator shall contact the Floor Operations supervisor if compliance with the order requires the mutual efforts of Classification and Floor Operations.

1.2 If the court order sets a time limit for compliance, every attempt should be made to meet the terms of the order.

2.0 Orders not Related to an Inmate’s Criminal Case

2.1 All court orders not related to an inmate’s criminal case shall be forwarded to Headcount Coordinator who shall evaluate the order.

2.2 An entry shall be made in COTS indicating how the matter was resolved.

3.0 Processing of a Subpoena Duces Tecum

3.1 When a Subpoena Duces Tecum (SDT) is served via fax or electronic mail, on-duty Business Office staff shall accept service and advise the person serving that the SDT will be forwarded to Riverside Records for processing.

3.2 The staff member accepting service shall check the service copy for the court file stamp, description of item(s) sought, and signature of requesting attorney.

3.3 After receipt of the document, staff shall time stamp the copy and make a copy of the document for Jail Administration. The original shall be sent to Sheriff’s Records via County Stop mail.

3.3.1 If the request is for records currently at SCF, the Business Office Supervisor shall coordinate release of the records with Sheriff’s Records.

3.4 Under no circumstances shall the SDT be refused or delayed.

3.5 A copy of the SDT shall be forwarded to the Administrative Lieutenant.
3.5.1 Supervisors or staff accepting a SDT after regular business hours shall make an entry into the Supervisor’s Log of such activity.
The John. J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.06 (Court Orders) with the following procedural additions:

**PROCEDURE**

1.0 Reports

1.1 To ensure a timely response to each court order, the Headcount Coordinator or designee handling the court orders will generate a weekly tracking report of all court orders.

1.2 The Headcount Coordinator or designee will follow-up to ensure compliance with the court order to include:

   1.2.1 On a weekly basis (every Saturday), verify that COTS is updated to document the steps taken to comply with the court order and date it was complied with.

   1.2.2 Assure compliance with the court orders, up to and including assisting or completing the tasks necessary for compliance.
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.06 (Court Orders) with the following procedural additions:

PROCEDURE

1.0 Court Orders

1.1 The employee assigned as the headcount coordinator is responsible for updating the JIMS files and the inmate’s file.

1.1.1 If a court order needs clarification, RPDC will refer to Department Policy 501.06 (Court Orders) regarding clarification of court orders.

2.0 Court Order Routing / Verification

2.1 Court Orders forwarded to classification shall be routed to the headcount coordinator, who is responsible for the following:

2.2 Entering the information from the court order into the Court Order Tracking System (COTS).

2.3 Notifying other jail operations of court orders affecting their area of responsibility, such as floor operations, transportation, medical, mental health, etc.

2.2.1 This can be accomplished by verifying each area continuously checks and maintains the court orders within COTS for their specific area or assignment.

2.4 Follow-up with Court Orders

2.4.1 Verify COTS is updated and document the steps taken to comply with the court order.

2.4.2 Verify compliance with the court orders, up to and including assisting or completing the tasks necessary for compliance.

2.4.3 If it appears that for some reason we cannot accomplish what is asked; example: one-day delivery; then the Classification Sergeant will contact the judge of the court by 0800 hours notifying him/her of the reason(s) for the delay and when they can expect the information. ALL of this will be documented in COTS.

NOTE: If it is a court order for custody that we are not able to adhere to -- specific hours of Law Library time, etc. The Classification Sergeant will contact the Classification Lieutenant for direction in contacting the court; contacting the RPDC commander; or involving county counsel. This will be documented in COTS.
3.0 Monthly Court Order Report

3.1 The Classification Lieutenant will provide a monthly Court Order Report to the RPDC Commander for review. This report will include the status of the order and whether or not the facility was able to comply with the order.

3.2 Once the Court Order Tracking Report is approved by the Commander, Classification will notify the Headcount Management Unit (HMU) sergeant. This notification will be completed by the 5th day of the next month.

3.3 The HMU sergeant will compile and forward a hard copy of the Countywide Court Order Judges Report to the Presiding Judge.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.06 (Court Orders) with the following procedural additions:

PROCEDURE

1.0 Court Orders Related to an Inmate’s Criminal Case

1.1 All court orders received related to an inmate’s criminal case shall be processed through the court paperwork stations in the Business Office, unless the file is a transfer from another Riverside County correctional facility. In the case of a transfer, the employee assigned to the breakdown station in the Business Office will handle the file. Paperwork pertaining to an inmate who court paperwork or breakdown stations identify as Pro Per or referring to an inmate’s Pro Per status shall be handled as a court order.

1.2 The employees assigned to those stations are responsible for updating the JIMS files, copying the court order, time stamping the court order and forwarding the inmate’s file to the appropriate area of the Business Office.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 501.06 (Court Orders) with the following procedural additions:

PROCEDURE

1.0 Court orders related to Inmate’s criminal case.

1.1 All court orders received related to an inmate’s criminal case shall be processed by the booking desk deputy.

1.2 The booking desk deputy is responsible for updating JIMS, copying the court order, time stamping the court order, and forwarding the inmate’s file to the Business Office.

1.3 All court orders related to an inmate’s criminal case shall be handled in a timely manner. The Business Office (or booking desk deputy if the Business Office is off duty) shall contact the Classification Unit.

2.0 Court orders not related to an inmate’s criminal case.

2.1 All court orders not related to an inmate’s case shall be forwarded to the on-duty Classification deputy who will evaluate the order.

2.2 An entry into COTS shall be made to indicate steps taken to resolve the matter.

3.0 Court Order Tracking System (COTS).

3.1 Court orders forwarded to classification shall be maintained in a “Court Order Notebook” with a hard copy of each court order. The dayshift Classification deputy is responsible for entering the court order into the Court Order Tracking System COTS.

3.2 The Classification Sergeant will monitor and ensure court orders are appropriately tracked and handled in a timely manner.

4.0 Subpoena Duces Tecum (SDT).

4.1 If the request is for records currently in the possession of the Blythe jail, the Business Office Supervisor will coordinate release of the records with Sheriff’s Records.

5.0 Reports

5.1 The Classification Sergeant will provide a weekly Court Order Tracking Report to the Commander for review. This report will include the status of the order and
whether or not the facility was able to comply with the order.

5.2 Once the Court Ordered Tracking Report is approved by the Commander, the Blythe Classification Sergeant will notify the Headcount Management Unit (HMU) Sergeant. This notification will be completed by the 5th day of the following month.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 501.07 (Crime Reports).
The John. J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.07 (Crime Reports) with the following procedural additions:

PROCEDURE

1.0 General

1.1 When custody staff becomes aware of a crime that has been committed in the jail by an inmate, they shall notify the watch commander on duty.

1.2 The staff member assigned the investigation shall obtain a ("IC") file number from dispatch.

1.3 The investigating staff member shall notify the on-duty sergeant of the report number and offense. This information shall be logged on the Pass-On Log prior to the end of their shift.

1.4 See report writing manual for instructions on completing the forms.

1.5 Completed reports shall be submitted to the employee's supervisor for approval. Approved reports are routed to the facility clerical staff for retention.

1.6 If the investigation merits filing new charges against the inmate(s) involved, the report shall also be forwarded to the Riverside County District Attorney's Office for criminal filing. Attach appropriate district attorney paperwork.

1.7 Evidence will be booked into Thermal Station in the manner established by the station.
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.07 (Crime Reports) with the following procedural additions:

PROCEDURE

1.0 Crimes Occurring within the Facility

1.1 Corrections’ employees 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.

1.1 Misdemeanor reports will be investigated and completed by corrections’ personnel.

1.2 Felony reports may be investigated and written by corrections’ personnel. In the event of a serious crime that may require extensive investigation or follow-up the RPDC investigator or Jurupa Valley Station may be called to complete the investigation and reports. The appropriate investigators (Jurupa Valley Station or Central Homicide Unit) shall investigate inmate deaths, depending on the circumstances.

1.2.1 If the investigation/report is to be done by the Jurupa Valley Station, the facility commander will notify the Jurupa Valley Station Commander to request the necessary resources. The facility commander may also contact the RPDC investigator and Central Homicide Unit if necessary.

1.3 Reports assigned to corrections personnel may be assigned to a witnessing officer, first responder, or assigned for training/evaluation purposes.

1.3.1 The deputy writing the report will telephone Central Dispatch to draw a file number. The deputy will provide his/her name and ID Number, the type of crime, and EDP code, which can be found in the EDP codebook.

1.3.2 All RPDC 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 "056" represents the sequential number of the report.

1.3.3 Once a file number is assigned, the deputy will contact the on-duty Sergeant with the information for the Sergeant to log in the Supervisor’s Activity Log and the computerized Criminal Report Tracking Log (dated 2/2/2008).

1.4 Documentation of criminal activity, which occurs within the Robert Presley Detention Center, shall be documented on a Riverside County - Law Enforcement Agencies Form A (8-97), with attachments as necessary.
2.0 Investigations

2.1 Officers assigned to conduct investigations shall do thorough investigations, including interviewing victims, witnesses, and suspects, gathering physical evidence, photographs, and medical information, if applicable.

2.2 All criminal reports are to be turned in to the reviewing supervisor prior to the end of shift.

2.2.1 Specific authority must be obtained from a sergeant to "hold" a report or to write a report on overtime.

2.2.2 If the report is to be continued for further investigation, the initial report must be completed immediately.

2.2.3 If a deputy is unable to complete the report by the end of their shift and has received approval to hold the report they will submit a duplicate of the completed Form A, or copy, to their supervisor.

2.2.4 The supervisor will collect the duplicate of the Form A and record the file number, the date the report was held and the sergeant's ID number. Reports returned for corrections will be logged in the same manner.

2.2.5 On the following working day it is the responsibility of the supervisor to ensure the report is prepared and submitted by the completion of the shift. The supervisor may waive this requirement if circumstances allow.

2.2.6 When the report is submitted and approved by the supervisor he/she will log the report as completed by recording the date of completion, along their ID number.

2.3 If charges are to be added to a current inmate or the crime alleged is the only charge holding the arrestee, the reviewing sergeant will review the report for completeness and content and return the report to the writing officer for corrections, if necessary.

2.4 Once the report is completed and approved by a supervisor, the report shall be placed in the "Report Liaison" box in the business office.

2.4.1 If the report is going to be forwarded to the District Attorney's Office for review and/or filing, the Report Liaison Officer shall make copies of the report.

2.4.2 The Report Liaison Officer shall enter the information in the tracking log for when they received the reports and when the reports were forwarded to the District Attorney's Office.

2.5 The Report Liaison Officer will then forward the reports daily, Monday through Friday and will route them to the District Attorney's Office, input statistical information and provide follow-up on returned reports.

3.0 Daily Offense Register

3.1 The business office Report Liaison Officer will print the Daily Offense Register as necessary to ensure that all reports are turned in and processed and that all reports are received in a timely manner.

3.2 The sergeant who reviews a report shall ensure it is submitted to the report liaison in
the business office. (Supplemental reports shall also be logged).

3.3 Statistical information for the DOJ Uniform Crime Report is due by the 5th each month. Any report not submitted to the business office by the 5th of the preceding month, copies of the initial Form A, Modus Operandi (MO) form and suspect/victim information shall be submitted to the Report Liaison Officer in the business office.

4.0 Report Returned for Follow-up

4.1 Reports rejected for complaint or requiring follow-up by the District Attorney's Office will be forwarded to the RPDC Investigator.

4.2 The report liaison will log the returned report on the Daily Offense Register and attach RSD Form 439 to the returned report for tracking.

4.3 The report may be routed to the writing employee for corrections, additional investigation, or warrant, etc.

4.4 A return due date will be issued with RSD Form 439 and the report shall be returned to a sergeant for review prior to re-submission.

4.5 Once the report is ready for re-submission it is to be placed in the business office "Report Liaison" box with all the returned D.A. paperwork.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.07 (Crime Reports) with the following procedural additions:

PROCEDURE

1.0 General

1.1 Staff assigned to conduct investigations shall do thorough investigations, including: interviewing victims, witnesses, suspects, gathering physical evidence, photographs, and medical information, if applicable.

1.2 The staff member assigned to the investigation will obtain the appropriate Station file number from Central Dispatch.

1.3 Specific authority must be obtained from a sergeant to “hold” a report or to write a report on overtime.

1.4 If the report is to be continued for further investigation, the initial report must be completed immediately. The report shall be forwarded to the Gang Investigation Unit Sergeant.

1.5 Approved reports will be forwarded to the CBDC Administration.

1.6 The intake sergeant shall ensure all reports held from the previous day are completed by the end of shift. The supervisor may waive this requirement if circumstances allow.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department 501.07 (Crime Reports) with the following procedural additions:

PROCEDURE

1.0 Staff Responsibility

1.1 When a corrections employee becomes aware of a crime that has been committed in the jail by an inmate, he or she will notify the on-duty supervisor. The on-duty supervisor will determine who should conduct the investigation and complete a crime report. The following guidelines shall be used when making this decision:

1.2 The on-duty supervisor will consider several factors when determining who will be assigned the initial criminal report. These factors may include the nature and complexity of the crime, the necessary investigative resources needed to conduct a thorough investigation, and/or the persons involved and location where the crime occurred.

1.3 Due to certain circumstances or factors, it may become necessary for the On-duty supervisor to contact the Blythe Jail Commander or designee. The Blythe Jail Commander or designee shall ultimately determine who will handle the initial crime investigation and report.

2.0 Obtaining a File Number

2.1 The staff member assigned to the investigation shall contact dispatch to obtain a Blythe Jail (“BY”) file number.

2.2 If the investigation merits filing new charges against the inmate(s) involved, the report shall also be forwarded to the District Attorney’s Office for criminal filing.

3.0 Routing of Reports

3.1 Approved reports are routed to the Blythe Jail Administrative Office for retention and archiving.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 501.08 (Duty / Assignment Schedule) with the following procedural additions:

PROCEDURE

1.0 Duty Schedule

1.1 The shift sergeant or designee will prepare a duty assignment schedule for his/her specific shift.

1.2 A copy of the duty/watch schedule will be posted in the briefing room where it will be accessible to all facility personnel.

1.3 Duty/watch schedules will indicate vacation time, sick preventive time, holidays, school assignment, etc.

1.4 Duty/watch schedules will be posted with the effective and/or revised date. This will indicate to staff any changes made to the duty/watch schedule.

2.0 Daily Assignment Roster

2.1 The daily assignment roster shall include ERT assignments for the shift.

2.2 Every employee on duty during a shift shall sign or initial the roster, acknowledging their assignment. This shall normally be done during the shift briefing.

2.1 This roster shall be placed in the “Daily Schedules” binder in the sergeant’s office and forwarded to the administration deputy for archiving as needed.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.08 (Duty/Assignment Schedule) with the following procedural additions:

PROCEDURE

1.0 Daily Assignment Roster

1.1 The shift watch commander shall prepare a duty assignment roster, for each shift. The roster shall include fire/life/safety assignments for the shift.

1.2 Every employee on duty during a shift shall sign the roster, acknowledging their assignment. This is normally done during the shift briefing.

1.3 A copy of this roster shall be posted until the end of the shift.
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.08 (Duty / Assignment Schedule) with the following procedural additions:

PROCEDURES

1.0 Personnel Schedules

1.1 Each area of operation within RPDC will have posted a personnel schedule for each shift/watch. The shift lieutenant will designate a supervisor who will be responsible for the preparation of the upcoming personnel schedule.

1.2 Personnel schedules will cover periods of 4 weeks (2 pay-periods), starting with pay-period 1, and include shift hours, holidays, and days off.

1.3 The personnel schedule shall be in the team/shift/unit folder located in the G-drive. For example, the Blue Team folder will contain the blue team’s personnel pay period schedule.

1.4 The daily assignment schedule (line ups) shall be maintained for all team/shifts in the folder in the G-drive labeled “Lineups.”

1.5 The personnel schedule and daily line up shall reflect the proper attendance of all personnel assigned to the team/shift/unit. Personnel leaving early, coming in late, calling off sick, assigned to training, etc. shall be indicated on the schedules.

1.6 The personnel schedules and the line ups shall be maintained in their current locations for the retention period.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.08 (Duty/Assignment Schedule) with the following procedural additions:

PROCEDURE

1.0 Duty Schedule

1.1 The shift sergeant or designee will prepare a duty assignment schedule for his/her specific shift.

1.2 A copy of the duty/watch schedule will be posted in the briefing room where it will be accessible to all facility personnel.

1.3 Duty/watch schedules will indicate vacation time, sick leave, preventive time, holidays, school assignment, etc.

1.4 Duty/watch schedules will be posted with the effective and/or revised date. This will indicate to staff any changes made to the duty/watch schedule.

2.0 Daily Assignment Roster

2.1 The daily assignment roster will include ERT assignments for the shift.

2.2 Every employee on duty during a shift shall sign or initial the roster, acknowledging their assignment. This will normally be done during the shift briefing.

2.3 The signed roster will be forwarded to administration for archiving.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 501.08 (Duty/Assignment Schedules) with the following procedural additions:

PROCEDURE

1.0 Duty Assignments

1.1 The Support Sergeant will complete and post a personnel duty assignment schedule for each shift.
Corrections Division no longer maintains an Employee Vending Machine Fund.
Corrections Division no longer maintains an Employee Vending Machine Fund.
Corrections Division no longer maintains an Employee Vending Machine Fund.
Corrections Division no longer maintains an Employee Vending Machine Fund.
Corrections Division no longer maintains an Employee Vending Machine Fund.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 501.10 (Entry into Facility / Identification) with the following procedural additions:

PROCEDURE

1.0 Security Clearance

1.1 Jail staff, escorted official visitors, volunteers, civilian employees, and other Sheriff's Department employees shall have the appropriate security clearance as indicated in the division policy.

2.0 Secure Area

2.1 A secure area is any area within the facility where entry is gained through a sally port or gated or solid entry/exit door. This area includes the staff dining room.

2.2 Acceptable form(s) of ID must be visibly worn while inside the facility. These may include:

2.2.1 Clear or brown plastic "pocket badges" issued to Sheriff's Department Administrators and facility or Bureau Commanders, Sheriff's Investigators, Sergeants and Lieutenants.

2.2.2 Laminated Larry D. Smith Correctional Facility identification badge with employee photograph and name.

2.2.3 Laminated "Visitor" passes

3.0 Entry and Exit from the Facility

3.1 All normal vehicle entry and exit from the facility shall be cleared through the Deputy assigned to Perimeter One. This shall include the East vehicle sally port and the North vehicle sally port.

3.1.1 Each vehicle entering or exiting the facility shall be contained inside the sally port, along with one or more Deputies assigned to Perimeter One.

3.1.2 One vehicle at a time will be allowed in the sally port.

3.1.3 The Deputies shall then visually inspect every vehicle prior to allowing the driver to continue.

3.1.4 Mirrors shall be used to inspect the undercarriages of vehicles with ground clearances high enough to allow the possibility of a person to be underneath.

3.2 Perimeter One Deputies shall also use discretion and good judgment when inspecting patrol vehicles entering and exiting the facility in order to avoid unnecessary delay to on-duty peace officers.
3.3 Prior to visitors entering the Smith Correctional Facility, a standard SCF visiting badge will be issued and the visitor's personal identification retained until the visitor returns. The Perimeter One Deputy shall record the appropriate information on the Facility Visitor Check-in Log for documentation purposes.

3.4 The Perimeter One Deputy shall require one of the following types of identification from the visitor:

3.4.1 Valid California Driver License, or other valid out of state registered license.
3.4.2 Valid California Identification card, or other valid out of state registered identification card.
3.4.3 Validated picture passport identification or Foreign Consulate card.
3.4.4 The Perimeter One Deputy will ensure the visitor identification is properly cared for by placing the visitor identification in the Visitor I.D. box to avoid loss of the identification.

3.5 Upon return of the visitor, the visitor identification will be returned to the visitor. The deputy shall ensure that an exchange of identification is properly completed.

3.6 Maintenance, Landscape, Kitchen, and Supply personnel shall stop at the Main Gate as required for check in/out. Any inmate that accompanies personnel outside of the facility, regardless of the reason, shall be cleared by the deputy at Perimeter One. The Perimeter One Deputy shall notify Central Control and advise the Central Control Deputy the number of inmates and destination.

3.7 Vehicle entry into the Sally Port will be restricted to vehicles belonging to the Sheriff's Department or other allied law enforcement agencies. Any exception must be approved by an on-duty supervisor.

4.0 Gun Lockers

4.1 Armed jail staff that will be escorting inmates out of the facility may secure their weapons at the gun lockers located at the Perimeter One kiosk. This will allow easy access to their weapons when they enter/exit with inmates.

5.0 Program Volunteers

5.1 Program volunteers shall be admitted only at the specific scheduled time and days specified to provide services to the housing units as provided on the list from the programs deputy.

5.2

6.0 Identification

6.1 Sheriff's Department personnel, Building Services Maintenance personnel, Food Services personnel, and Fleet Services personnel, in uniform need no additional identification. Shoulder patches must be visible at all times. Nametags must be
7.0 Civilian Staff

7.1 All non-uniformed personnel assigned to work at this facility shall wear visible SCF facility issued identification badges at all times while inside the facility perimeter.

7.2 All other Sheriff’s department employees in civilian clothing shall wear a visible and authorized form of identification at all times while inside the facility.

8.0 Visitor Escorts

8.1 All escorted official visitors shall not be required to wear facility identification; however, personnel must ensure that the official visitor identifies him/herself upon request by staff members in the facility.

8.2 A facility employee shall escort the visitor(s) and must remain with the visitor at all times while inside the secure area of the facility.

8.3 Official visitors: law enforcement officers, probation, public defender, and fire department personnel.

8.4 All off-duty employees entering the facility shall obtain a visitor’s badge if entering the facility.

9.0 Central Control

9.1 When Central Control becomes aware that an individual entering the facility is not in compliance with facility procedures, the deputy assigned to Central Control shall not permit the visitor access to the facility.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.10 (Entry into Facility-Security Clearances and Identification) with the following procedural additions:

**PROCEDURE**

1.0 Secure Area

1.1 The secure area is any area inside the exterior electronic security doors.

2.0 Acceptable Forms of Identification

Acceptable forms of identification are limited to:

2.1 Plastic, pocket badges issued to Riverside County Sheriff's Department employees.

2.2 Laminated, official law enforcement identification badges. Law Enforcement visitors in uniform will be required to present official law enforcement identification before entry.

2.3 Laminated, jail issued, visitor identification badges. Numbered badges will be signed out/in on the visitor log, kept in the lobby.

2.4 Laminated, Medical, or Mental Health identification badges.

2.5 Laminated, OR Clerk or Probation identification badges.

2.6 Officers in plain clothes may wear their badges, prominently displayed, in lieu of one of the badges described above.

3.0 Facility Entry and Exit

3.1 All normal entry and exit by those other than Riverside Sheriff's employees who are normally assigned to the facility will be via the main lobby entrance.

- All visitors will be checked in and out upon entry and exit of the facility. All visitors will be checked in and out using the JBDC Visitor Log (501.10i Att.# 1) at the lobby window.

- All persons with security clearances will be validated before entry, by checking the Non-Sheriff Access List located on the "G" Drive.

3.2 Law enforcement officers and custody staff entering the jail with prisoners will only be admitted through Transportation.
4.0 Central Control

4.1 Custody staff assigned to Central Control will not allow access into the facility to any person without proper identification.
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.10 (Entry into Facility / Identification) with the following procedural additions:

PROCEDURE

1.0 Robert Presley Detention Center acceptable forms of identification.

1.1 "Identification" which must be visibly worn while inside the secure area of the Facility is limited to:

1.1.1 Clear plastic "pocket badges'' issued to Sheriff's Department administrators and Facility or Bureau Commanders.

1.1.2 Brown plastic "pocket badges" issued to Sheriff's deputies, investigators, sergeants and lieutenants.

1.1.3 Laminated beige "Jail Staff" badges with photograph and pocket clip, Form 252-16; as issued by RPDC Administration clerical staff.

1.1.4 Laminated blue "Visitor" badges with pocket clip, Form 252-14.

2.0 Identification required for jail entry.

2.1 Sheriff's Department personnel in uniform and Economic Development Agency (EDA) Facilities Management (FM) personnel in uniform need no additional identification.

2.1.1 Shoulder patches must be visible at all times.

2.1.2 Name tags and security badges for EDA must be worn at all times.

2.2 All non-uniformed personnel assigned to work in the facility shall wear visible, acceptable identification at all times while inside the secure area of the facility. (Note: A secure area is any area within the facility where entry is gained through a sally port or "220" door. This area includes the staff dining and briefing rooms.)

2.3 All other Sheriff's Department employees in civilian clothes shall wear visible, acceptable identification at all times while inside the secure area of the facility.

3.0 Escorts

3.1 Escorted official visitors need not wear identification.

3.2 All non-RPDC personnel shall be escorted while within a secure area of the jail.

Exception: Law Enforcement personnel from any agency in uniform or with visible identification. Those agencies not booking in an inmate need to check in and out via the front lobby.
3.3 Employees escorting visitors must remain with the visitors at all times while inside a secure area of the facility.

**Exception:** Volunteers shall be escorted to and from their assigned area only.

3.4 All off-duty employees, not in uniform, entering a secure area of the facility shall follow the procedure listed in section 1.1.

3.5 All outside vendors shall provide Jail Administration five working days’ notice for any extended work either inside, outside, or nearby the jail, which may impact facility security. All companies will provide identification with this notification of their personnel, so security clearances can be obtained. Escorts shall be provided by parties responsible for security in the work area (i.e. jail staff where the Sheriff’s personnel have scheduled the work, Facilities Management (FM) for work they have scheduled and staff responsible for the security of other buildings such as Historic Courts, HOJ, CAC).

**Exception:** If the work is of an emergency nature, the on-duty RPDC Watch Commander will be contacted and can grant authorization. Absent an emergency, a minimum of five days’ notice shall be given for work within or connected to the security of the facility.

4.0 Entry into and exit from the facility.

4.1 The main entry into, and exit from, the facility shall be made through the Lobby and the staff elevator.

4.1.1 The lobby deputy shall log all entries by off-duty and non-employees into the secured areas of the jail into the lobby’s computerized log (Exception – Supervisor’s meeting, Commander Inspections)

4.1.2 Prior to visitors entering the secure area of the jail, a standard badge will be issued by the lobby deputy and the visitor’s personal identification card retained until the visitor returns the badge. Acceptable identification is outlined in RPDC procedure 507.17 (Personal Visits).

4.1.3 Attorneys, private investigators, bail bond agents, or government agents arriving at RPDC to visit an inmate, shall coordinate their visit through the lobby deputy. The visit may be conducted through an attorney/visiting booth outlined in RPDC procedure 507.20 (Official Visits).

4.1.4 At no time will any of the above persons outlined in 4.1.3 be allowed access within the secure area of the jail without prior approval from the facility commander or designee. Those allowed into the facility will be escorted at all times.

4.1.5 The Classification Unit deputy assigned to the front lobby deputy escort position will escort visitors into and out of secure areas of the jail. When needed, a floor deputy will assist with escorts.

4.2 Staff with push carts, carrying large amounts of supplies, etc. may be admitted through any convenient entrance.
4.4 "Volunteers" shall be admitted only at the specific time and day to provide services in a specific area as provided on the list from the Administrative Programs Manager outlined in RPDC procedure 507.18 (Volunteers).

4.5.1 Volunteers will report to the appropriate lobby to obtain visitor badges in exchange for the visitor's personal identification card.

4.5.2 The lobby deputy will ensure the volunteer(s) are cleared to enter the facility and coordinate their escorted entry into the facility.

4.5.3 The lobby deputy will enter the volunteer’s identification information on the log.

5.0 Entry Control

5.1 Employees shall not allow access inside the facility to any person not in compliance with this procedure.

5.2 Employees shall be responsible for notifying the floor supervisor in the event that this procedure is not followed.

6.0 Food Coordinator.

6.1 During Food Coordinator (FC) hours, one of the two FC deputies assigned to the Kitchen will be responsible for providing escort for any repair person entering the Kitchen area who are not RPDC personnel. Every effort shall be made for repairs being conducted in the Kitchen during hours when no inmate work crews are present.

6.2 The Food Coordinator deputy shall contact the front lobby deputy to have the repair person's information placed on the entry log maintained by the lobby deputy.

6.3 The Food Coordinator deputy will remain with the repair person at all times and check the area for contraband after the repair is completed.

6.4 The Food Coordinator deputy will notify the front lobby deputy when the repair person has completed the repair.

7.0 Cal-OSHA

7.1 An OSHA inspector is required to ask for the Facility Safety Representative (FSR) upon their arrival. At RPDC, this would be the Compliance Unit. The Sheriff’s Safety Representative will also be contacted. An OSHA inspector is required to wait at least 30 minutes for the FSR to arrive.
7.2 Due to the safety concerns for an OSHA inspector, arrangements to enter the facility shall be made in advance.

8.0 Book and Release

8.1 Upon being informed a person is in the lobby for a court ordered “book and release,” the front lobby deputy shall:

8.1.1 Call the Business Office for the court paperwork, ordering the “book and release.”
8.1.2 Compare the Business Office court order to the identification of the person to be “book and release.” The front lobby deputy shall ensure the person and the court paperwork correspond.
8.1.3 Complete a receiving sheet.
8.1.4 Notify the booking desk.

8.2 The responding intake deputy shall search and handcuff the person prior to bringing the “book and release” into the jail. The “book and release” shall be brought into the facility through the male intake slider.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.10 (Entry into Facility - Security Clearances and Identification) with the following procedural additions:

PROCEDURE

2.0 Identification

2.1 All non-uniformed personnel assigned to work in the facility shall wear visible, acceptable identification always while inside the secure area of the facility.

2.2 All other Sheriff's Department employees in civilian clothes shall wear visible, acceptable identification always while inside the secure area of the facility.
2.3 All escorted official visitors must wear a “visitor” badge. The employees escorting visitors must remain with them always while inside the secure area of the facility.

2.4 All off-duty employees entering the facility who cannot display their Department ID on their outer clothing, shall obtain a visitor’s badge if entering the facility. Employees will give their California Driver’s License to the Lobby Deputy who will issue them a visitor’s badge. Employees will return the visitor’s badge to the Lobby Officer at which time their Driver’s License will be returned to them.

3.0 Acceptable Forms of Identification

3.1 “Identification” which must be visibly worn while inside the secure area of the facility is limited to:

- Clear plastic “pocket badges” issued to Sheriff’s Department administrators and Facility or Bureau Commanders;
- Proximity Card with employee’s photo issued to all personnel assigned to CBDC.
- Laminated blue “Visitor” badges with pocket clip.
- County of Riverside Correctional Health Services or Department of Mental Health identification cards with pocket clip.
- Laminated Riverside Sheriff’s Department identification cards.

4.0 Central Control

4.1 Deputies assigned to Central Control shall not allow any person access to the facility who fails to comply with this procedure.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 501.10 (Entry into the Facility – Security Clearances and Identification) with the following procedural additions:

PROCEDURE

3.0 Central Control

3.1 The deputy assigned to the central control area shall not allow access to the facility to any person not in compliance with this procedure. No person is to be admitted to the facility unless proper identification is displayed, as outlined.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 501.11 (Jail Tours) with the following procedural additions:

PROCEDURE

1.0 Restrictions

1.1 The following restrictions will be stressed to each participant of the tour to insure the safety of the tour and staff as well as maintain security of the facility. These restrictions are included on the Request for Jail Tour Form (RSD Form 547b).

- No weapons of any kind will be permitted in the facility. This includes any knife, mace, pepper gas, key chain batons, etc.
- Female clothing should be conservative, i.e. dress or slacks. No mid-drift tops, low cut necklines or sleeveless blouses. Shoes should be flat with enclosed toes. All male participants must wear enclosed shoes, long pants and shirts with sleeves. No hats, sunglasses. Jumpsuits are prohibited.
- No additional property may be brought into the facility, i.e. tote bags, backpacks, fanny packs, or purses.
- Any person or property is subject to search at any time prior to entry into the facility, during the tour and upon exiting the facility.
- Nothing can be given to an inmate, nor can the participant receive anything from an inmate.
- Participants are not permitted to converse with inmates. If the participant wishes to speak with an inmate, this will be conducted through a public visiting session.
- No alcohol, drugs or medications will be brought into the facility.
- Inappropriate behavior such as laughing, joking and general inattentiveness will result in removal from or termination of the tour.

2.0 Conducting the Tour

2.1 The Watch Commander or Watch Supervisor and/or the Deputy assigned to conduct the tour will meet with the participants outside of the security compound (Administration Lobby).

2.2 The tour restrictions will be reviewed, and the Watch Commander and/or Watch Supervisor will insure that all restrictions are complied with.

2.3 The employee conducting the tour will solicit and answer any questions from the participants prior to entry into the facility to minimize the time spent inside the security compound area.

2.4 Public tours may be taken to the following areas of the facility:

- Administration Lobby
Explain the business office operations

- Briefing Room
  - Explain the purpose for having daily briefings
- Visiting Area
  - Explain the visiting schedule and how inmates are permitted to visit. Explain the rules and regulations that apply to visiting.
- Central Control/ West Tower
  - Non-law enforcement tours will not be taken into Central Control or the West Tower without authorization of a lieutenant or the facility commander.
- Intake
  - Explain the process used for a newly booked inmate. Explain the searching, property inventory, money, fingerprinting, safety cells, sobering cells, holding cells, classification, and inmate telephone calls.
- Housing Units
  - Explain the JIMS system, types of inmates housed, medical concerns and inmate's daily routine.
- Exit
  - Exit the facility returning through the Administration Lobby.
The John. J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.11 (Jail Tours) with the following procedural additions:

PROCEDURE

1.0 Procedure for Scheduling Tours

1.1 Determine a date and time for the tour to take place and inform the requestor.

1.2 No tour will be conducted unless all participants have completed all the requirements.

1.3 Requests for detention center tours should be made 10 days in advance, unless authorized by a lieutenant or higher.

1.4 Tours should be scheduled at a time that least interferes with the operation of the facility.

2.0 Requirements for Tour Participation

2.1 Tour size will be limited to a maximum of fifteen participants with a minimum of one deputy guiding the tour.

3.0 Restrictions

3.1 Reference Request for Detention Center Tour Waiver and Agreement form (RSD Form 547 a/b).

4.0 Conducting the Tour

4.1 Whomever is charged to conduct the tour will meet in the front lobby. They will oversee the tour in a professional manner.

4.2 The person(s) conducting the tour will answer questions before entering to minimize time spent in the facility.

4.3 The officer conducting the tour shall caution the participants to stay close together and not leave the group. A responsible adult member of the tour group will be assigned to the end of the tour line to assist in the supervision of the individuals.
 Front Lobby
 RASP and Visiting
 Intake and Release
 Second Floor
 Mental health housing, dayroom.
 Exit front lobby
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.11 (Jail Tours) with the following procedural additions:

PROCEDURE

1.0 Request for Tours

1.1 All requests from the public for a tour of a facility will be referred to the Administrative Lieutenant or his/her designee. RPDC tours can be suspended or restricted due to staffing shortages which may limit the ability of staff to ensure the safety of the public.

1.2 The Administrative Lieutenant or designee will inform the person(s) making the request of the restrictions and requirements necessary to complete prior to appearing for the tour. If the person requesting the tour agrees to the conditions of the tour, the Administrative Lieutenant or designee will determine a date and time for the tour to take place and inform the requesting party.

1.3 The appropriate forms will be mailed to the requestor or arrangements made for the requestor to pick them up. These forms include an information sheet and a waiver/release of liability form. No tour will be conducted unless all participants have completed all requirements.

1.4 Tours should be scheduled at a time that least interferes with the operation of the facility. Tours will be usually be held between 0830-1030 and 1330-1500. Evening tours will be between 1830-2030. Tour size can be limited to a maximum of ten (10) in a group at a time. The length of the tour will be determined by the available staff and available time.

2.0 Conducting the Tour

2.1 The officer(s) that will be conducting the tour will meet with the participants outside of the security area of the Facility (Staff waiting area). Restrictions located on the back of the Request for Jail Tour form (RSD Form 547b) shall be reviewed and stressed to each participant of a tour to ensure the safety of the tour and staff, as well as to maintain security of the Facility. The tour officer will enforce the restrictions throughout the tour.

2.2 The officer(s) conducting the tour will solicit and answer any questions from the participants prior to entry into the Facility to minimize the time spent inside the security area. i.e. capacity, cost, etc.

2.3 The officer conducting the tour will caution the participants to stay close together and not to leave the group. A responsible adult member of the tour group may be assigned to the end of the tour line to assist in the supervision of the individuals. All
officers assigned to conduct a tour will do so in a professional manner.

2.4 All public tours will follow the established format. Any variance from the established tour format shall be pre-approved by the Administrative Lieutenant or by the on-duty Watch Commander.

2.5 Public tours will be taken to the following areas of the facility:

- MAIN LOBBY - Explain the operation and functions of the Lobby Officers, visiting, attorney visits, inmate mail etc.
- POD 2A - Explain the Pod operation, JIMS system, type of inmate housed here, purpose for sally ports, daily routine for the inmates, visiting area, attorney booth, etc.
- MALE INTAKE - Explain the process followed for an incoming inmate, searching, property, money, safety cell, detox cell, holding cells, classification, inmate phone calls, etc.
- TUNNEL - Explain the Transportation function from the tunnel entrance. (Do not go into Transportation.) Point out the tunnel to the Hall of Justice.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.11 (Jail Tours) with the following procedural additions:

PROCEDURE

1.0 Request for Tours

1.1 All requests from the public for a tour of the Cois Byrd Detention Center will be referred to the Administrative Lieutenant or his/her designee.

1.2 The Administrative Lieutenant or his/her designee will inform the person(s) making the request of the restrictions and requirements necessary to be completed prior to appearing for the tour.

1.3 If the person requesting the tour agrees to the conditions of the tour, the Administrative Lieutenant or his/her designee will determine a date and time for the tour to take place and inform the requesting party.

1.4 No tour will be conducted unless all participants have completed all requirements.

1.5 Tours should be scheduled at a time that least interferes with the operation of the facility.

2.0 Requirements for Tour Participants

2.1 Each participant must submit a signed, agreement and waiver before tour begins.

- Jail Tour Request Form (RSD Form 547b) and/or Jail Tour Waiver and Agreement Form(s) (RSD Form 547a) shall be provided to the participants prior to their tour. The deputy assigned to conduct the tour shall obtain the required number of forms by printing them from the “G” drive.
- Regular scheduled tours conducted by the deputies assigned to Programs, will be responsible for providing tour participants with the required forms prior to their tour.
- All completed forms shall be routed to the Administrative Clerical staff through the Administrative Lieutenant.
- Clerical staff will maintain the forms for current, plus one year.

2.2 Each participant must have attained a minimum age of fourteen (14) years of age.

2.3 Participants may be required to provide proof of age.

2.4 Tour size will be limited to a maximum of ten (10) per a group, unless authorized by a Lieutenant or the Facility Commander.
2.5 The length of the tour will be determined by the available staff and available time.

3.0 Restrictions

3.1 The following restrictions shall be stressed to each participant of a tour to ensure the safety of the tour and staff, as well as to maintain security of the facility. These restrictions are included on the back of the Tour Agreement and Waiver form.

3.2 Absolutely no weapons of any kind will be permitted in the facility. (This includes knives, Mace, pepper spray, key chain Kubatons, etc.)

3.3 All participants must dress in appropriate attire. Female clothing should be conservative, a dress or long pants. No midriff tops, low cut necklines, sleeveless blouses, or short pants. Clothing must cover the upper torso and lower/mid body parts. Male participants must wear long pants and shirts with sleeves. Participants who fail to comply with the dress code will be denied their tour. Participant’s clothing must not refer to gang affiliation, display sexual or lewd comments / pictures, or have the potential for being offensive to others. **Hats or sunglasses are not allowed.** Jumpsuits are prohibited.

3.4 Tour participants may not bring property into the facility. Articles not allowed include: tote bags, backpacks, purses, cellular telephones, pagers, or wireless electronic devices. Only vehicle keys shall be allowed.

3.5 Any person or property may be searched at any time prior to entry into the facility, during the tour and upon exiting the facility.

3.6 Participants are prohibited from giving anything to an inmate, nor can they receive anything from an inmate.

3.7 Participants are prohibited from conversing with any inmate. If the participant wishes to speak to an inmate, this must be done through public visiting.

3.8 Gum, alcohol, drugs or medication may not be brought into the facility.

3.9 Inappropriate behavior such as laughing, joking and general inattentiveness will result in removal from or termination of the tour.

4.0 Conducting the Tour

4.1 The Administrative Lieutenant or designee will appoint the staff member that will be conducting the tour and he/she will meet with the participants outside of the security area of the facility.

4.2 The tour restrictions will be reviewed with the participants and the staff member will ensure that all are instructions are understood.
4.3 The signed Tour Agreement and Waiver forms will be collected and checked for completeness. Forms are to be forwarded to the Administrative Lieutenant or his/her designee after the tour.

4.4 The deputy(ies) conducting the tour will solicit and answer any questions from the participants prior to entry into the facility. This is done to minimize the time spent inside the secured area of the facility.

4.4.1 The deputy(ies) shall advise the tour participants that they will have an opportunity for additional questions at the conclusion of the tour and when they have returned to the designated location outside the secured area of the facility.

4.5 The deputy(ies) conducting the tour will caution the participants to stay close together and not to leave the group. A responsible adult member of the tour group may be assigned to the end of the tour line to assist in the supervision of the individuals.

4.6 All officers assigned to conduct a tour will do so in a professional manner.

4.7 Tours may be conducted of the full facility, or specific portions, depending on the focus of the group and the activity in the jail.

4.8 Public tours may be taken to the following areas of the facility:

4.8.1 MAIN LOBBY
Explain the operation and functions of the Lobby Officers, visiting, attorney visits, inmate mail, etc.

4.8.2 HOUSING UNITS
Explain the Pod operation, JIMS system, type of inmates housed here, purpose for sally ports, daily routine for the inmates, visiting area, attorney booth, etc. The tour participants will be only allowed to view B Housing’s pod, dayrooms, and visiting area.

4.8.3 INTAKE
Explain the process followed for an incoming inmate, searching, property, money, Safety Cell, Sobering Cell, Holding Cells, Classification, inmate phone calls, etc.

4.8.4 VISITING AREA
If no visiting period is in progress, the inmate visiting booths may be shown.

4.8.5 CENTRAL CONTROL
5.0 Termination of Tour

5.1 All facilities within the Riverside County Sheriff’s Corrections 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 SWDC Fire/Life Safety Manual for visitor evacuation procedures and locations.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 501.11 (Jail Tours) with the following procedural additions:

PROCEDURE

1.0 General

1.1 Personnel conducting the tour will meet with the participants in the front lobby of the Colorado River Station.

1.2 Personnel assigned to conduct a tour will do so in a professional manner.

1.3 Inmates are not to be put on display during the tour. Any inmates seen by persons in the tour should be incidental to the tour.

2.0 Public tours may be taken to the following areas of the facility

2.1 Intake/Release desk, visiting, housing units, medical and sobering cells. Staff will explain to tour participants, Floor Operations, the JIMS system, types of inmates housed within the Blythe Jail, visiting process, medical services, sobering cells and daily routines for inmates. Tour participants may look into housing units - A, B, C, D, and F Dayroom. Tour participants shall not walk down the tiers or enter housing units.

2.2 Kitchen and Recreation areas: Explain how the kitchen staff prepares the various meals and directs the kitchen inmate workers. Explain recreation and court movement. Point out all the Fire Life Safety positions and related equipment.

2.3 Intake/Release: Explain the process followed for an incoming booking, searching, property, money, booking holding cell, classification, inmate phone calls, release process, etc.

2.4 Business Office: Explain the Business Office operations, inmate welfare, and the functions of dispatch in relationship with the jail.

2.5 Exit: Upon completion of the tour, escort the tour to the Colorado River Station front lobby.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 501.12 (Inmate Deaths) with the following procedural additions:

PROCEDURE

1.0 Notification

1.1 Central Control

1.1.1 Central Control shall immediately notify medical staff of the incident.
1.1.2 Central Control, at the direction of the shift supervisor or Watch Commander, shall contact ambulance service for the transportation of the inmate to a hospital facility. Confirmed deaths are not to be transported.

2.0 Investigation

2.1 Inmate deaths were suspicious circumstances are involved, or it is believed that death occurred, "at the hands of another," and all felonious assaults of an inmate where death is imminent shall be thoroughly investigated by the Sheriff's Central Homicide Unit.

2.2 Inmate deaths classified as a "medical," or an unattended death, which is absent suspicious circumstances, no evidence of another person's involvement, shall be thoroughly investigated by the Cabazon Station.

2.3 The jail (facility) commander, or his designee, upon notification of the death, shall contact the appropriate investigating agents (Central Homicide Unit or Cabazon Station) and provide a callback number at which the commander or supervisor can be contacted. If the on call investigating agent's supervisor (Central Homicide Unit or Cabazon Station) does not return a call within fifteen minutes, the Dispatch Supervisor will be contacted for the Central Homicide Unit Screen of Information (SOI) or a Central Dispatch Supervisor for the Cabazon Station for the next contact person.

2.4 Minimally, supervisors requesting a Central Homicide Unit or Cabazon Station response should be prepared to provide the following information.

A brief description of all known facts surrounding the circumstances of the incident at hand:

- Victim Information – how many, their medical/physical condition, their location (at the scene, the hospital, etc.)
- Suspect Information – how many, their medical/physical condition, gang related, suspect(s) known or unknown, their location (in-custody, fled scene, etc.).
- Witness Information – how many, their medical/physical condition (alcohol/narcotic...
2.5 The Central Homicide Unit and the scene supervisor will coordinate their tasks in the event that any other bureau or investigative requests are necessary.

2.6 The incident/scene supervisor will assist the deputy in charge to verify that correct investigation and report writing procedures are followed.

2.6.1 The deputy in charge of the incident/scene shall obtain a case file number from dispatch. This case file number shall be utilized for all supplemental reports.

2.6.2 Deputies may be required to write supplemental reports at the direction of the deputy in charge or by sworn investigators. Investigators may circumvent the need to have involved personnel write supplemental reports. This can be accomplished by investigators documenting their interviews of involved personnel at their discretion.

3.0 Inmate Deaths Occurring at the Hospital

3.1 If an inmate death is the result of an assault or suspicious circumstances are involved, the inmate death shall be thoroughly investigated by the Sheriff's Central Homicide Unit.

3.2 If an inmate death is classified as a “medical,” the death shall be thoroughly investigated by the Cabazon Station.

3.2.1 The Cabazon Station notification process will be the same as outlined above.

4.0 On Scene Liaison Tasks

4.1 The Watch Commander will designate a Sergeant or Corporal to act as a liaison to the investigating agent (Central Homicide Unit or Cabazon Station).

4.2 Provide assistance to the investigating agents (Central Homicide Unit or Cabazon Station) such as:

- Answering general questions about jail operations
- Providing the list of officers and inmates who were at the scene as well as other documents and notes
- Arranging for rooms for inmate and staff member interviews
Coordinating the movement of inmates for interview and evidence gathering

Showing the investigators the location of the dead inmate's property and arranging for its release

Printing classification notes for investigators

Assisting coroner's office with information on decedent's relatives
The John. J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.12 (Inmate Deaths) with the following procedural additions:

PROCEDURE

1.0 Inmate Death Check List

1.1 Refer to 501.12i (Attachment #1) for the Inmate Death Checklist. This checklist may be used as a reference when inmate death occurs.
RIVERSIDE COUNTY SHERIFF’S DEPARTMENT
JOHN J. BENoit DETENTION CENTER

IN-CUSTODY DEATH CHECKLIST

Sheriff's file number: ____________________
Coroner's case number: __________________
Person completing checklist: ________________________________

DIRECTIONS

☑ 1. Secure crime scene.

________________________________________

☐ 2. Assign deputy ________________ to note names of all inmates in area.

________________________________________

☐ 3. Assign deputy ________________ to monitor the crime scene and note the name of each person entering the scene and the time.

________________________________________

☐ 4. Have staff move inmates away from scene.

________________________________________

☐ 5. Confirm scene containment.

________________________________________


________________________________________

☐ 7. Ensure scene concealed from inmates.

________________________________________

☐ 8. Notify jail commander via chain of command.

________________________________________

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9. Notify RSD Thermal Station.

10. Assign staff member(s) to assist investigators (liaison).

11. Notify Coroner's office.

12. Notify DA's office.

13. Tell business office to refer press inquiries to watch commander.

14. Have classification officer/designee print list of inmate occupants of involved housing unit (via JIMS).

15. If necessary, have Deputy _______________ notify courts and/or other facilities of delay.


AFTER INITIAL INVESTIGATION:

1. With case agents consent, clean and disinfect scene and rehouse inmates.

2. Obtain copies of reports from investigators and coroner.

3. Complete form, notifying attorney general of death (keep a photocopy) and mail with copy of incident report within five days.
4. Forward copies of autopsy and coroner reports to attorney general with cover letter.

5. Prepare and submit recap memo of incident within 24 hours.

6. Arrange for and convene inmate death review panel.

7. Prepare recap of death review panel and forward to facility commander with copies of forms sent to attorney general.

501.12i att. #1
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.12 (Inmate Deaths) with the following procedural additions:

PROCEDURE

1.0 Notifications

1.1 Central Control

1.1.1 Central Control shall immediately notify medical staff of the incident.
1.1.2 Central Control, at the direction of the shift supervisor or Watch Commander, shall contact ambulance service for the transportation of the inmate to a hospital facility. Confirmed deaths are not to be transported.

1.2 Medical Staff

1.2.1 The Medical Staff will respond to the location of the incident to assist in the treatment of the inmate.
1.2.2 Medical Staff shall make the determination whether lifesaving procedures are to be started, keeping in mind that only a medical physician can legally pronounce death.

1.3 Shift Supervisor

1.3.1 The supervisor shall assign an officer to remain at the crime scene until relieved.

1.4 Watch Commander

3.4.1 The watch commander will have the responsibility of notifying the Facility Commander of the inmate death or felonious assault where death is imminent.

1.5 Facility Investigations Unit

1.5.1 The facility investigations unit sergeant shall be notified immediately of any inmate death or felonious assault where death is imminent.
1.5.2 After receiving notification, the investigations unit sergeant will have the facility investigator respond and act as the liaison for the investigating agents (Central Homicide Unit or Jurupa Valley Station).
that death occurred, “at the hands of another,” and all felonious assaults of an inmate where death is imminent, shall be thoroughly investigated by the Sheriff’s Central Homicide Unit.

2.2 If death occurs and it is a “medical,” or unattended death, absent suspicious circumstances, and no evidence of another person’s involvement, shall be thoroughly investigated by the Jurupa Valley Station.

2.3 The jail (facility) commander, or designee, upon notification of the death, shall ensure that Central Control Contacts Dispatch for notification to the appropriate investigating agents (Central Homicide Unit or Jurupa Valley Station). Central Control will provide Dispatch with the on-duty shift supervisor’s telephone number for callback purposes by the Central Homicide Unit or Jurupa Valley Station investigations supervisor. If the on-duty shift supervisor does not receive a call from the Central Homicide or Jurupa Valley Station investigations supervisor within fifteen minutes, the Dispatch Supervisor will be contacted by Central Control for the Central Homicide Unit Screen of Information (SOI) or a Central Dispatch Supervisor for the Jurupa Valley Station for the next contact person. The jail commander, or designee, shall notify the facility investigator or other designee to assist with the investigation acting as a liaison.

2.4 Minimally, supervisors requesting a Central Homicide Unit or Jurupa Valley Station response should be prepared to provide the following information.

- A brief description of all known facts surrounding the circumstances of the incident at hand.
- Victim Information – how many, their medical/physical condition, their location (at the scene, the hospital, etc.)
- Suspect Information – how many, their medical/physical condition, gang related, suspect(s) known or unknown, their location (in-custody, fled scene, etc.).
- Witness Information – how many, their medical/physical condition (alcohol/narcotic intoxication), their location.
- Crime Scene Information – number of crime scenes, how large, known evidence, indoors or outdoors, weather/other conditions that might destroy or contaminate evidence, existing security measures.
- Any other pertinent information that may have bearing on the investigative resources that will be needed to properly manage the investigation.

2.4.1 Pursuant to Penal Code section 5021(a), the on-scene supervisor shall notify the Coroner’s Office of the death. This notification shall be made within two (2) hours of the discovery.

2.4.2 Pursuant to Penal Code section 5021(a), the investigating agents’ supervisor or designee (Central Homicide Unit or Jurupa Valley Station) shall notify the on-call district attorney of the death.

2.5 The investigating agents (Central Homicide Unit or Jurupa Valley Station) and the scene supervisor will coordinate their tasks in the event that other bureau or investigative requests are necessary.

2.6 The incident/scene supervisor will assist the deputy in charge to ensure that correct
4.0 Reports

4.1 All department personnel involved in an inmate death or felonious assault where death is imminent shall prepare a written report documenting their activity.

4.2 The initial report and all relevant supplemental reports, as determined by the investigating agents (Central Homicide Unit or Jurupa Valley Station), shall be submitted by the employee's end of watch.

4.3 One supervisor, to review for detail, accuracy, grammar, continuity will review all written reports prepared by correctional staff, and consistency, amongst the reports prepared.

4.3.1 No signature shall be attached to the reports. The supervisor reviewing the report may initial the reporting officer's box to document his review of the report. Final approval of all reports is the responsibility of the investigating agents (Central Homicide Unit or Jurupa Valley Station).

4.4 All original reports shall be directed to the investigations unit sergeant as a point of contact and forwarded (in original form) to the investigating agents (Central Homicide Unit or Jurupa Valley Station) as per arrangements established by the involved investigating agents and facility supervisor(s).

4.5 Original reports will be returned to the Central Homicide Unit or the Jurupa Valley Station as soon as possible.

5.0 Notifications and Distribution of Reports by Coroner's Bureau

5.1 The commander of the Coroner's Bureau or designee will forward a notification letter and "Death in Custody" report (FORM CJSC 713) to the State Attorney General's Office via registered return receipt U.S. Mail within 10 days of the death. The information will be sent to the Law Enforcement Information Center, Attention: Death In-Custody Program, 4949 Broadway, Sacramento, CA 95820. The letter will
include preliminary circumstances surrounding the death along with a copy of at least one comprehensive incident report, which describes the events leading to the death of the inmate. Deaths due to AIDS, tuberculosis or other communicable diseases must also be specified on the letter. The Coroner’s commander may designate personnel, i.e., Investigative Section, to prepare the notification letter. A copy of the letter shall be included in the investigative report.

5.1.1 If a case needs to be reported Federally, the Coroner’s Bureau will fill out the “Death in Custody” addendum (CJ-11A) and mail it to the Department of Justice within 15 days of receive a “notification to report” letter.

5.1.2 A follow-up letter shall be mailed via registered return receipt U S. Mail to the State Attorney General along with the autopsy protocol from the Coroner’s Office.

5.2 Upon receipt of the autopsy protocol, the commander of the Coroner’s Bureau or designee shall provide a copy to the Medical Director of the facility and the Forensic Mental Health Director/designee, in the event of suicide.

6.0 Notification to Sheriff’s Planning and Research Unit

6.1 The on-duty sergeant will supply the following information to Sheriff’s Planning and Research immediately after the occurrence.

7.0 Debriefing

7.1 The scene supervisor shall conduct a debriefing session with the appropriate staff, i.e., involved personnel, briefing, etc., for the purpose of training.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.12 (Inmate Deaths).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 501.12 (Inmate Deaths).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 501.13 (Inmate Welfare Fund).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.13 (Inmate Welfare Fund).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.13 (Inmate Welfare Fund) with the following procedural additions:

**PROCEDURE**

1.0 Checking Account

1.1 RPDC shall maintain a checking account at a local banking or other financial institution for the management of inmate welfare funds.

1.2 Any interest earned from the account shall be retained within the account.

1.2.1 Only those authorized signers, whose names are listed on the account at the bank, can sign checks. Two signatures are required for expenses of $1500 or more.

2.0 Inmate Welfare Fund Expenditures

2.1 The jail commander may approve Inmate welfare fund expenditures up to $1500.

2.2 The Inmate RSD Corrections Welfare Fund Committee must approve any expenditure from the inmate welfare fund exceeding $1500.

2.3 Inmate welfare funds shall be used primarily for the benefit, education, and welfare of inmates.

2.4 Any funds not needed for the welfare of inmates may be expended for the maintenance of jail facilities.

2.5 Inmate welfare funds shall not be used to pay required expenses of confining inmates, such as inmate meals, clothing, housing or medical services.

3.0 Accounting

3.1 The RPDC inmate welfare fund account shall be reconciled once each month by a designated accounting staff.

3.2 The inmate welfare fund account may be audited by representatives of the state, county or department upon demand in accordance with statute, ordinance, and the procedures of the department.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.13 (Inmate Welfare Fund) with the following procedural additions:

**PROCEDURE**

1.0 Checking Account

1.1 CBDC shall maintain a checking account at a local banking or other financial institution for the management of inmate welfare funds.

1.2 Any interest earned from the account shall be returned to the fund.

1.3 Two supervisors must sign any checks drawn on the inmate welfare account. Only those supervisors whose names are listed on the account at the bank can sign checks.

1.4 The jail commander may approve Inmate Welfare Fund expenditures up to $1500.

1.5 The Inmate RSD Corrections Welfare Fund Committee must approve any expenditures from the inmate welfare fund exceeding $1,500.

1.6 Inmate welfare funds shall be used primarily for the benefit, education, and welfare of inmates.

1.7 Any funds not needed for the welfare of inmates may be expended for the maintenance of jail facilities.

1.8 Inmate welfare funds shall not be used to pay required expenses of confining inmates, such as inmate meals, clothing, housing or medical services.

2.0 Accounting

2.1 The CBDC inmate welfare fund account shall be reconciled once each month by an employee designated by the facility commander.

2.2 The inmate welfare fund account may be audited by representatives of the state, county or department upon demand in accordance with statute, ordinance, and the procedures of the department.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 501.13 (Inmate Welfare Fund) with the following procedural additions:

PROCEDURE

1.0 Accounting

1.1 Indio jail accounting staff designated to reconcile the inmate welfare fund at the Indio jail will also reconcile the Blythe Jail Inmate Welfare Fund.

1.2 All Inmate Welfare Fund bills or other accounting correspondents received at the Blythe Jail will be forwarded immediately to the Indio Jail accounting staff.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 501.14 (Incident/Pass-on Log) with the following procedural additions:

PROCEDURE

1.0 General

1.1 The Incident/Pass-On Log will be initiated each day at 0000 hours and continue until 2359 hours of the same day.

1.2 The Incident/Pass-On Log shall be maintained on the SCF ‘G’ Drive.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.14 (Incident/Pass-on Log).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.14 (Incident / Pass-on Log) with the following procedural additions:

PROCEDURE

1.0 Supervisor Responsibility

1.1 The Supervisor's Activity Log will be completed each day by a sergeant. At the start of each shift, the shift supervisor's names and shift name shall be indicated on the log.

1.2 The computerized log shall be maintained in RPDC's G-drive.

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 the entry, the supervisor should make a new entry, and in the comment section annotate the reason for the correction.

1.4 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.

1.5 The log shall be archived for retention in a separate file by the Compliance Unit.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.14 (Incident/Pass-on Log) with the following procedural additions:

**PROCEDURE**

1.0 Supervisor Responsibility

1.1 A Supervisor's Activity Log will be initiated each day at 0000 hours and will last until 2359 hours.

1.2 The Log is maintained on the Cois Byrd Detention Center “G” drive.

1.3 The Dayshift Intake Sergeant will forward the log via email as an attachment to:

- Facility Commander
- Floor Lieutenants
- Administrative Lieutenant
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 501.14 (Incident Pass on Logs) with the following procedural additions:

PROCEDURE

1.0 Supervisor Responsibility

1.1 A new Incident Log shall be started daily by night shift at 0001 hours. Log entries are to be made by a supervisor.

1.2 At the start of each shift, the date, shift supervisor on-duty staff members, and headcount information shall be recorded on the incident log by the headcount officer.

1.3 At the end of each shift, the number of felony/misdemeanor bookings, releases, and transfers will be recorded in the log by the headcount officer.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 501.15 (Safety Data Sheets and Employee-Right-To-Know) with the following procedural additions:

PROCEDURE

1.0 Safety Data Sheets
   1.1 Employees can look up Safety Data Sheet information on any computer that has access to the Intranet.
   1.2 Safety Data books are also in the Business Office and the Warehouse.

2.0 Employee-Right-To-Know
   2.1 The Administration Sergeant maintains the list of employees who have received and read the “Employee Right to Know” pamphlet information.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.15 (Material Safety Data Pamphlet).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.15 (Safety Data Sheet and Employee-Right-To-Know) with the following procedural additions:

PROCEDURE

1.0 Safety Compliance Officer

1.1 During employee orientation, the safety compliance officer will give new employees training on what SDS (Safety Data Sheet) is, how and when to use SDS, and where the SDS binders are located.

1.2 After receiving SDS training, each employee will be required to sign a Facility Training Form indicating that he/she has received and understands the information. This form will be archived in the Compliance Office in a secured cabinet that contains facility OSHA compliance documentation.

1.3 Each new employee will be issued a copy of the "Right to Know" pamphlet on the employee's first day at RPDC. Providing this information will be coordinated by the safety compliance officer.

2.0 Tracking

2.1 The RPDC safety compliance officer will maintain a roster containing the name of each employee. The roster will be used to assist the compliance officer in tracking the employees who need SDS training (County Document, 6001).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.15 (Safety Data Sheets and Employee-Right-To-Know).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 501.15 (Material Safety Data Sheets and Employee-Right-to-Know).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 501.16 (Occupational Safety) with the following procedural additions:

**PROCEDURE**

1.0 Safety Responsibility – All Employees

1.1 All injuries and illnesses shall be reported to a supervisor as soon as possible.

1.2 Safety bulletins are posted in the hallway by the Administration Office.

2.0 Documented Training, Safety Meetings, and Inspections

2.1 New employees shall be briefed on the hazardous materials via the Employee Right to Know pamphlet. The Safety/Compliance deputy will review this material during the initial orientation for all new employees.

2.2 The Safety/Compliance deputy will complete monthly safety inspection reports of the facility. The Safety/Compliance deputy will be responsible for identifying safety/hazard problems within the facility. The Safety/Compliance deputy will track and document those problems to ensure they get resolved. The completed safety inspection reports will be kept on the G-drive.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.16 (Occupational Safety).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.16 (Occupational Safety) with the following procedural additions:

**PROCEDURE**

1.0 Occupational Safety - All employees

   1.1 Safety bulletins will be posted in communal areas.

   1.2 All injuries and reported illnesses will be investigated.

   1.3 Correct all safety hazards when discovered.

2.0 Documentation of Training and Safety Inspections

   2.1 New employees shall be briefed on the hazardous material located in RPDC through the Material Safety Data Pamphlet (County Form 6001).

   2.2 Once a month during briefing, an article from the County Safety Newsletter will be used as the training topic. The daily sign-in sheets will serve as documentation that the safety training was provided by a supervisor (see RPDC procedure 503.06r Personnel Training). Supplemental safety training can include information on potential safety hazards associated with RPDC, safety videos, safety publications, and information on new equipment.

   2.3 The Safety Compliance Deputy will conduct a monthly safety and a monthly fire inspection of RPDC. The completed Fire Prevention Checklist and the Safety-Inspection Checklist shall be archived in the Compliance Folder, located in the G-drive.

   2.4 The Safety Compliance Deputy will be responsible for identifying safety problems/hazards and for tracking/documenting those problems to ensure they get resolved.

3.0 Cal – OSHA Form 300 and 300a

   3.1 Cal – OSHA Form 300 and 300a are received from the Sheriff’s Department Safety Representative. The data on the forms comes from the counties workers compensation department. The retention time for these two forms is three years, plus the current year.

   3.2 Cal – OSHA Form 300 is confidential. This form shall be archived by the compliance deputy in the G-drive’s Compliance Folder.

   3.3 Cal – OSHA Form 300a is posted on the safety bulletin board by the Compliance
Deputy from February 1st until April 30th.

3.3.1 The form must be signed by the Captain prior to posting.
3.3.2 The form shall be electronically scanned and archived with the Form 300, after April 30th.

4.0 Workers Compensation

4.1 Workers Compensation Division can be accessed on the internet at http://intranet.rc-hr.com/wc/

4.2 An employee who receives an injury on the job shall report the injury or illness to a supervisor immediately. If an injury or illness developed gradually, it shall be reported as soon as staff learn or believe it was caused on the job.

4.2.1 If an employee, while off duty, is admitted to the hospital for an injury which may be work related, the Department shall be contacted.

4.3 Supervisors may refer to the internet, workers compensation manual, Supervisor's Injury/Accident Procedure Manual and the Supervisor's Investigative Worksheet for completion of worker's compensation paperwork.

4.4 Supervisors shall document a brief overview of all work-related injuries in electronic mail (e-mail) to the facility Lieutenants, Captain, and the Compliance Unit, as well as documenting the incident on the Supervisor’s Log.

4.4.1 Injuries stated below require reporting within eight hours of occurrence to Cal-Osha by the Sheriff’s Department Safety Representative. In order to ensure this occurs, supervisors shall call the County Safety Department, 24/7, at [redacted] and the Sheriff’s Department Safety Representative at [redacted], when these events occur:

- Employee is admitted to the hospital.
- Employee suffers a loss of limb, to include finger tips or partial loss.
- Employee dies while on duty.
- Employee is admitted to the hospital for the flu, heart attack or back problems while at home or at work.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.16 (Occupational Safety).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 501.16 (Occupational Safety) with the following procedural additions:

PROCEDURE

1.0 Facility Responsibility

1.1 Communicate with employees on occupational health and safety matters, in compliance with CAL-OSHA regulations.

1.2 Post mandated safety bulletins in a communal area.

1.3 Investigate all reported injuries and illnesses.

1.4 Correct all hazards when discovered.

2.0 Document Training, Safety Meetings and Blythe Jail Inspections

2.1 New employees shall be briefed on the hazardous material located in the Blythe Jail. The training supervisor will cover this material during the initial orientation period for new employees. New employees will be given the hazardous material data sheets to review.

2.2 During the Blythe Jail monthly staff meeting discussions on safety issues, which includes identifying workplace hazards, new hazardous substances, new equipment, and new procedures, will be conducted. Documentation of these discussions will be made in the minutes of each meeting.

2.3 Daily roll-call training sessions on Blythe Jail safety issues will be conducted by the shift supervisor or a designated sworn or correctional employee. These training sessions will include information on potential safety hazards, safety videos, safety publications, and new equipment. Documentation of these training sessions will be made on the daily assignment log by each supervisor.

2.4 A safety inspection of the Blythe jail will be conducted by the Jail Safety Officer, quarterly, and records kept in the material data safety book.
The Corrections Division no longer provides this service.
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.
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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.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 501.18 (Release of Information / Media Interviews).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.18 (Release of Public Information/News Media Interviews).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.18 (Release of Public Information / Media Interviews) with the following procedural additions:

PROCEDURE

1.0 Requests for Media Interviews Related to the Facility

1.1 Requests for media interviews shall be routed through the classification sergeant to the facility commander.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.18 (Release of Public Information/Media Interviews).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 501.18 (Release of Public Information / Media Interviews).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 501.19 (Reporting “Gassing” Incidents).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.19 (Reporting “Gassing” Incidents).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.19 (Reporting “Gassing” Incidents) with the following procedural additions:

PROCEDURE

1.0 Documentation

1.1 Gassing incidents shall be documented in a crime report and disciplinary marker, to be assigned by the on-duty supervisor.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.19 (Reporting “Gassing” Incidents).
The Blythe Jail shall follow and adhere to the guidelines outlines in Department Policy 501.19 (Reporting “Gassing” Incidents).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 501.20 (Employee Overtime) with the following procedural additions:

PROCEDURE

1.0 Sign-up Protocol

1.1 Each shift shall prepare overtime sign-up sheets to cover projected needs. Each overtime sign-up sheet shall include the following information:

1.1.1 Preparing supervisor’s name and ID number.
1.1.2 Date and time that the overtime sheet was posted (To be completed by the supervisor posting the sheet).
1.1.3 Employees may not sign up other employees. Once signed up, changes cannot be made without the supervisor’s approval. All operational overtime will be available to other facilities/bureaus 7 days after posting.

1.2 Corrections staff assigned to SCF in “TDY” positions are exempt from waiting the 7-day period to sign up for overtime.

1.3 All SCF supervisors will post overtime, when authorized, on the shift assignment board in their respective area of operation.

1.3.1 When initially presented, the sign-up sheet will be blank (no names filled in).
1.3.2 No staff member shall sign up to cover more than two shifts, per team, per pay period until 7 days after posting.

1.4 Short-notice overtime sign-ups shall be exempt from the rules regarding posting and waiting periods. Short-notice sign-ups are defined as unscheduled openings occurring within the current workweek or the following workweek.

1.5 All employees working overtime at SCF are responsible for adhering to SCF procedures.

2.0 Overtime justification shall include the following

2.1 Reason for overtime (i.e. minimum staffing, SB924, sick leave, etc.)

2.2 Shift or team worked

2.3 Name of the employee the overtime covered behind

2.4 If overtime was the result of an extended shift, the reason for hold over must be documented.
3.0 The employee must include the overtime shift on the original 344 for inclusion in payroll, if the overtime was worked at their own facility.

3.1 If the original 344 has already been submitted, the employee must complete a correction 344.

3.2 A Correction 344 must be submitted to the on-duty supervisor at the end of the overtime watch, to ensure posting on current payroll.

4.0 It is the responsibility of the employee to notify the on-duty supervisor in any case they are unable to fulfill their overtime commitment.

4.1 The employee shall make every effort to find someone to fill their overtime shift.

4.2 Failure to show up for an overtime assignment, without prior supervisory approval, may result in disciplinary action.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.20 (Employee Overtime) with the following procedural additions:

PROCEDURE

1.0 Sign-up Protocol

1.1 Each shift shall post overtime in the Briefing Room. Each overtime sign-up sheet shall include the following information.

   1.1.1 Posting supervisor’s name and ID number.
   1.1.2 Date and time that the overtime sign-up sheet was posted.

1.2 Employees may not sign up for more than two overtime shifts in the first 24 hours of initial posting.

   1.2.1 Employees may not sign up another employee.
   1.2.2 Once signed up, changes cannot be made without a supervisor’s approval.

   ➢ The approving supervisor shall initial the change, after the correction is made to the sign-up sheet.
   ➢ All overtime sign-up sheets will be kept on file, if a new overtime sign-up sheet is generated.
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.20 (Employee Overtime) with the following procedural additions:

**PROCEDURE**

1.0 **Sign-up Protocol**

1.1 All RPDC supervisors will post overtime, when authorized, in their respective area of operation, to verify consistency. Each overtime sign-up sheet shall include the following information:

- Posting supervisor’s name.
- Date the overtime sheet was posted.

1.2 Employees shall not sign up other employees.

1.3 Once signed up, changes cannot be made without a supervisor’s approval.

1.4 Employees shall not sign up for more than two overtime shifts in the 48 hours, after the overtime is posted.

1.5 It is the responsibility of all supervisors authorizing overtime to ensure all employees utilized for overtime at RPDC meet the overtime policy criteria and are not on the overtime exclusion list before approving them to work overtime.

1.5.1 RPDC supervisors are to forward the names of all personnel qualifying for the overtime exclusion list, or removal from the list, to the RPDC Administrative Sergeant and the facility Supervising Administrative Office Assistant (RPDC Admin).

1.5.2 The overtime exclusion list is made up of personnel who cannot work overtime for one of the following reasons:

- 2nd sick leave letter
- Military Leave
- FMLA/FLSA
- Workers’ Compensation/modified duty/light duty
- Below Standard ER - A probationary employee on a below standard ER only because they are a probationary employee, but who is performing at an acceptable level, may work OT. A tenured employee who is on a below standard ER will not be approved.
- Substandard performance per review of a sergeant and the approval of the commander, regardless if currently on a substandard ER or not.

1.5.3 RPDC Admin will enter the information received from RPDC supervisors onto
the RPDC Overtime Exclusion List identifying all RPDC personnel who are not authorized to work overtime. The list will be placed in the “G” drive, and will be updated quarterly (January 1, April 1, July 1, and October 1) by RPDC Admin.

1.5.4 The RPDC Administrative Sergeant will forward the updated list to all facility administrative supervisors so their facility will know who is not approved from RPDC to work overtime at their facility.

1.5.5 The RPDC Administrative Sergeant shall also maintain an Overtime Exclusion List from all facilities in the same folder, containing the names of personnel from other facilities who are not approved to work overtime at RPDC.

1.6 All employees working overtime at RPDC are responsible for adhering to RPDC procedures.

2.0 All 344’s shall be approved by an on-duty supervisor during the overtime shift.

2.1 Employees working overtime are responsible for notifying their immediate supervisor of all overtime, extra duty, and volunteer hours worked.

2.1.1 The employee must give their supervisor their original 344 for inclusion to payroll, with the overtime worked from another facility.

2.1.2 It is the responsibility of the employee to notify the on-duty supervisor in any case they are unable to fulfill their overtime commitment. Failure to show up for an overtime assignment, without prior supervisory approval, may result in disciplinary action.
PROCEDURE

1.0 Sign-up Protocol

1.1 Each shift shall post the overtime sign-up sheets on the window outside the Intake Sergeant’s Office. Each overtime sign-up sheet shall include the following information:

- Posting supervisor's name and ID number.
- Date and time that the overtime sheet was posted.
- Employees may only sign up for two overtime shifts within the first 24 hours of being posted. Employees may not sign up other employees. Once signed up, changes cannot be made without the supervisor's approval.

1.2 All employees working overtime at CBDC are responsible for adhering to CBDC procedures.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 501.20 (Employee Overtime) with the following procedural additions:

PROCEDURE

1.0 Sign-up Protocol

1.1 An overtime signup sheet will be generated by a Sergeant when needed, and shall include the following information:

- Posting supervisor's name and ID number.
- Date and time that the overtime sheet was posted.
- "Employees may not sign up for more than two overtime shifts in the 24 hours, after the overtime is posted. Employees may not sign up other employees. Once signed up, changes cannot be made without the supervisor's approval."

1.2 Employees signing up for overtime must document the date and time they signed up next to their name.

1.3 Overtime signup sheets must be posted for 48 hours prior to any employee not assigned to the Blythe Jail signing up.

1.4 All employees working overtime at Blythe Jail are responsible for adhering to Blythe Jail procedures.

1.5 Employees assigned to the Colorado River Station or Blythe Courts who have not been assigned to the corrections division within the past 12 months may work overtime at the Blythe Jail if the following criteria are met.

- CRS/Blythe Jail Commander Approval
- Completed Deputy Supplemental or Correctional Deputy Core Academy
- Satisfied STC training requirements.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 501.21 (Narcotic Field Testing Kit) with the following procedural additions:

PROCEDURE

1.0 Use of the NarcoPouch

1.1 The test will be conducted in an outside area of the facility such as outside intake.

1.2 The supervisor will supervise the administering of the test to verify that all procedures are followed.

2.0 How to Use the NarcoPouch

2.1 Remove the plastic clip securing the pouch.

2.2 Insert a small amount of the suspected controlled substance by using the "loading device". The amount of controlled substance should fit inside the circle of the "loading device."

2.3 Reseal the pouch by reattaching the clip. Be sure the material is at the bottom of the NarcoPouch.

2.4 When testing rock cocaine or other rock like substances, ensure the item has been reduced to powder form prior to loading and testing.

2.5 With the printed side of the pouch toward you, break the ampoules at liquid level from left to right if there are more than one.

2.5.1 Break the ampoules by squeezing the center of the ampoule with the tips of the thumb and forefinger.

2.5.2 Once the glass ampoule is broken, do not continue breaking the glass as there is a potential risk of injury.

2.6 After breaking each ampoule agitate gently side to side. Do not shake up and down.

2.7 Observe immediate color or color of test for no more than one minute.

2.8 Do not store the NarcoPouch as evidence. Dispose of used test promptly and safely in the appropriate poly bag lined trash can located in the intake area.
2.9 Flush all spilled reagents with water.

2.10 Treat burns from spilled reagents as any other burn. Seek treatment from medical staff and ensure that a supervisor is aware of the injury.

2.11 Dispose of used and un-neutralized #903 (heroin) test units promptly and in the appropriate poly bag lined trash container (See 3.8 and 3.8.1) and separate from used #904 (cocaine), #907 (hallucinogens, LSD) or #908 (Marijuana, THC, Hashish) test units.

3.0 Employee Injury

4.0 Ordering of Additional Kits

4.1 The Training Sergeant shall be responsible for tracking and re-ordering of the ODC Narco Pouch Test kits for the facility.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.21 (Narcotic Field Testing Kit) with the following procedural additions:

PROCEDURE

1.0 Field Test Kit

1.1 The field test kit “Narco Pouch” will be used to check for suspected controlled substances found within a Riverside County Correctional Facility.

1.2 Once a suspected controlled substance has been located, a supervisor will be notified.

1.3 The supervisor will be responsible for verifying the information and make a presumptive identification based on his/her experience.

1.4 The supervisor will then determine if there is a need for the controlled substance to be field tested.

1.5 Upon determining a need for a field test, the supervisor will furnish the employee with the appropriate field test kit for the suspected controlled substance. The test kits will be stored in the Intake Sergeant’s Office.

1.6 If additional kits are needed the Support Services Sergeant will be notified to ensure that the appropriate replacement kits are ordered.

2.0 Use of the Narco Pouch

2.1 The test will be conducted in an outside area of the facility such as outside Intake or Transportation.

2.2 The supervisor will supervise the administering of the test to verify that all procedures are followed.

2.3 Once test is complete, promptly and safely dispose of the kit in a poly bag lined trash container. **Do not mix the used 903 kits with other used kits as an adverse chemical reaction can occur that may cause damage to the facility or injury to an employee.**
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.21 (Narcotic Field Testing Kit) with the following procedural additions:

**PROCEDURE**

1.0 Use of the NarcoPouch

1.2 The supervisor will supervise the administering of the test to verify that all procedures are followed.

2.0 How to Use the NarcoPouch

2.1 Remove the plastic clip securing the pouch.

2.2 Insert a small amount of the suspected controlled substance by using the “loading device”. The amount of controlled substance should fit inside the circle of the “loading device.”

2.3 Reseal the pouch by reattaching the clip. Be sure the material is at the bottom of the NarcoPouch.

2.4 When testing rock cocaine or other rock like substances, ensure the item has been reduced to powder form prior to loading and testing.

2.5 With the printed side of the pouch toward you, break the ampoules at liquid level from left to right if there are more than one.

2.5.1 Break the ampoules by squeezing the center of the ampoule with the tips of the thumb and forefinger.

2.5.2 Once the glass ampoule is broken, do not continue breaking the glass as there is a potential risk of injury.

2.6 After breaking each ampoule, agitate gently side to side. **Do not** shake up and down.

2.7 Observe immediate color or color of test for no more than one minute.

2.8 Do not store the NarcoPouch as evidence. Dispose of used test promptly and safely in the appropriate poly bag lined trash can located in the Intoxilyzer room.
903 kits; the other poly bag lined trash can is labeled other kits. Do not mix the used 903 kits with other used kits as an adverse chemical reaction will occur that may cause damage to the facility or injury to an employee.

2.9 Flush all spilled reagents with water.

2.10 Treat burns from spilled reagents as any other burn. Seek treatment from medical staff and ensure that a supervisor is aware of the injury.

2.11 Dispose of used and un-neutralized #903 (heroin) test units promptly and in the appropriate poly bag lined trash container (See 3.8 and 3.8.1) and separate from used #904 (cocaine), #907 (hallucinogens, LSD) or #908 (Marijuana, THC, Hashish) test units.

3.0 Employee Injury

3.1 If the employee is injured as a result of using the narcotic field test kit, he or she shall notify a supervisor and seek medical attention.

4.0 Ordering Additional Kits:

4.1 The Training Sergeant shall be responsible for tracking and re-ordering the ODV Narco Pouch Test Kits for the facility.

4.2 The kits will be ordered through the manufacturer.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.21 (Narcotic Field Testing Kit) with the following procedural additions:

PROCEDURE

1.0 Testing Suspected Controlled Substances
   1.1 The testing of any suspected controlled substance shall be completed outside of the facility and away from other staff to avoid possible contamination.

2.0 Ordering Additional Kits
   2.1 The Administration/Training Sergeant shall be responsible for tracking and re-ordering the test kits for the facility.
   2.2 The kits will be ordered through the CBDC Support Services Unit via the Smith Correctional Facility Warehouse.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 501.21 (Narcotic Field Testing Kit).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 501.22 (Inmate Death Review) with the following procedures additions:

PROCEDURE

1.0 Inmate Death Review Meeting

1.1 The following shall be discussed during the inmate death review meeting:

- Timely and appropriate response of correctional and medical staff.
- Appropriateness of Mental Health response prior to death, if applicable.
- Adherence to Corrections, Medical and Mental Health Policy and Procedures including the need to modify existing procedures or additional in-service training.
- Any need to interface with outside agencies, i.e., Emergency Room, ambulance service.
- Any other pertinent issues.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.22 (Inmate Death Review Meeting).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.22 (Inmate Death Review Meeting).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.22 (Inmate Death Review).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 501.22 (Inmate Death Review Meeting).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 501.23 (Critical Incident Debriefing).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.23 (Critical Incident Debriefing).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.23 (Critical Incident Debriefing).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.23 (Critical Incident Debriefing).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy (501.23) with the following procedural additions:

PROCEDURE

1.0 Location of Debrief

1.1 All Critical Incident Debriefings should be held in an area where inmates wouldn’t overhear the discussion, such as the Blythe jail briefing room.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 501.24 (Sexual Assault) with the following procedural addition:

PROCEDURE

1.0 Supervision Unannounced Rounds

1.1 Refer to SCF Procedures 502.10 (Security Checks) for information on conducting and documenting unannounced rounds to identify and deter sexual abuse.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.24 (Sexual Assault) with the following procedural additions:

PROCEDURE

1.0 Unannounced Supervisor Checks

1.1 Refer to Department Policy and Facility Procedure 502.10 (Security Logs/Checks) for further information.

2.0 Investigation

2.1 If an investigator assigned to the facility is not available, an investigator will be called from Thermal station to conduct the investigation.
PROCEDURE

1.0 Discovery

1.1 Staff will make notifications and immediately lock down the affected area and turn off the housing unit telephones.

1.2 Custody staff should not approach the inmate without the assistance of another facility member.

1.3 All inmate movement into or out of the affected area should be stopped. Potential suspects/witnesses will be separated, secured, and monitored by staff members.

1.3.1 The staff members will not ask any questions or engage in conversation with the victim or the suspect.

1.3.2 Staff members, without a specific reason to enter affected scene, are not authorized to enter the crime scene.

1.3.3 Designated personnel (deputy in charge of the scene) will begin a crime scene entry/exit log. The deputy will ensure that full block-out information is obtained for all emergency medical system (EMS) personnel who responded to the scene (Ambulance Crew, Fire Department/Paramedics, other law enforcement agency, etc.).

1.3.4 Deputy in charge of the scene will designate one path for entry and exit of the scene. When establishing the path, the deputy should consider where the evidence is located and select a path that will prevent the destruction of evidence.

1.3.5 If the scene is altered, such as items of evidence having to be moved for the purpose of the investigation, the deputy will record the following:

- What alterations were made.
- When the alterations were made.
- Purpose of movement.
- Person who made the alterations.

2.0 Responsibilities

2.1 Central Control

2.1.1 Central Control will immediately notify medical staff of the incident and assure their expedited response.
2.2  Shift Supervisor

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

2.2.2 The supervisor will assign a staff member to note the names of each inmate in the affected area. The staff member making these notes should note any injuries, unusual behavior by specific inmates, and location at time of incident.

2.2.3 The supervisor will request Classification to print a copy of the housing unit's occupants via the Jail Information Management System (JIMS) as soon as practical.

2.2.4 The supervisor will assign a staff member to remain at the crime scene until relieved.

- This staff member will note the name, identification number, and time(s) the employee(s) entry and departure from the crime scene.

3.0  Investigation

3.1 The jail (facility) commander, or his designee, upon notification of the inmate sexual misconduct, will determine who will investigate the incident.

3.2 Minimally, supervisors should be prepared to provide the following information.

3.2.1 A brief description of all known facts surrounding the circumstances of the incident at hand.

3.2.2 Victim Information – how many, their medical/physical condition, their location (at the scene, the hospital, etc.)

3.2.3 Suspect Information – how many, their medical/physical condition, gang related, suspect(s) known or unknown, their location (in-custody, fled scene, etc.).

3.2.4 Witness Information – how many, their medical/physical condition (alcohol/narcotic intoxication), their location.

3.2.5 Crime Scene Information – number of crime scenes, how large, known evidence, indoors or outdoors, weather/other conditions that might destroy or contaminate evidence, existing security measures.

3.2.6 Any other pertinent information that may have bearing on the investigative resources that will be needed to properly manage the investigation.

3.3 If the jail investigator is assigned as the investigating agent, the scene supervisor will coordinate their tasks with the investigator.

3.3.1 The incident/scene supervisor will assist the investigator in charge to ensure that correct investigation and report writing procedures are followed.

3.3.2 A case file number will be obtained from dispatch. This case file number will be utilized for all supplemental reports.

4.0  Reports

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4.1 All department personnel involved in an inmate sexual misconduct will prepare a written report documenting their activity.

4.2 The initial report and all relevant supplemental reports, as determined by the investigating agent, will be submitted by the employee's end of watch.

4.3 One supervisor, to review for detail, accuracy, grammar, continuity will review all written reports prepared by correctional staff, and consistency, amongst the reports prepared.

4.3.1 No signature will be attached to the reports. The supervisor reviewing the report may initial the reporting officer’s box to document his review of the report. Final approval of all reports is the responsibility of the investigator.

4.4 All original reports will be directed to the Classification/Investigation Unit Sergeant as a point of contact and forwarded (in original form) to the investigator.

5.0 Debriefing

5.1 The scene supervisor will conduct a debriefing session with the appropriate staff, i.e., involved personnel, briefing, etc., for the purpose of training.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.24 (Sexual Assault) with the following procedural additions:

PROCEDURE

1.0 Supervision and Monitoring

   1.1 Supervisors are to conduct two unannounced checks per shift to identify and deter sexual abuse. Refer to Department Policy 502.10 (Security Logs / Checks) for additional information for practice and documentation.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 501.24 (Sexual Assault).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 501.25 (Enforcement Activity) with the following procedural additions:

PROCEDURE

1.0 General

1.1 This procedure provides guidelines for enforcement activity by SCF staff members involving members of the public or activity occurring outside of the secured portion of the facility.

1.2 Enforcement activity within the scope of this procedure primarily consists of:
   - On-Sight Investigation
   - On-sight Arrest
   - Warrant Arrest

1.3 SCF staff members shall take appropriate enforcement action when persons commit or attempt to commit public offenses inside the facility, at Perimeter 1, or at the SECP/WRP building or adjacent parking lot. Appropriate enforcement action may consist of the following:
   - Counsel and release
   - Citation for infractions and misdemeanor offenses
   - Physical arrest, with citation release on misdemeanor offenses
   - Physical arrest and booking for felonies

1.4 Enforcement activity by SCF staff members shall be lawful and in accordance with General Orders and Department policy. Considerations shall include:
   - Authority for arrest
   - Probable cause for the arrest
   - Misdemeanor committed in your presence
   - Private person arrest
   - Valid arrest warrant and confirmation of suspect identification
3.0 Supervisor Responsibilities

3.1 Ensure enforcement activity is lawful and in accordance with General Orders and Department policy.

3.2 For arrest warrants, confirm the suspect identity to ensure the suspect is the person listed on the warrant.

3.2.1 Whenever a suspect's identity is in question, the Intake Sergeant shall ensure the Live Scan results are reviewed as soon as possible.

3.3 Notify the Floor Operations Lieutenant.

6.4 Notate all enforcement activity on the Supervisors' Pass-On Log.

4.0 Responsibilities of Arresting Officer include

4.1 Ensure proper officer safety techniques and tactics are used.

4.2 Ensure every arrested person is thoroughly searched for weapons, contraband, or other dangerous devices.

4.3 Consider the safety of other people in the area.

4.4 For warrant arrests, confirm the suspect's identification through photo ID, tattoos, scars, DOB, or other means; and confirm the warrant is valid and have the warrant abstract sent to SCF.

4.5 Ensure the arrested person is properly secured in a sheriff's vehicle.

4.6 Prior to placing a suspect or arrestee in any sheriff's vehicle, the area where the person will be seated shall be thoroughly searched for weapons and contraband.

4.7 Immediately after removing a suspect or arrestee from a sheriff's vehicle, the area where the person was seated shall be thoroughly searched for weapons and contraband.

4.8 When taking a suspect or arrestee from another officer, the employee shall always conduct a thorough search of the person.

4.9 At no time will a suspect or arrestee be walked through the Administration building.

4.10 If the need arises to remove an arrestee from the vehicle prior to booking, the arrestee can be placed on the bench just inside the Intake slider.

4.11 If contraband or other property is located prior to an arrestee being placed in the vehicle, the deputy shall complete a property report.

4.12 If contraband is located in the vehicle after an arrestee is removed, the deputy shall...
make appropriate enforcement actions if the item located is illegal.
The John. J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.25 (Enforcement Activity) with the following procedural additions:

PROCEDURE

1.0 General Information

1.1 Custody staff members shall take appropriate enforcement action when persons commit or attempt to commit public offenses inside or outside the facility. Appropriate enforcement action may consist of the following:

1.1.1 Counsel and release (Obtain block out information)
1.1.2 Citation for infractions and misdemeanor offenses
1.1.3 Physical arrest, with citation release or booking on misdemeanor offenses
1.1.4 Physical arrest and booking for felonies

2.0 Enforcement Outside of the Facility

2.1 Indio Police Department shall handle enforcement activity occurring outside and adjacent to the facility.

2.2 Custody staff, who are not with a sergeant on a perimeter check, who come upon enforcement activity outside the facility shall immediately notify the shift sergeant, indicate if a weapon is involved, number of people involved and if injuries have occurred.

3.0 Sergeant Responsibilities

3.1 For arrest warrants, confirm the suspect identity to ensure the suspect is the person listed on the warrant.

3.1.1 Whenever a suspect’s identity is in question, the Sergeant shall ensure the Live Scan or IBIS results are reviewed as soon as possible.

3.2 Notify the Floor Operations Lieutenant.

3.3 Notate all enforcement activity on the Supervisor’s Pass-On Log.
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.25 (Enforcement Activity) with the following procedural additions:

PROCEDURE

1.0 Appropriate enforcement action may consist of the following:

- Counsel and release
- Physical arrest with citation/release on misdemeanors
- Physical arrest and incarceration for felonies and other appropriate situations

2.0 An arresting deputy is to ensure the following:

- Proper officer safety techniques and tactics are used.
- The arrested person is properly secured.
- The safety or other persons in the arrest area is considered.

3.0 Enforcement outside of the facility

3.1 Riverside Police Department shall handle enforcement activity occurring outside and adjacent to the facility.

3.2 Deputies, who are not with a sergeant on a perimeter check, who come upon enforcement activity outside the facility shall immediately notify the shift sergeant, indicate if a weapon is involved, number of people involved and if injuries have occurred.

4.0 Enforcement inside the facility

4.1 Enforcement activity could occur anywhere inside the facility.

4.1.1 The lobby and loading dock are also areas where enforcement activity could take place between, but not limited to:

- An employee (civilian or law enforcement) and the public
- An employee and significant other
- Two or more members of the public
- A work release inmate and the public / employee

4.1.2 Enforcement activity can also be related to workplace violence and/or harassment.

4.1.3 The staff member at an incident shall immediately notify the shift sergeant, indicate if a weapon is involved, number of people involved and if injuries have occurred.
4.2 Notification

4.2.1 The on-duty shift sergeant will notify his/her lieutenant of the incident, via e-mail or telephone.

4.2.2 The on-duty shift sergeant will author a 10-point notification detailing the incident. The notification will be sent via chain of command.

4.2.3 The on-duty administrative sergeant will make an entry, within the supervisor’s pass on log.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.25 (Enforcement Activity).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 501.25 (Enforcement Activity).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 501.26 (Vacation Requests / Seniority).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.26 (Vacation Request/Seniority).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.26 (Vacation Requests / Seniority).
 TITLE: Vacation Requests/Seniority

NUMBER: 501.26

The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.26 (Vacation Request/Seniority).
The Blythe jail shall follow and adhere to the guidelines outlined in Department Policy 501.26 (Vacation Requests/Seniority) with the following procedural additions:

**PROCEDURE**

1.0 General

1.1 The Blythe Jail Admin Sergeant or designee will prepare the staff seniority list, for establishing seniority for annual vacation only.

2.0 Primary Vacation

2.1 Before the start of each new calendar year, jail staff will submit their primary vacation request memo via chain of command to the Blythe Jail Commander or designee.

2.2 The deadline for submitting a primary vacation request (requesting a specific timeframe) will be the last day of Pay Period (PP #1), unless otherwise specified by the Blythe Jail Commander or designee.

2.3 Primary vacation requests received after the specified deadline will not be factored in using the employee's numerical seniority. These late requests shall be approved by the Blythe Jail Commander or designee on a case-by-case basis.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 502.01 (Central Control) with the following procedural additions:

PROCEDURE

1.0 General

1.1 Central Control and West Tower are the main control points of Larry D. Smith Correctional Facility. Together they control all facility access and movement.

2.0 Central Control / West Tower

2.1 Central Control will be staffed by a minimum of two deputies.

2.2 Central Control is responsible for monitoring all facility radio traffic and responding to all radio traffic intended for Central Control.

3.0 Tasks and Responsibilities

3.1 Central Control is responsible for facility movement within the east end of the facility. This includes the monitoring and operation of the following:

- Vehicle sally port gate
- South sally port gate
- East sally port gate
- Visit pedestrian gate
- Programs pedestrian gate
- "Walk" pedestrian gate
- Highway pedestrian gate
- Visiting booth doors
- Housing Unit 1-11 inner and outer gates
- Laundry gate
- Kitchen gate
- East ERT Locker gates
- Warehouse gate

3.2 All facility movement will be coordinated with staff members and West Tower.

3.3 Jail security must be maintained at all times.

3.3.1 Only open and close one gate to a sally port area at any one time.

3.3.2 Interlock override must only be used in an emergency or under the authorization of a supervisor.

3.3.3 Make positive identification of all persons before allowing them access to Central Control's area of responsibility.

3.3.4 No inmate shall exit without an escort, or staff knowing the reason of movement.

3.3.5 Only one vehicle of any type shall be allowed inside of a sally port at a time.
3.5 Maintenance of a daily incident log. Records all notable jail incidents, emergencies, and med cars that are outside of the facility.

3.6 Answer all incoming phone calls to Central Control.

3.7 Accounts for all H.T. radios and Tasers at the beginning of every shift. The administrative sergeant shall be notified once the H.T.s and Tasers are cleared. A supervisor will be notified immediately if there are any H.T.s or Tasers that are not accounted for.

3.8 Account for all the maintenance keys located in the Central Control key box. Report any missing keys to a supervisor immediately.

3.9 The security gate will be shut and locked at all times.

4.0 Emergency Procedures

4.1 If a “man down” button from an H.T is activated, Central Control will identify who the radio is assigned to by utilizing the GENWATCH computer located inside of Central Control. Once the staff member is identified, Central Control will conduct a status check to verify their safety. The status check will be conducted by using two methods:

4.1.1 Receiving a “Code-4” from the staff member via the H.T.
4.1.2 Assignment of another staff member to visibly see the staff member and confirmation of “Code-4” status to Central Control.
4.1.3 In the event a staff member needs assistance, Central Control is responsible for dispatching additional deputies.
4.1.4 Once the “man down” status has been confirmed to be Code 4, the alert on the GENWATCH computer can be cleared.

4.2 Central Control is responsible for notifications if a request is made for American Medical Response (AMR), or the California Department of Forestry (CDF) to respond to the facility.

4.2.1 Non-Emergency: Notify the appropriate agency utilizing the phone rosters located in Central Control.
4.2.2 Emergency: Call 911.

5.0 Escape/Early Warning System Notification
6.5.3 Make positive identification of all persons before allowing them access to the West Tower's area of responsibility.

6.5.4 No inmate shall exit without an escort, or staff knowing the reason of movement.

5.1 The Central Control tower is equipped with a residential early warning system. The activation of this system provides residents in the immediate area with a lighted detection device indicating that an escape or possible escape has occurred.

5.2 The early warning detection system will be activated by the central control deputy in the event of an escape and will be activated and remain activated for one hour after the initial escape detection.

5.3 The deputies assigned to Central Control will verify the escape / early warning system is tested monthly. Any deficiencies will be reported to a supervisor and the appropriate department for repair.

6.0 West Tower

6.1 West Tower will be staffed by a minimum of two deputies at all times.

6.2 West Tower is responsible for monitoring all facility radio traffic and responding to all radio traffic intended for West Tower.

6.3 West Tower is responsible for facility movement within the west end of the facility. This includes the monitoring and operation of the following:

- East Pedestrian Gate
- West Pedestrian Gate
- North Maintenance Gate
- South Maintenance Gate
- 12/14 Pedestrian Gate
- 12/14 Housing Slider
- Housing Unit 12 Slider
- Housing Unit 14 Slider
- Intake Release / Housing Sliders
- Intake North Sliders
- Intoxilizer door
- North Vehicle Gate
- North Pedestrian Gate
- Northwest Vehicle Gate
- Maintenance Gate #3
- Maintenance Gate #4
- Maintenance Gate #5
- Maintenance Pedestrian Gate
- New Jail Slider
- East Housing (Admin) Slider
- East Transportation Slider
- West Housing Slider
- West Transportation Slider
- Housing Unit 15 Slider
- Housing Unit 16 Slider
- Housing Unit 17 Slider

6.4 All facility movement will be coordinated with staff members and Central Control.

6.5 Jail security must be maintained at all times.

6.5.1 Only open and close one door to a sally port area at any one time.

6.5.2 Interlock override must only be used in an emergency or under the authorization of a supervisor.
6.6 In the event of a total power failure or Control Panel failure in the West Tower, the primary deputy in the West Tower will notify Central Control, Supervision, and the electronics security vendor immediately.

6.6.1 All inmate movement on the west end will be limited to necessary movement. (Transportation, inmates being placed in a holding cell due to seeing the nurse/doctor in their office), or until authorization from a supervisor to resume regular movement.

6.6.2 A deputy assigned to West Tower will remain in the tower with facilities Maintenance / Electronics Security Vendor and coordinate any necessary movement. A second deputy shall be posted in the Housing Unit 12/14 Sally port for any movement between Housing Units 12 and 14, using the Master Set #2 keys from West Tower.

6.6.3 The Desk One Deputy assigned to Intake will be responsible for allowing minimal staff movement in or out of the Intake area using the Emergency Intake Key Set.

6.6.4 Movement between Transportation, New Jail Administration and Housing Units 15, 16, and 17 will be coordinated by a deputy assigned to the New Jail using the emergency key set located in the transportation sergeants' office. A supervisor will retrieve the keys from the transportation sergeants' office.

6.6.5 Inmate movement may resume on a minimal basis at the discretion of the on-duty sergeant and only when sufficient staff is available to escort.

6.6.6 All inmate movement must still comply with guidelines established in Department Policy and SCF Procedure 502.07 (Inmate Movement).

6.6.7 The deputy in West Tower will notify supervision and staff once control has been restored.

6.6.8 The West Tower door will be kept secured at all times.

7.0 Regulations

7.1 Only assigned staff, supervisors and authorized maintenance personnel shall be permitted to enter Central Control and West Tower.

7.2 Inmates shall NEVER be permitted to enter Central Control or West Tower.

7.3 Assigned staff will be responsible for cleaning and taking out the trash on each shift.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 502.01 (Central Control) with the following procedural additions:

PROCEDURE

1.0 Duties

- Controlling Elevators.
- Notification of Facilities Maintenance of any maintenance issues throughout the facility.
- Contacting CAL Fire or dispatch in emergency situations.
- Maintaining an Incident Log, Transportation Log, and Radio Log.

2.0 Operation

2.1 Doors and Sliders

2.1.1 One deputy will be responsible for opening and closing doors and sliders throughout the facility.

2.1.2 Interior and exterior doors and sliders shall not be opened at the same time unless approved by the watch commander.

2.2 Elevators

2.2.1 One deputy will be responsible for monitoring and controlling elevators.

2.2.2 This deputy controls the elevator movement and communicates when inmates are being dropped off on a certain floor.

2.2.3 Staff using the elevator will sign to the camera in the elevator what floor they are going to. Central Control will oversee getting staff to their destination.

2.2.4 Deputies will sign to the camera in the elevator the floor inmates are being sent to.

2.3 Radio Traffic

2.3.1 There will be one deputy in charge of monitoring radio traffic.

2.3.2 This deputy will call housing units and offices to confirm the identity of staff who have signed out a radio. Refer to Department Policy and Procedure 502.09 (Radios).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 502.01 (Central Control) with the following procedural additions:

PROCEDURE

1.0 Central Control Workstations

1.1 Central Control will be staffed by a minimum of two officers on all shifts with a strong recommendation of three officers during the busiest hours and/or critical incidents.

1.2 The two primary positions will be identified as Elevator Panel Operator and Slider Panel Operator. The third position will be referred to as the Logistics Officer.

2.0 Elevator Panel Operator / Housing Unit Sliders

2.1 Control three main elevators for staff and inmate movement throughout the facility.

2.2 Control the inmate release elevator, from the Basement to the first-floor lobby.

2.3 Monitor radio traffic by sharing in the responsibilities of responding to radio traffic intended for Central Control.

2.4 Answer the telephone.

2.5 Monitor all cameras and intercoms that are integral to the elevators and electronic doors from the basement to the seventh floor.

2.6 Monitor housing unit (Pod) power and transferring power as needed.

2.6.1 Secure B side power to the A side and back to the B side when requested.

2.6.2 Secure power of any housing unit in case of an emergency in accordance with written jail procedure.

3.0 Slider Panel Operator

3.1 Operate the basement, first floor, and second floor control panels that permit entrance into the facility through slides (sally ports).

3.1.1 Ensure that the transportation sliders are secure during transportation hours.

3.2 Monitor all cameras and intercoms that are integral to the sally ports and electronic doors for these floors.
3.3 Coordinate pedestrian traffic with Male and Female Intake.

3.4 Coordinate Inmate release traffic by allowing inmate access through the slider to the elevator.

3.5 Allow access into and out of the facility.

3.5.1 Entry/Exits are located on the second floor (staff sliders), in male and female intake, and the loading dock.

  • Identify anyone requesting access and their purpose through the intercom and camera systems, before opening any doors.

  • Refer to Department Policy 501.10 (Entry into Facility / Identification) for proper identification to obtain entry into the facility.

3.6 Control the Fire Door to allow access to the roof.

3.7 Control the sliders to and from the Hall of Justice.

3.8 Operates the Male and Female Intake Sally Port roll-up doors.

3.8.1 This Female Intake sally port is used for transportation buses, loading or unloading inmates, Fire Department, Ambulances, other emergency personnel, or any other official vehicle needing a high clearance.

3.9 Monitor the fire alarm system for basement and first floor.

4.0 Logistics Officer (If there is no Logistics Officer assigned, these duties are shared by the above deputies.)

4.1 Account for all H.T.'s and emergency keys by completing the HT and Key Log. Refer to RPDC facility procedure 502.08r (Key Control).

4.3 Maintain a daily maintenance repair binder for electronic systems repairs.

4.4 Exchange old H.T. batteries for newly charged ones.

4.5 Monitor all emergency "man down" radio traffic.

4.5.1 If a "man down" has been activated, Central Control will request the status of the deputy whose emergency button has been activated.

4.5.2 Status will be confirmed using two methods.

  • The first method will be a "code 4" status by the employee via HT or telephonic.

  • The second method will consist of central control assigning another employee to physically check the "man down" status of the employee and physically report back to central control.

4.5.3 Once the "Man down" status has been confirmed as "code 4" and Central
Control is satisfied, “deleting” twice on the receiver unit can clear the activation.

4.6 Monitor the fire alarm system.

4.7 Maintain a log for critical incidents.

4.8 Notify agencies needed in an emergency (IE: EMS, Riverside Police, etc.).

4.8.1 Ambulances may be requested “code 2” (non-emergency) or “code 3” (emergency) with the authorization of medical staff or a supervisor.

4.9 Operate the monitors for video recording.

− Refer to Department Policy 502.12 (Video Recording).

4.10 Check the Self Contained Breathing Apparatus (SCBA) located in Central Control and sign the SCBA Daily Inspection Sheet (P506.06 att. 1).

5.0 Regulations

5.1 Only assigned staff, trainers, and supervisors shall be permitted to enter Central Control.

5.1.1 Inmates shall never be permitted inside Central Control.

5.2 Central Control staff will be responsible for cleaning and taking out the trash on each shift.

5.3 Jail security must be maintained at all times.

− Interlock Override Must Only Be Used In An Emergency Or Under The Direction Of A Supervisor.

5.4 Use the pass-through box to issue or receive papers, keys, H.T’s, and H.T. batteries.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 502.01 (Central Control) with the following procedural additions:

PROCEDURE

1.0 Introduction

1.1 Central Control is the command center of the Cois Byrd Detention Center. All fire alarms, elevators, hallway doors and sliders, sally ports, housing doors and radio traffic is controlled at this location. Staff assigned to Central Control are responsible for maintaining the overall security of the facility.

2.0 Central Control Workstations

Central Control will be staffed by a minimum of two deputies and a third deputy during busy periods and/or critical incidents.

3.0 Tasks and Responsibilities

3.1 Monitor and respond to all radio traffic within the facility.

3.1.1 Central Control is responsible for monitoring the 800 MHz radio traffic which is used for transportation and medical runs to the outlining hospitals. The 800 MHz radio will also be used to communicate with dispatch in the event outside assistance is needed.

3.2 Monitor cameras to ensure the integrity of the floor operation, transportation area, elevators and the exterior perimeter of the facility. All security deficiencies must be reported to a supervisor as soon as possible.

3.3 Ensure all hallway swing doors and sliding doors remain closed at all times unless
approved by the facility commander. Staff shall ensure it is safe to open and close the doors by viewing the respective cameras covering the doors.

3.4 Maintain a daily Incident log which records all notable jail incidents and emergencies.

3.5

3.6 Answer all incoming calls to Central Control. Act as a facility liaison as directed.

3.7 Control three elevators located within the facility.

3.8 Account for jail keys, tasers and H.T.’s at the beginning of each shift. The Intake Sergeant shall be notified once the keys and H.T.’s are cleared. A supervisor shall be notified immediately if there are keys or radios unaccounted for.

3.9 Monitor the fire alarm system. Report alarm issues to the facility’s security electronics vendor.

3.10 Ensure each person entering the facility is displaying proper identification.

3.11 Conduct inventory and inspect all equipment related to the work assignment.

4.0 Elevator Panel Operation

4.1 Elevator Door Control

4.2

5.0 Emergency Operation of Elevators

5.1 In case of an emergency, Central Control can relinquish control of an elevator so there can be independent service of each elevator by using a control panel located inside. Only the fire department or county authorized vendor can operate this function.

6.0 Sally Port Door Control

6.1 Staff shall verify the identity of the person entering the sally port and ensure access to the area is allowed.

7.0 Pod Panel Take Over by Central Control

7.1 Permission from a supervisor must be gained before taking over a pod by Central Control.
8.0 Fire Door Control

8.1 Fire doors are located throughout the facility and are monitored by Central Control.

8.2 When a fire door is opened an alarm is activated in Central Control. Staff will open the fire door icon to open the map of the facility to confirm the location. A deputy shall be sent to investigate the open fire door and report his or her findings to Central Control and a supervisor.

8.3 Central Control will have the facility locked down immediately pending the investigation of an opened fire door because of the possibility of an inmate escape.

8.4 Once the door(s) are cleared, the Central Control monitor must be silenced and reset.

9.0 Duress Access

9.1 There are duress alarms in the medical offices, lobby and all pod offices and Central Control is responsible for monitoring them. In the event an alarm is activated, Central Control is responsible for identifying where the alarm is activated.

9.2 If a duress alarm is activated an audible alarm will sound. Central Control will open the duress icon and will dispatch staff to investigate. Central Control will advise 10-33 traffic, lock down the facility and notify a supervisor.

9.3 The medical offices are identified as one, and not listed individually under the Duress system. The individual duress alarms for medical can be identified on the corresponding pod monitors. If the area of duress is a medical office, the pod deputy from that area will be responsible for notifying Central Control of the alarm.

9.4 Once the area is cleared to resume normal traffic the alarm must be silenced and then reset.

10.0 Regulations

10.1 Only authorized staff shall be permitted to enter Central Control.

10.2 Inmates and inmate trustees shall never be permitted inside Central Control.

10.3 Jail security must always be maintained.

12.3.1 Only open and close one door to an area at any one time, whether it is a sally port or vehicle access door.

12.3.2 Interlock override on a door series must only be used in the event of an emergency, or with the authorization of a supervisor.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 502.01 (Central Control) with the following procedural additions:

PROCEDURE

1.0 Duties: The duties of the Central Control position include:

1.1 Primary duties

1.1.1 To account for and ensure the proper functioning of necessary equipment.
1.1.2 Maintain a transportation log for each Blythe Jail transportation run.
1.1.3 Notify Floor Operations of any anticipated security checks that have not yet been completed (Central Control will serve only as a "back-up" reminder).
1.1.4 Maintain a Housing Unit Pass-On Log (RSD Form 562) to document events such as security and perimeter checks, arrival and departure of transportation services, housing unit disturbances, and other significant incidents.

2.0 Additional Duties

2.1 Equipment: At the start of each shift, the staff member assigned to Central Control will check the following equipment for proper operation and storage:

2.1.1 Radio console
2.1.2 Remote cameras
2.1.3 Control board lamp test
2.1.4 Intercom system
2.1.5 Sally port doors
2.1.6 Self Contained Breathing Apparatus
2.1.7 Main exit door key
2.1.8 Fire Life Safety keys

2.2 The Central Control staff member will ensure all the fire suppression systems listed in the Fire-Life-Safety manual are present and functioning properly.

2.3 A copy of the Fire-Life-Safety manual will be kept at Central Control at all times.

2.4 Should the Central Control staff member discover any problems or malfunctions with any of the equipment, he/she will notify the Watch Commander immediately, and document the problem in the maintenance log.

2.5 Security Perimeter - When a person requests entry into the Blythe Jail by activating the intercom/monitor system, the Central Control staff member will:
2.5.1 Make positive identification of the person before allowing the person in the facility. At a minimum, this will include visual and voice contact with the person by using the intercom/monitor system.

2.5.2 Determine if the person has a need to enter and is authorized to enter (Refer to Department Policy 501.10 (Entry into Facility; Identification)).

2.5.3 Ensure that cell phones and all weapons, including batons and pocket knives, have been secured before entry. If there are any questions, the Central Control staff member will use the intercom to verify compliance.

2.5.4 Allow access to authorized persons by unlocking the corresponding door via the Central Control door panel. Once the person has entered the security interlock and the outer door is closed, the officer may open the inner door for entry into the facility. This also applies to both the interior and exterior Central Control doors leading out to the public hallway.

2.6 When a person asks to leave the facility by using the intercom/monitor system, the Central Control staff member will:

2.6.1 Make positive identification as previously described.

2.6.2 If accompanied by an inmate, determine the purpose for the exit (transport, recreation, court, release, etc.).

2.8 The Central Control staff member will not allow inmates, including inmate workers, through the security perimeter in either direction unless the inmate is accompanied by a staff member or other law enforcement officer.

2.9 The Central Control staff member will watch all inmates passing through the security perimeter, to ensure the inmates are secured with the proper restraints.

3.0 Video Monitors

3.1 Central Control is equipped with closed circuit video monitors. These monitors are controlled by the central control panel and can be used to view most parts of the jail and several positions on the exterior perimeter of the facility.

3.2 The Central Control staff member will continually observe the entire facility via these monitors.

3.3 The Blythe Jail is equipped with a digital video recorder (DVR) which is used to record activity throughout the facility (i.e., combative bookings, cell extractions, unusual inmate behavior, etc.). The Central Control staff member will take the
initiative and log significant events such as those previously noted without being told to do so.

4.0 Radio Communications

4.1 Central Control is equipped with an 800mhz base unit. This is used for an inter-jail radio system. The controller will answer all incoming radio traffic and coordinate radio traffic within the jail.

4.2 During a fire or other emergency situations, whether actual or simulated, the Central Control staff member will coordinate all communications with interior and responding units in accordance with procedures in the Fire-Life Safety manual.

4.3 During a fire or other emergency situation, it is the Central Control staff member's responsibility to notify all outside agencies, as well as sheriff's dispatch, of the situation and if any assistance is needed.

4.3.1 Central Control will also keep a chronological log of all notifications made and times of occurrence relating to the incident. This information will be logged on the Housing Unit Pass-On Log (RSD Form 562). Refer to Blythe Jail Procedure 505.07y (Riot/Facility Disturbance).

4.3.2 The completed logs will be maintained and archived in the Sergeant's office.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 502.02 (Contraband) with the following procedural additions:

**PROCEDURE**

1.0 Evidence

1.1 Contraband collected as evidence pending criminal charges, will be booked into evidence at the Cabazon Station.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 502.02 (Contraband) with the following addition:

PROCEDURE

1.0 Legal Materials

1.1 Contraband restrictions do not apply to legal materials if the inmate is representing himself ("pro per") in a criminal matter. Refer to 504.19 (Property Box) and 504.34 (Personal Property).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 502.02 (Contraband).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 502.02 (Contraband) with the following procedural additions:

PROCEDURE

1.0 Found Contraband

1.1 Items taken during a search as contraband may be destroyed, secured, held as evidence, or surrendered to other divisions of the Department, as is reasonable considering the item taken and the circumstances.
The Blythe Jail shall follow and adhere to the guidelines outlined on Department Policy 502.02 (Contraband).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 502.03 (Escapes) with the following procedural additions:

PROCEDURE

1.2 Escapes can be the result of an erroneous release.
   1.2.1 Staff releasing the wrong inmate without utilizing proper release procedures.
   1.2.2 Inmate(s) being released to outside agency without proper agency representative present, or without proper verification of credentials. This applies to releases to rehabilitation facilities ordered by the courts.

1.3 Many escapes occur because of improper procedures or failure to utilize restraint equipment. Some general precautions are:
   1.3.1 Inspect restraint devices before use
   1.3.2 Replace non-functioning locking mechanisms
   1.3.3 Replace handcuffs and leg restraints with worn teeth
   1.3.4 Replace bent cranes
   1.3.5 DO NOT USE any obviously damaged restraints

1.4 Always use restraints when moving inmates outside the facility. This restriction may not apply to authorized, assigned work crews outside the facility when under direct supervision of a staff member.
   1.4.1 Handcuffed behind back or in waist chain.
   1.4.2 Leg irons or brace at transport officer's discretion.
   1.4.3 Application of restraint gear to assigned/working inmates within the facility or on facility grounds does not apply.
1.5.1 Clear route before movement when possible.

1.5.2 Avoid establishing a pattern.

1.5.3 Be cautious of vehicles following or parallel you.

1.5.4 Watch for persons loitering around your route or parking areas.

1.6 With high risk inmates, special transportation arrangements may be necessary.

1.6.1 Transport separately.

1.6.2 Place in middle of chain with low risk inmates.

1.7 Always know who you are moving.

1.7.1 Name and booking number

1.7.2 Reputation

1.7.3 Attitude

1.7.4 Charges

1.7.5 Custody classification

1.8 Watch inmates closely during recreation.

1.8.1 Check for damage prior to each recreation session. Compare inmate with commissary card (except inmates housed in minimum security housing).

1.8.2 Attempts to damage doors or fences.

1.8.3 Violation of red lines.

1.8.4 Attempts to distract you.

1.8.5 Attempts to lure you into recreation yard.

1.9 Releasing inmates.

1.9.1 Release of inmates.

1.9.2 Always check wrist band.

1.9.3 Booking file photo against wristband and actual subject.

1.9.4 Compare booking numbers and signatures.

1.9.5 Compare thumb prints.

2.0 Escape Reporting

2.1 If one inmate escapes out of a group, remain with the group.

2.1.1 Gain control and secure the group.

2.1.2 Notify SCF Central Control (922-7378), Sheriff’s Dispatch Center (776-1035), or other jurisdictional agency via (9-1-1), about escape.

2.1.3 Provide inmate’s name and charges.

2.1.4 Provide description of inmate, any person(s) involved that may have assisted and include any vehicle information.

2.1.5 Provide last known direction of travel (DOT).

2.1.7 Provide your location and status and request additional assistance, if applicable.
2.3 If the escapee is apprehended within or nearby the Smith Correctional Facility by SCF staff, the following guidelines will apply:

2.3.1 If the escape is one of urgency, all information will be taken by the dispatcher at the time of reporting. The dispatcher will issue an (APB/APR at the initial reporting time to expedite information to field units.

2.3.2 Should personnel experience difficulty in the reporting process, contact the dispatch supervisor at (776-1035), and explain what problems were encountered during the reporting process.

3.0 Documentation of Escape(s) Criminal Filings

3.1 Information required for criminal filings for pre-arraignment defendants:

3.1.1 Photocopy of the defendant’s information sheet (Receiving Sheet).

3.1.2 Photocopy of the J.I.M.S. computer generated booking sheet with booking charge(s) and bail information.

3.2 Information required for criminal filings for sentenced and unsentenced inmates:

3.2.1 Photocopy of the defendant information sheet.

3.2.2 Photocopy of the J.I.M.S. computer generated booking sheet with charge(s) and bail information.

3.2.3 Photocopy of the most current court document(s), for sentenced and unsentenced inmates, time computation required for sentenced inmates for release date information.

3.2.4 All photocopies of documents will be included with the crime report for the filing process.

3.3 When the escapee is returned to custody, the file shall be reactivated and merged with current file.

3.3.1 Previous inmate funds will be obtained from the supervisor and merged with current funds.

3.3.2 Depending on the status at the time of escape, either;

- A new time computation will be done if inmate was sentenced.
- The courts will be advised that the inmate has returned to custody, if there existed open cases.

4.0 Incident Report

4.1 Form A (Initial) is required for all criminal reporting purposes. (Refer Riverside County Sheriff’s Department Report Writing Manual) for procedures. All crime
reports, after being reviewed by an Operations Lieutenant, will be forwarded to the Administrative Sergeant for processing.

4.2 Form A (Supplemental) is required for all follow-up investigations.

5.0 Business Office

5.1 The escapee file list for Riverside County Jails is maintained by RPDC. This list is to include:

- Inmate's name
- Booking number
- Date of birth
- Location escaped from
- Amount of money inmate had at the time of escape

5.2 This list is to be updated at the time of each escape. The list shall be checked periodically to see if any escapee has returned to custody.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 502.03 (Escapes).
TITLE:  Escapes  
NUMBER:  502.03

The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 502.03 (Escapes) with the following procedural additions:

PROCEDURE

1.0  Escape Prevention

1.1  The following occurrences have been identified as the type of movements that require staff members to be aware of additional security risks. Inmates should be searched upon leaving and returning to their housing units. Additionally, staff members should make themselves aware of classification notes pertaining to escape risk inmates and instances where the inmate is responsible for any unscheduled movement.

- Court appearances: Inmates are generally taken out of the jail for court appearances. These court appearances involve traveling on foot or in a transportation vehicle.
- Recreation: Inmates are generally moved in masses to recreation areas, including outdoor recreation.
- Special movements:
  - Doctor/Hospital visits outside jail.
  - Review Department Policy 503.08 (Restraint Devices).

1.2  Precautions prior and during transporting:

- Clear the route before movement when possible.
- Avoid establishing a pattern.
- Be cautious of vehicles following you.
- Watch for persons loitering around your route or parking areas.

1.2.1  With high risk inmates, special transportation arrangements may be necessary.

- Transport separately
- Place in middle of chain with low risk inmates.

1.2.2  Always know which inmates are being moved.

- Name and booking number
- Custody classification
- Charges

1.2.3  Observations during recreation.

- Inspect the recreation area and check for damage prior to each session.
- Watch for attempts to damage doors or fences and inmates distracting the recreation officer.
1.3 Release of inmates.

- Always check wrist band.
- Compare booking file photo against wristband and actual subject.
- Compare booking numbers and signatures.
- Compare thumb prints.
- Verify personal information on booking sheet.

2.0 In the Event of an Escape

2.1 If one inmate escapes out of a group, deputies should remain with the group.

2.1.1 Gain control and secure group.

2.1.2 Immediate Pass-On Information

- Inmate's name and charges.
- Description of all involved and vehicles used.
- Last known direction of travel.
- Information about accomplices.
- Your location, status, and additional assistance needed.
- Coordinate responding units to set up a perimeter.

2.2 If no other inmates are present, broadcast escape information as above.

2.2.1 Pursuit of an inmate should only occur if the deputy has radio communication, is aware of his/her surroundings, and can coordinate back-up units to set up a perimeter.

2.3 In all cases of escape, the deputy at the scene will ensure that his/her supervisor is notified.

2.3.1 Dispatch or Central Control will notify the on-duty supervisor and contact the local law enforcement agency with jurisdiction. Consideration should be given to requesting air support and/or canine assistance.

2.4 The on-duty supervisor will ensure that the watch commander and facility commander are notified.

2.4.1 The facility commander, or designee, may request that the closest Sheriff’s patrol station conduct the investigation and follow-up regarding the escapee(s).

2.4.2 The investigator assigned to RPDC may be assigned to investigate or assist in investigating escapes.

3.0 Handling of Escapee Files and Property.
3.1 The RPDC business office supervisor will designate someone to handle escape files and maintain an updated list of all escapees from Riverside County Jails. This list will include:

- Inmate's name
- Booking number
- Date of birth
- Location escaped from
- Amount of money inmate had at the time of escape

3.2 This list is to be updated at the time of each escape. The list should be checked periodically to see if any escapee has returned to custody.

3.3 When the escapee is returned to custody, the file shall be reactivated and merged with current file.

3.3.1 Previous inmate funds will be obtained from the supervisor and merged with current funds.

3.3.2 Depending on the status at the time of escape, either:

- A new time computation will be done if inmate was sentenced.
- The courts will be advised that the inmate has returned to custody, if there are open cases.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 502.03 (Escapes) with the following procedural additions:

PROCEDURE

1.0 Escape Prevention

1.1 Transporting Outside the Facility (Court or Other Appointments)

   1.1.1 Take proper precautions prior to leaving facility

      • Check vehicle prior to use
      • Ensure waist chains and leg irons/restraints are properly secured.
      • Thoroughly search inmates for weapons or anything that can be used as a handcuff key.

   1.1.2 Know the background of the inmate(s) you are transporting.

      • Name, booking number, charges, and classification status.
      • Review Classification Notes.
      • Monitor inmate’s attitude (inmate asking too many questions or asking any questions about transporting deputy’s gun, holster, etc.)
      • Extra caution needs to be taken when inmate has prior knowledge of move.

   1.1.3 Know the area you are transporting to.

      • Be aware of your surroundings
      • Avoid establishing a pattern to and from the location
      • Be cautious of vehicles following and/or driving parallel to you.
      • Watch for persons loitering around parking lot.

   1.1.4 With high risk inmates, special transportation arrangements may be necessary.

      • Transport separately.
      • Transport using two deputies.
      • Transport with a chase car.

1.2 Escape During Recreation

1.2.1 Ensure inmates are wearing wristbands when going to recreation.

      • Compare inmate with wristband photo.
      • Look closely at inmate faces.
1.2.2 Watch inmates closely during recreation; check for and be aware of any:

- Damage prior to each recreation session.
- Attempts to damage doors or fences.
- Violation of red lines.
- Attempts to distract you.
- Attempts to lure you into recreation yard.

1.3 Escape During Release Process

1.3.1 Released wrong inmate

- Always check wristband.
- Check the booking file photo against wristband and actual inmate.
- Compare Intake and Release signatures.
- Compare thumb prints and confirm PID score.
- Confirm Release type and, if applicable, released to whom.

1.3.2 Released without proper representative present. This applies to releases to rehabilitation facility personnel.

- Confirm identity of representative
- Ensure representative signs appropriate section of release file

1.4 Escapes due to faulty restraint equipment or improper use of restraint equipment

1.4.1 Inspect restraint devices

- Replace non-functioning locking mechanisms.
- Replace handcuffs and leg restraints with worn teeth.
- Replace bent cranes.
- DO NOT USE any obviously damaged restraints.

1.4.2 Ensure restraint equipment is properly applied

- Ensure proper tightness of all cuffs and chains
- Ensure double-lock is engaged

2.0 Deputy Response to Escapes During Transport

2.1 If one inmate escapes out of a group:

2.1.1 Remain with the group, maintaining security and control.

2.1.2 Inform jail and Dispatch about escape to include:

- Inmate’s name and charges.
- Description of all involved and vehicles used.
2.2 If you have no other inmates with you:

2.2.1 Broadcast escape information described above.

3.0 CBDC Sergeants’ Responsibilities

3.1 Immediately advise Lieutenant of escape.

3.2 Start Critical Incident Log documenting activities chronologically and involved personnel.

3.3 Preserve any potential crime scenes.

3.4 Call Dispatch for assistance, e.g., Southwest Station for patrol deputies, Cabazon station for bloodhound, Aviation for Department Helicopter(s), and SEB to capture escapee(s).

3.5 Call CBDC investigator.

3.6 Ensure every involved employee writes a supplemental report or is interviewed by the CBDC investigator before the end of their shift on the same day of the incident.

4.0 CBDC Investigator’s Responsibilities

4.1 With approval from CBDC Captain, develop escapee packet, i.e., picture of escapee (use mug web), name, age, description, criminal charges, and Department contact information. The CBDC Captain shall determine how, when, and where the escapee packet is to be distributed.
4.2 Check if escapee had a recent visit and with whom. There is probability the escape occurred the day after escapee had a visit(s).

4.3 Review escapee’s booking file and have business office personnel provide a photocopy.

4.4 Call escapee’s visitors, family, friend to determine if the escapee has contacted or visited them.

4.5 Listen to escapee’s recorded phone calls.

4.6 Read all of escapee’s correspondence after thorough search of escapee’s cell as there may be information about escape plans. Contact every person who has written to the escapee.

4.7 Photograph cell and escapee’s point of exit from the jail.

4.8 Keep in constant contact with SEB personnel informing them of possible leads regarding escapee’s whereabouts.

4.9 If the inmate has been to State prison, retrieve any information CDCR has about the escapee.

5.0 Handling of Escapee Files and Property if Returned to Custody

5.1 The file shall be reactivated and merged with current file.

5.2 Previous inmate funds will be obtained from the supervisor and merged with current funds.

5.3 Depending on the escapee’s court status, e.g., sentenced or pending cases:

> A new time computation will be done.
> The courts will be advised that the inmate has returned to custody.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 502.03 (Escapes) with the following procedural additions:

PROCEDURE

1.0 Escape Prevention

1.1 Staff members should be aware that escapes and escape attempts usually occur during some type of inmate movement. The following occurrences have been identified as the type of movements that require staff members to be cognizant of additional security risks. Inmates should be searched upon leaving and returning to their housing units. Additionally, staff members should make themselves aware of classification notes pertaining to escape risk inmates and instances where the inmate is responsible for any unscheduled movement.

1.1.1 Court appearances: inmates are generally taken out of the jail for court appearances. These court appearances involve traveling on foot or in a transportation vehicle.

1.1.2 Recreation: inmates are generally moved in masse to recreation areas, including outdoor recreation.

1.1.3 Special movements:

- Doctor/Hospital visits outside jail.
- DO NOT USE any obviously damaged restraints.

1.3 Inspect restraint devices. Replace non-functioning locking mechanisms, bent chains, handcuffs and leg restraints with worn teeth.

1.3.2 Always use restraints when moving inmates outside the facility.

1.3.3 Staff members need to be aware of their surroundings.

- Clear the route before movement when possible.
- Avoid establishing a pattern.
- Be cautious of vehicles following or parallel you.
- Watch for persons loitering around your route or parking areas.

1.3.4 With high risk inmates, special transportation arrangements may be necessary.

- Transport separately.
- Place in middle of chain with low risk inmates.

1.3.5 Always know which inmates are being moved.

- Name and booking number.
2.0 If an Actual Escape Occurs

2.1 If one inmate escapes out of a group, deputies should remain with the group.

2.1.1 Gain control and secure group.

2.1.2 Advise jail and local law enforcement agencies of escape.

2.1.1 Gain control and secure group.

2.1.2 Advise jail and local law enforcement agencies of escape.

2.2 If no other inmates are present, broadcast escape information as above.

2.2.1 Pursuit of an inmate should only occur if the deputy has radio communication, is aware of his/her surroundings, and can coordinate back-up units to set up a perimeter.

2.3 In all cases of escape, the deputy at the scene will ensure that his/her supervisor is notified.

2.3.1 Dispatch or Central Control will notify the on-duty supervisor and contact the local law enforcement agency with jurisdiction. Consideration should be given to requesting air support and/or canine assistance.

2.4 The on-duty supervisor will ensure that the watch commander and facility commander are notified.

2.4.1 The facility commander, or designee, may request that the closest Sheriff’s patrol station conduct the investigation and follow-up regarding the escape(s).

2.4.2 The investigator assigned to RPDC may be assigned to investigate or assist in investigating escapes.
The Larry D. Smith Correctional Facility shall follow and adhere the guidelines outlined in Department Policy 502.04 (Facility Inspections) with the following procedural additions:

PROCEDURE

1.0 Informal Inspections

1.1 Staff responsible for inspecting their respective areas are to notify West Tower of any maintenance issues that need repaired.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 502.04 (Facility Inspections).

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RIVERSIDE COUNTY SHERIFF'S DEPARTMENT
JOHN J. Benoit DETENTION CENTER PROCEDURES MANUAL

TITLE: Facility Inspections

NUMBER: 502.04
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 502.04 (Facility Inspections) with the following procedural additions:

PROCEDURE

1.0 Vermin/Pest Control Inspections

1.1 The Support Services Supervisor or his/her designee will be responsible for maintaining vermin/pest control.
TITLE: Facility Inspections   NUMBER: 502.04

The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 502.04 (Facility Inspections).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 502.04 (Facility Inspections).
The Larry D. Smith Detention Center shall follow and adhere to the guidelines outlined in Department Policy 502.05 (Hostage Plan) with the following procedural additions:

PROCEDURE

1.0 Notifications

1.1 Any staff members discovering a hostage situation will immediately notify Central Control.

1.2 The Central Control Deputy will notify the shift supervisor.

1.3 The shift supervisor will ensure the watch commander and the facility commander are notified.

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

1.5 The Crisis Negotiation Team (CNT) and Special Enforcement Bureau (SEB) shall be requested upon determination of the Division Chief Deputy that such action is warranted.

2.0 Containment of the Scene

2.1 Deputies at the scene will attempt to isolate the activity. Central Control will react by limiting movement into the incident location.

2.2 The shift supervisor (scene supervisor) will respond to the scene and establish an inner and outer perimeter.

2.2.1 The perimeter will ensure that all avenues of escape are blocked.

2.2.2 The SCF Emergency Response Team (ERT) should be assembled with approved weapons.

2.2.3 The housing unit telephones shall be turned off.

2.2.4 The jail will commence lock down procedures, and any inmate visiting shall be canceled.

2.3.1 Identify the hostage taker(s).

2.3.2 Identify the hostage(s).

2.3.3 Identify any weapon(s) involved.

2.3.4 Identify the location of the perimeter deputies.

3.0 Control of the Scene

3.1 The scene supervisor shall assess the situation and determine the requirement of additional logistics and personnel.
3.2 The scene supervisor will establish a command post near the activity, but out of sight and sound of the suspect(s).

3.3 The scene supervisor will assign personnel to the following:

3.3.1 Obtain copies of the hostage taker(s) booking record and classification information.

3.3.2 Obtain a copy of the area floor plan.

3.3.3 The supervisor will personally update the watch commander with all current available information.

3.3.4 Brief the responding EST and HNT members upon their arrival.

3.4 The scene supervisor will designate a staging area for medical, SEB and CNT personnel.

4.0 During Negotiations

4.1 If CNT is present, they will conduct all communications between the hostage taker(s) and command staff.

4.2 No person has rank or authority while being held hostage.

4.3 The hostage taker(s) may be informed, if necessary, that no inmate will be allowed to escape from custody because of a hostage situation.

4.4 Significant changes in the situation must be relayed to all involved staff immediately. When an agreement is reached in negotiations, all involved staff must be informed prior to implementation.

5.0 Use of Force

5.1 Command staff will formulate a plan to utilize appropriate force to terminate the hostage situation in the event that negotiations fail. Hostage safety will be of paramount importance. Rescue by force may be attempted when:

5.1.1 The rescue attempt would not jeopardize the life of the hostage(s).

5.1.2 The hostage taker kills a hostage and the death is confirmed by the deputies at the scene.

5.1.3 If a death occurs, and other hostages are still being held, the command staff should consider an immediate assault on the hostage taker(s).

6.0 Ending the Incident

6.1 Upon the release of the hostage(s) or the termination of the crisis, the shift supervisor will ensure the following:

6.1.1 Medical attention is provided to those in need.
6.2 The shift supervisor will assign report writing responsibilities to those deputies involved in the incident.

6.3 Media relations will be conducted by the Sheriff’s Department Media Information Bureau.

6.4 The watch commander will ensure that a debriefing occurs with all involved staff members.

6.5 The watch commander will ensure staff members are provided access to psychological counseling.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 502.05 (Hostage Plan) with the following procedural additions:

PROCEDURE

1.0 Notifications

1.1 Staff members discovering a hostage situation shall notify Central Control.
1.2 Central Control will notify the shift supervisor.
1.3 The shift supervisor will notify a lieutenant and facility commander.

2.0 Containment of the Scene

2.1 Deputies at the scene will attempt to isolate the activity.
2.2 The shift supervisor (scene supervisor) will respond to the scene and establish an inner and outer perimeter.
2.2.1 The perimeter will ensure that all avenues of escape are blocked.
2.2.2 Emergency Response Team (ERT) should be assembled with approved weapons.
2.2.3 The housing telephones shall be turned off.
2.2.4 The jail should be locked down and visiting canceled.
2.3 While establishing the perimeter, the identity of the participants will be established.
2.3.1 Identify the hostage taker(s).
2.3.2 Identify the hostage(s).
2.3.3 Identify the weapon(s) involved.
2.3.4 Identify the location of the perimeter deputies.

3.0 Control of the Scene

3.1 The scene supervisor will assess the situation and determine further logistics and personnel requirements.
3.2 The scene supervisor will establish a command post, near the activity but out of sight and sound of the suspect(s).
3.3 The scene supervisor will assign personnel to do the following:
3.3.1 Obtain copies of the hostage takers booking record and classification information.
3.3.3 Personally update the watch commander with all current available information.
3.3.4 Brief the responding SEB and CNT members.
3.3.4 Keep a written log of the incident as it unfolds.
3.3.5 Videotape the incident as it occurs.

3.4 The scene supervisor will designate a staging area for medical, SEB and CNT personnel.

4.0 During Negotiations

4.1 If CNT is present, they will conduct all communications between the hostage taker(s) and command staff.
4.2 No person has rank or authority while being held hostage.
4.3 The hostage taker(s) may be informed, if necessary, that no inmate will be allowed to escape from custody because of a hostage situation.
4.4 Significant changes in the situation must be relayed to all involved staff immediately. When an agreement is reached in negotiations, all involved staff must be informed prior to implementation.

5.0 Use of Force

5.1 Command staff will formulate a plan to utilize appropriate force to terminate the hostage situation in the event that negotiations fail. Hostage safety will be of paramount importance. Rescue by force may be attempted when:

5.1.1 The rescue attempt would not jeopardize the life of the hostage(s).
5.1.2 The hostage taker kills a hostage and the death is confirmed by the deputies at the scene.
5.1.3 Whenever the command staff determines that negotiations have broken down, and an assault on the hostage taker(s) would prevent a hostage from being injured or dying.

6.0 Ending the Incident

6.1 Upon the release of the hostage(s) or the termination of the crisis, the floor supervisor will ensure the following:

6.1.1 Medical attention is provided to those in need.
6.1.2 The hostage taker(s) are isolated within the facility and are closely observed.
6.1.3 The facility will be returned to normal operations.

6.2 The shift supervisor will assign report writing responsibilities to those deputies involved in the incident.

6.3 Media relations will be conducted by the Press Information Officer.
6.4 The watch commander will verify that a debriefing occurs with all staff involved in the incident.

6.5 The watch commander will verify that staff members are provided with access to psychological counseling.
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 502.05 (Hostage Plan) with the following procedural additions:

PROCEDURE

1.0 Notifications

1.1 Any staff members discovering a hostage situation will immediately notify Central Control.

1.2 Central Control will notify the shift supervisor.

1.3 The shift supervisor will ensure that the watch commander and facility commander are notified.

1.4 The facility commander, or designee, may request the Emergency Services Team (EST) and the Hostage Negotiations Team (HNT), via the Division Chief Deputy.

2.0 Containment of the Scene

2.1 Deputies at the scene will attempt to isolate the activity. Central Control will assist by limiting movement into the area.

2.2 The shift supervisor (scene supervisor) will respond to the scene and establish an inner and outer perimeter.

2.2.1 The perimeter will ensure that all avenues of escape are blocked.

2.2.2 RPDC Emergency Response Team (ERT) should be assembled with approved weapons.

2.2.3 The housing telephones shall be turned off.

2.2.4 The jail should be locked down and visiting canceled.

2.3 While establishing the perimeter, the identity of the participants will be established.

2.3.1 Identify the hostage taker(s).

2.3.2 Identify the hostage(s).

2.3.3 Identify the weapon(s) involved.

2.3.4 Identify the location of the perimeter deputies.

3.0 Control of the Scene

3.1 The scene supervisor will assess the situation and determine further logistics and personnel requirements.
3.3 The scene supervisor will assign personnel to do the following:

3.3.1 Obtain copies of the hostage takers booking record and classification information.

3.3.2 Obtain a copy of the area floor plan.

3.3.3 Personally update the watch commander with all current available information.

3.3.4 Brief the responding EST and HNT members.

3.3.5 Keep a written log of the incident as it unfolds.

3.4 The scene supervisor will designate a staging area for medical, HNT and EST personnel.

4.0 During Negotiations

4.1 If HNT is present, they will conduct all communications between the hostage taker(s) and command staff.

4.2 No person has rank or authority while being held hostage.

4.3 The hostage taker(s) may be informed, if necessary, that no inmate will be allowed to escape from custody because of a hostage situation.

4.4 Significant changes in the situation must be relayed to all involved staff immediately. When an agreement is reached in negotiations, all involved staff must be informed prior to implementation.

5.0 Use of Force

5.1 Command staff will formulate a plan to utilize appropriate force to terminate the hostage situation in the event that negotiations fail. Hostage safety will be of paramount importance. Rescue by force may be attempted when:

5.1.1 The rescue attempt would not jeopardize the life of the hostage(s).

5.1.2 The hostage taker kills a hostage and the death is confirmed by the deputies at the scene.

5.1.3 Whenever the command staff determines that negotiations have broken down, and an assault on the hostage taker(s) would prevent a hostage from being injured or dying.

6.0 Ending the Incident
6.1 Upon the release of the hostage(s) or the termination of the crisis, the floor supervisor will ensure the following:

6.1.1 Medical attention is provided to those in need.

6.2 The shift supervisor will assign report writing responsibilities to those deputies involved in the incident.

6.3 Media relations will be conducted by the Press Information Officer (PIO).

6.4 The watch commander will ensure that a debriefing occurs with all staff involved in the incident.

6.5 The watch commander will ensure that staff members are provided with access to psychological counseling.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 502.05 (Hostage Plan) with the following procedural additions:

PROCEDURE

1.0 Inmate / Staff Hostages
1.1 Central Control shall be responsible for ensuring the entire facility is locked down immediately.
1.2 The shift supervisor and Watch Commander will be notified and will respond to the incident area to assume direct command.
1.2.1 The shift supervisor will establish a command and staging location for all staff. The staging location should be out of sight of the incident location.
1.2.2 Staff on scene should identify both the hostage taker(s) and hostage(s).
1.2.3 Staff on scene should make every attempt to determine what, if any, weapons are being used.
1.3 At the direction of the Watch Commander, civilian, non-uniformed staff shall be escorted from the facility when safe to do so.
1.4 Facility medical staff shall be directed to respond to the staging location with necessary medical supplies.
1.5 At the direction of the Watch Commander, the ambulance company may be notified to respond to the transportation sally port entrance of the facility where they will be met by a facility staff member and be escorted to the staging location.
1.6 Central Control shall, at the direction of the Watch Commander, notify Riverside Sheriff Communications and Southwest Patrol Station of the incident and any anticipated requests for assistance.
1.7 The scene supervisor may assign personnel to do the following:
1.7.1 Obtain copies of the hostage takers booking record and classification information.
1.7.2 Obtain a copy of the area floor plan.
1.7.3 Personally update the Watch Commander with all current available information.
1.7.4 Brief the responding EST and HNT members.
1.7.5 Keep a written log of the incident as it unfolds.
1.7.6 Videotape the incident as it occurs.

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2.0 Family Liaison

2.1 A Staff member may be appointed as a liaison between the staff member held hostage and that person’s family.

2.2 The staff member’s immediate family may be contacted and advised of the situation by the Sheriff or his designee.

2.3 Any reasonable assistance to the family of the involved staff member(s) during the hostage crisis is to be rendered.

3.0 Press Release

3.1 The facility Commander or his designee shall have responsibility for any press release.
TITLE: Hostage Plan
NUMBER: 502.05

The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 502.05 (Hostage Plan) with the following additional procedural additions:

PROCEDURE

1.0 Emergence of Hostage Situation
1.1 As soon as a staff member learns that someone has been taken hostage, he/she shall immediately do the following:
   1.1.1 Order the jail locked down

1.2 Upon learning of a hostage situation, the watch commander will do the following:
   1.2.1 Gather all available information from staff members
   1.2.2 Go to the area where the hostages are held and evaluate the situation
   1.2.3 Notify the jail commander
   1.2.4 Establish a command and staging area away from the hostage taking area.
   1.2.5 If possible, prevent other inmates from seeing and hearing the situation.

     In a hostage situation, it is very important staff contain the incident so that uninvolved inmates do not exploit the situation by creating disturbances.

     For example, staff members should either cover inmate housing area windows that afford inmates a view of the situation or possibly move uninvolved inmates.

1.3 Movement of inmates not involved in the hostage situation.
2.3.1 The watch commander may direct staff to move non-involved inmates to another portion of the jail
2.3.2 A prolonged hostage situation may require rehousing inmates at other facilities. This requires the consent of the jail commander.
2.3.3 If the hostage situation requires the immediate evacuation of part or all the jail, jail staff shall refer to the Evacuation Plan Manual. In such a case, the watch commander shall notify the jail commander as soon as possible.

1.4 Civilian staff, volunteers, and other non-department personnel, except for medical personnel, shall leave the jail if directed to do so by the watch commander.

1.5 The watch commander shall direct the jail staff to form an emergency response team (ERT).

1.6 The watch commander or an experienced staff member may act as a liaison with the inmates holding the hostage but should be very cautious when bargaining or making promises.
1.7 The watch commander may direct medical staff to come to the staging area with medical supplies.

1.8 The watch commander may have deputies from other stations or officers from other agencies respond to the jail for additional manpower if necessary.

1.9 The watch commander should notify the Blythe Fire Department of the situation.

2.9.1 If it appears necessary, the watch commander may have the Blythe Fire Department stage at the jail for emergency medical treatment.

2.0 Emergency Response

2.1 If, in the opinion of the watch commander, there is a clear, physical threat to the hostage(s) and the hostages would likely be harmed without immediate interdiction, the watch commander may have the emergency response team subdue the hostage takers.

2.2 If there is a substantial, physical threat to the hostages, the jail commander may request SEB/CNT become involved. It is the responsibility of the jail commander to request SEB/CNT.

2.2.1 Upon arrival, SEB assumes and retains control of the situation until relieved.

3.0 "Stable" Hostage Situations

3.1 If there is no immediate threat to the hostage(s), the watch commander shall await the arrival of the jail commander, CNT, and SEB.

3.2 If SEB/CNT is not involved, the commander or his designee shall command the situation with the guidance of the watch commander.

4.0 Prolonged Hostage Situations

4.1 If circumstances permit, the jail commander may direct staff to resume normal operations in those parts of the jail not affected by the hostage situation.

5.0 Press Releases

5.1 The watch commander shall notify the department public information officer (PIO) as soon as practical.

5.2 The watch commander and jail staff will direct any inquiries from the press to the PIO.

6.0 Family Assistance
6.1 If the hostage is a staff member, the jail commander or his designee shall notify the hostage’s family of the situation and keep the family informed.

6.2 The commander shall provide any reasonable assistance to the hostage’s family.

6.2.1 This may include the commander designating an employee as a liaison between the family and the department.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 502.06 (Housing Searches) with the following procedural additions:

PROCEDURE

1.0 Documentation

1.1 Completed Cell Search Logs will be submitted to the floor sergeant responsible for the housing area where the search was conducted for review and approval.

1.2 The approved Cell Search Log will be forwarded to the Administrative Sergeant for retention in accordance with Department Policy 506.14 (Purging of Records).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 502.06 (Housing Searches) with the following procedural additions:

PROCEDURE

1.0 Search Coordinator

1.1 All housing unit searches will have a staff member assigned to be the search coordinator.

1.2 The coordinator will conduct a briefing with all staff involved in the search and will assign each staff member a position during the search. Search positions include:

- Door control
- Inmate searching and escorting
- Searching of specific areas
- Observing inmates during removal from the housing unit.

1.3 The search coordinator will brief staff members about any special circumstances of the search, such as, special items of contraband sought, specific hiding areas, possible inmate hostility, etc. The search coordinator will also ensure the “Cell Search Log” (P502.06 Attachment 1) and any Inmate Disciplinary Actions (RSD Form 528) are completed.

2.0 Search Procedure

2.1 Immediately before the search, the water to the housing unit should be turned off to prevent inmates from disposing of contraband.

2.2 Immediately before the search, the televisions and phones should be turned off.

2.3 Once all inmates are removed from the housing unit and searched, a thorough and systematic search of the housing unit will be conducted.

2.4 Upon completion of the search, staff will have inmate workers remove excess trash and clothing.

2.5 Once the search is completed and the housing unit cleaned, the inmates can be placed back into the housing unit.
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 502.06 (Housing Searches) with the following procedural additions:

PROCEDURE

1.0 Conducting Housing Searches

1.1 The search coordinator will contact staff members and coordinate the time of the search.

2.0 Search Procedure

3.1 Immediately before the search, the water to the housing area should be turned off.

3.2 The televisions and telephones should be turned off before the search.

3.3 Inmate Searches

3.3.1 Inmates shall be removed from the housing area, no more than five at a time.

3.3.2 Male inmates should wear only shorts and sandals when removed.

3.3.3 Female inmates should wear only T-shirts, underwear, pants, and sandals.

3.3.4 The inmates should be searched thoroughly in accordance with Department Policy 502.11 (Strip Searches) and escorted to a holding area (recreation area, program room, dayroom or other available area).

2.3 Housing Searches

2.3.1 Once inmates are removed from the area, a search should be done in a systematic, thorough, and professional manner. All items identified as contraband are to be removed from the cell dorm.

2.3.2 Employees shall avoid placing inmates’ property where it may become mixed with contraband or trash.
2.3.3 Inmates’ property shall never be mixed.

2.3.4 Chess or checker games, which were in progress prior to the search, should not be scattered.

2.3.5 Cleanser should not be scattered around.

2.3.6 Employees shall ensure the least amount of damage possible occurs to an inmate’s belongings while still conducting a thorough search.

2.3.7 Bedding / linen shall not be placed on the floor.

2.4 Once the search is completed, staff shall ensure that excess item and trash are removed.

2.4.1 An inmate worker under deputy supervision can be utilized for cleanup of all items removed from the housing units. The deputy shall not allow the inmate worker to enter the cell. If cleaning is needed in the unit, the inmates shall be advised and supplied with the appropriate cleaning items.

3.0 Contraband Items

3.1 Refer to Department Policy 502.02 (Contraband).

4.0 Canines

4.1 Refer to Department Policy 502.14 (Corrections Canine Program).

5.0 Excess Inmate property

5.1 Refer to Department Policy 504.19 (Property Boxes) regarding excess personal property.

6.0 Documentation

6.1 The Cell Search Log (502.06 attachment 1) will be turned into the appropriate floor supervisor responsible for the housing area where the search was performed.

6.2 The supervisor shall review the cell search log ensuring that it is accurate. The supervisor will then turn the cell search log into the appropriate floor operations lieutenant.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 502.06 (Housing Searches).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 502.06 (Housing Searches).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 502.07 (Inmate Movement) with the following procedural additions:

Procedure

1.0 Inmate Facility Work Crews

1.1 Inmates assigned to work crews, such as maintenance and landscape, will not be permitted inside housing units without direct supervision from the crew supervisor.

- Inmates assigned to landscape will not be permitted inside the recreation yard of the female housing units without direct supervision from the landscape supervisor.

1.2 Inmates assigned to Supply Services will be permitted entry into housing units for supply delivery only when designated by a Supply supervisor.

1.3 Inmates assigned to the kitchen, will not be permitted contact with inmates assigned to other work crews.

- Work crew supervisors are required to notify Central Control by telephone or radio anytime inmate workers are taken outside the facility security compound.

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The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 502.07 (Inmate Movement) with the following procedural additions:

PROCEDURE

1.0 Movement Notifications

1.2 Central Control will be responsible for determining if the escorting deputy may proceed.
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 502.07 (Inmate Movement) with the following procedural additions:

PROCEDURE

1.0 Movement within RPDC

1.1 Deputies escorting inmates shall not carry personal items or any item that might impair their ability to defend themselves from an inmate attack. Deputies should maintain a safe distance when escorting inmates.

2.0 Uncooperative/Forced Movements

2.1 Uncooperative or forced movements using a gurney (at the Detention Care Unit aka: DCU), wheelchair, or Emergency Restraint Chair (ERC) are sometimes needed. The gurney, wheelchair, and ERC are designed to humanely move inmates who are hostile, refuse to walk, or due to their medical condition need to be moved in a gurney or wheelchair. The correct method to move a combative inmate is the ERC.

- The gurney, and wheelchair wheels will be placed in a locked position prior to placing or removing the inmate from the gurney or wheelchair.
- Placing an inmate on the gurney, the inmate will be placed on the gurney on his/her side. If the inmate is hostile or uncooperative the inmate shall be secured either with handcuff or waist chains and leg restraints.
- The inmate should be placed on his/her side on the gurney while transporting/moving through the jail. For health reasons the inmate shall never be placed on his/her stomach while transporting.

2.2 Restrictions

- A supervisor will be present and supervise the placement and movement of any inmate on the gurney, wheelchair, or ERC.
- Use of the gurney, wheelchair, or ERC for horseplay or punishment is strictly forbidden.
- Inmates shall never be left unattended on the gurney or wheelchair. The gurney and wheelchair use is to facilitate movement of inmates: They will not be used as a stationary restraint device.
- Refer to Department Policy 503.07 (Emergency Restraint Chair) for ERC guidelines.
3.0 Inmate Movement/Pat Down Searches

2.1 Inmates exiting a housing unit shall be pat down searched when it is anticipated the inmate will have civilian contact and/or contact with another employee. These searches include, but are not limited to:

- Doctor/Nurse contact
- Forensic Mental Health contact
- Dental Visits
- X-ray
- Attorney contact visits
- Any contact visit (Psychologist, Volunteers, Morrissey Hearings, etc.)
- GED
- Recreation (with assistance from the Recreation Deputy)
- Computer education
- Church Services
- DNA collection
- Inmates in pre-housing, prior to being housed
- Anytime an inmate leaves the floor

Upon completion of any of the above events, inmates shall be pat down searched prior to re-entering their respective housing units. Unless an immediate or obvious need exists, it is not necessary to pat down search an inmate who is temporarily exiting their housing unit where staff/civilian contact is not anticipated. These occasions include, but are not limited to:

- Regular Visiting
- Non-Contact Attorney Visits

Instances where an inmate is allowed to exit a housing unit in order to perform a simple task and no staff or civilian contact is anticipated. Examples of this include; retrieving/returning food trays, retrieving/returning pre-prepared cleaning supplies and use of the slotted attorney booth for the purpose of communication with jail staff.

4.0 Transportation and Movement Outside RPDC

4.1 Inmate must be kept separated based on their classifications.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 502.07 (Inmate Movement) with the following procedural additions:

PROCEDURE

1.0 Identification

1.1 Staff members will physically inspect the inmate’s wristband to confirm the inmate’s personal information (i.e. name, booking number, and photograph) matches the inmate’s description prior to any movement within the Cois Byrd Detention Center or outside the facility.

1.2 In the event an inmate’s wristband is altered or not in his/her possession, the staff member will issue a new wristband prior to any movement.

1.3 If at any time the identity of the inmate to be moved is in question, the physical movement of the inmate will be stopped, and the inmate secured until positive identification of the inmate can be confirmed.

2.0 Movement

2.1 Deputies escorting inmates shall not carry personal items or any item that might impair their ability to defend themselves from an inmate attack. Deputies should maintain a safe distance when escorting inmates.

2.2 Staff should maintain proper staff-to-inmate ratios during movement and ensure proper restraint equipment is utilized.

2.2.2 All court inmates shall be waist chained and leg shackled during movement. The only exceptions are: an inmate required to dress in civilian attire for trial, pregnant females, inmates who have specific medical orders stating otherwise.

2.3 Inmates shall be fully dressed whenever outside of a housing unit, except when modified clothing is dictated by another policy (such as recreation). This will include all jail-issued clothing (i.e. socks, sandals, white t-shirt, issued top and issued bottoms).

2.3.1 Inmate workers that need to leave the facility (i.e. medical run, court) shall be dressed out in orange jail-issued clothing prior to leaving. If the transport is an emergency (inmate is being taken out by ambulance) the transporting deputy or chase car shall bring orange jail-issued clothing to facilitate a
clothing exchange as soon as treatment permits.

2.5 The identity of any returning inmate shall be confirmed by the housing unit deputy prior to them entering the housing unit.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 502.07 (Inmate Movement).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 502.08 (Key Control) with the following procedural additions:

PROCEDURE

1.0 Electronic Locking Cabinets

1.1 The Smith Correctional Facility has three electronic locking cabinets located in the following areas:

- Briefing Room
- Intake
- Transportation Coordinator's office

2.0 Jail Security Keys

2.1 Security Keys shall not be taken outside the areas listed below:

- Front door to the Administration building
- Visiting Gate
- Vehicle Sally
- Administration Gate
- Main Gate Vehicle Sally
- Any Perimeter Gate

3.0 Programs Personnel and Counselors

3.1 Programs personnel and counselors shall only be issued those keys that provide access to the SITE-B classrooms and the program units.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined Department Policy 502.08 (Key Control) with the following procedural additions:

PROCEDURE
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 502.08 (Key Control) with the following procedural additions:

PROCEDURE

1.0 Issued Keys

1.1 Corrections employees are issued specific keys by RPDC Administration for employee entrance and other keys used inside and outside the facility.

1.1.1 Missing or lost administrative keys shall be immediately reported to an on-duty supervisor.

1.1.2 Administrative keys shall not be duplicated without approval from the Facility Commander.

1.2 Jail staff may use a lanyard for their issued key set. The only lanyards authorized are black with yellow writing and will be issued from the Administrative Sergeant.

1.3 Program personnel and counselors shall only be issued those keys that provide access to the program offices.

2.0 Employee Key Control

2.1 There are three electronic Key Tracer locking cabinets located within RPDC.

2.2 Security keys shall not be taken outside the secured areas of the facility.

2.2.1 In the event security keys are brought through an alarmed area, an electronic alert will be triggered. If this occurs, the employee shall immediately return the keys to the facility and contact a sergeant.

2.3 Alarmed areas include:

2.3.1 Even though the Loading Dock slider is alarmed, the area within the Support Services section, including the Facilities Management (FM) section of the
Loading Dock, is considered a designated work area and an authorized area to possess keys when used for work purposes.

2.4 If security keys are not turned in, an on-duty supervisor will check the key report to determine which employee the keys were last issued. The supervisor will attempt to contact the employee to determine the disposition, or location of the security keys.

2.5 If the security keys cannot be located, the supervisor shall follow the guidelines set forth in Department Policy 502.08 (Key Control).
Cois Byrd Detention Center will follow and adhere to the guidelines outlined in Department Policy 502.08 (Key Control) with the following procedural additions:

PROCEDURE

1.0 Issued Keys

1.1 All new employees will only be assigned keys necessary to allow them access to their assigned areas. New employees will be required to sign an acknowledgment form stating they will return the key(s) upon their separation from Cois Byrd Detention Center (transfer, resignation, retirement, etc.).

1.2 Program personnel and counselors will only be issued those keys that provide access to the program offices.

2.0 Employee Key Control

2.1 There are three electronic locking cabinets located within CBDC.

2.2 Security keys will not be permitted outside the secured areas of the facility.

2.2.1 In the event security keys are brought through an alarmed area, an electronic alert will be triggered. If this occurs, the employee will immediately return the keys to the facility and contact a sergeant.

2.2.2 Alarmed areas include:

2.3 If security keys are not turned in, an on-duty supervisor will check the key report to determine which employee the keys were last issued to. The supervisor will attempt to contact the employee to determine the disposition of the security keys.

2.4 If the security keys cannot be located, the supervisor will follow the guidelines set forth in section 4.0 of Department Policy 502.08 (Key Control).

3.0 Janitor Key
3.1 A Schlage key labeled “JM” has been placed in the lobby key box and will be accounted for by the Lobby Deputy. This key is to be used by the contract janitor to access areas to be cleaned. The authorized areas of access are Administration (all offices), Public Lobby, Locker Rooms and the Training Sergeant’s Office.

3.2 The key will be signed out by the Lobby Deputy, using the attached sign-out log and given to the properly identified contract janitorial services employee.

3.3 The key will be returned and signed in after the cleaning services by the Lobby Deputy.

3.4 If the key is lost, missing, or the janitorial service employee fails to turn the key in a supervisor will be notified immediately. An entry will be made in the Supervisor’s Pass-On Log and the Support Services supervisor will be notified.

4.0 Security Electronics Vendor Keys

4.1 The security electronics vendor keys sets are stored in the electronic key box in the ODR. The security electronics vendor staff are required to check out and return the keys before and after each shift by using the biometrics identification system.

5.0 Supervisor Responsibilities

5.1 A designated sergeant on each Floor Operations team will ensure that all keys are accounted for at the end of his or her shift. The sergeant will log into the Key Tracer computer database and review the report ensuring the keys were returned to the Key Tracer cabinet and/or re-issued to employees on the oncoming shift.

5.2 A designated sergeant assigned to Transportation will ensure that all Transportation keys are accounted for at the end of his or her shift. The sergeant will log into the Key Tracer computer database and review the report ensuring the keys were returned to the Key Tracer cabinet.
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502.08s Attachment 2 (03/01/19)
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 502.08 (Key Control) with the following procedural additions:

PROCEDURE

1.2 If security keys are not turned in, an on-duty supervisor will check the key report to determine which employee the keys were last issued to. The supervisor will attempt to contact the employee to determine the disposition of the security keys.
The Larry S. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 502.09 (Radios) with the following procedural additions:

PROCEDURE

1.0 Radio Use

1.2.1 The Central Control Deputy is required to monitor radio traffic at all times for emergency radio traffic as well as routine radio conversation.

1.3 All line staff deputies/supervisors are required to carry a portable radio (Handie Talkie or HT) during the performance of their assigned duties. Staff shall provide Central Control with the identification number of their assigned HT at the beginning of their work shift.

1.4 All HTs will be recorded on the Key and HT Log by the Central Control Deputy for accountability purposes. Any discrepancies in the location/tracking of the HT will be resolved by the shift Administrative Sergeant.

1.5 Medical staff are assigned HTs which are stored in the New Jail Medical Office. On-coming medical staff will respond to the New Jail Medical Office and are assigned an HT. Medical Staff shall provide Central Control with the identification number of their assigned HT at the beginning of their work shift.

1.6 HTs will either be handed off to on-coming relief personnel or returned to Central Control. HTs that are not in use will be returned to Central Control by the staff member the radio was assigned to. Unused HTs are not to be left at a work location.

1.7 Anytime an HT is exchanged by any staff member, Central Control is to be notified and the Key and HT log is to be updated.

2.0 Transportation of Inmates

2.1 Jail personnel transporting inmates, whether on foot or in a vehicle, will have a functional radio at all times, regardless of destination.

2.2 Jail personnel will carry a functional HT radio when driving inmates even if the assigned transport vehicle’s radio is working.
3.0 Radio Storage/Charging and Maintenance

3.1 All HTs, except those assigned to specific employees, will be stored for charging in Central Control.
The John. J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 502.09 (Radios) with the following procedural additions:

PROCEDURE

1.0 Radio Arrangements and Distribution

1.1 Custody staff will use the "Jail/Crt East, JBDC 1" talk group for radio communication within the facility. Staff will use "Thermal, Thermal 1" talk group for transportation runs.

1.2 A base station radio is located in Central Control.

1.2.1 Central Control is to monitor this radio at all times for emergency traffic.

1.3 All HTs will be recorded on JBDC HT Control Log (502.09i Attachment 1) by Central Control for accountability purposes. Any discrepancies in the location/tracking of the HT will be resolved by the shift Administrative Sergeant.

1.4 Medical/mental health staff may be assigned HTs which are stored in Central Control. HTs will either be handed off to on-coming medical/mental health staff or returned to Central Control by the staff member the radio was assigned to. Unused HTs are not to be left at a work location.

1.5 HTs will either be handed off to on-coming staff or returned to Central Control. HTs that are not in use will be returned to Central Control by the staff member the radio was assigned to. Unused HTs are not to be left at a work location.

1.6 Anytime an HT is exchanged by staff, Central Control is to be notified and the HT log is to be updated.

2.0 Radio Storage and Maintenance

2.1 All portable radios, except sergeants' radios, will be stored in Central Control, Intake, and Transportation. Each Housing Unit pod will have a small charging station.

2.2 At the end of each shift, staff are required to place radios/batteries into the designated charging slot for rapid charge capability.

2.3 Staff discovering radios that require maintenance repair will immediately bring it to the attention of the shift supervisor and Support Services. Staff should communicate the problem with the radio or battery in detail. The HT requiring repair will be forwarded to Support Services for repair.
2.4 Support Services will be responsible for coordinating the repair of all facility HTs with the Department Communications Center. Additionally, Support Services is responsible for notifying Central Control when an HT is taken out of service for repair, once it has been repaired, and when it is ready to be placed back into service.
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 502.09 (Radios) with the following procedural additions:

PROCEDURE

1.0 Distribution

1.1 Radios will be identified with the manufacturer serial number and a jail applied number. A radio inventory log will be maintained of all radios assigned to RPDC.

1.1.1 All radios (HT’s) shall be carried in a Department approved holder. At no time will a radio be carried in the pocket of a department employee unless approved by a supervisor during an emergency situation.

2.0 Radio Use

2.1 Radio transmissions should be short and professional, keeping in mind that inmates and members of the public regularly hear the RPDC radio transmissions. Deputies shall refrain from lengthy transmissions and discussing sensitive and/or confidential matters over the radio.

2.2 Deputies transporting inmates of the opposite sex shall notify Central Dispatch of their starting and ending mileage by switching to System 1, “WEST 12,” channel 15 “TRAN”.

2.3 Deputies transporting inmates to Riverside University Health System Center (RUHS) shall notify the RUHS security staff of their arrival and destination by switching to System 1, “West 12,” channel 18 “HOSP.”

3.0 Maintenance

3.1 If a radio is broken, Central Control will indicate on the computerized HT log the radio is “Out of Service” in the “Comments” column. The last person assigned to the radio shall be indicated in the “Person” column.

3.2 The Central Control deputy shall place the item, along with the memorandum and Communication Trouble Slip, in the repair box in Central Control for Support Services to pick up.

4.0 Radio Accountability

4.1 A Master Inventory List of RPDC radios will be maintained on the G-drive.

4.2 The Master Inventory List of radios will be reconciled at the beginning of each shift.
4.2.1 Central Control will inventory all radios assigned to and associated with Floor Operations. This will be done utilizing the Radio Inventory Log located in the G-drive.

4.2.2 All other areas on the radio list will be responsible for accounting for their own radios. Any changes needed to the radio list shall be coordinated with the transportation SSO.

4.2.3 Central Control will indicate at the bottom of the log the Name/ID of the deputy clearing the radios, the name of the sergeant notified, and the time cleared.

4.2.4 When all Floor Operations radios have been accounted for, Central Control will notify the floor sergeant. The sergeant will then document that all floor radios have been cleared on the Supervisor's Pass-on Log.

- A copy of the log shall be provided to the floor sergeant. Central Control shall maintain the original in the G-drive.
- The floor sergeant shall review the form, print their name and identification number, and forward the form to their lieutenant.

4.2.5 Monthly, the compliance unit shall store the computerized copy of all central's logs. Within RPDC, only the compliance unit is authorized to delete the computerized or paper version of central’s records.

4.3 Missing/Lost Radios

4.3.1 In the event a radio is reported missing or lost, Central Control will immediately notify the watch sergeant.

4.3.2 An audit of the radios will be conducted to ascertain where the missing radio was assigned, or who had the radio last.

4.3.3 At the direction of the floor sergeant, a search will be conducted for the missing radio. At the direction of the watch commander, the watch sergeant may institute a “lock down” or a complete search of the facility.

4.3.4 In the event the radio is not located and determined to be lost/missing, a complete report will be forwarded to the jail commander via the chain of command. The report will detail the circumstances of the loss and actions taken to locate the radio.

5.0 Monthly Audit

5.1 Under the direction of a lieutenant, any missing radios may be deactivated, a lost property incident report written, and the radio information placed in the computer system (NCIS) as stolen or lost.

5.1.1 Deactivation of a radio via the communications center requires authorization from a sergeant or higher.

5.1.2 The deactivated radio shall be indicated in the comments column as “Deactivated” on the Radio Log.

5.1.3 When the radio is found, the floor lieutenant shall be notified. If an incident report was written, a found/recovered supplemental report to the initial shall be written, the radio reactivated, and the computer system (NCIS) updated.
5.1.4 The administrative lieutenant shall be notified of any deactivated or re-activated radio for budgetary reasons.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 502.09 (Radios) with the following procedural additions:

**PROCEDURE**

1.0 Accountability

1.1 Radios and radio batteries will be identified by a County Riverside applied number.

1.2 The CBDC Administrative Sergeant will maintain a radio inventory log of all radios assigned to the facility.

2.0 Maintenance

2.1 Radios requiring maintenance will be forwarded to Central Control with a Communication Trouble Slip attached explaining the problem in detail.

2.2 Central Control will route the radios to the CBDC Administrative Sergeant for maintenance or repair. The radio will be delivered to the Communications Center if necessary.

2.3 The Compliance Deputy will maintain a log for tracking radios sent to and returned from the Communications Center. One radios are returned, they will be put back into Central Control.

3.0 Central Control

3.1 Central Control will maintain the radios.

3.2 Staff will exchange radios during shift change. In the event there is no relief at shift change, the radios will be returned by the staff member going off-duty to Central Control.

3.3 At the completion of shift change, Central Control shall conduct a radio inventory for the entire facility using the Master Radio Inventory Log.

3.4 Specialized units and specific personnel with assigned radios are responsible for ensuring their radios are accounted for. This shall be done once per day (days off excluded) at the beginning of their shift. Central Control will be notified as soon as all radios assigned to these units are accounted for.

3.5 Central Control will notify the Intake Sergeant when all the radios have been accounted for.
3.6 The completed Master Radio Inventory Log will be kept in Central Control in a binder for one (1) month and then forwarded to SWDC Administration for filing.

4.0 Missing or Lost Radios

4.1 In the event of missing/lost radios, staff working Central Control will immediately notify the Intake Sergeant.

4.2 An audit of the radios will be completed to ascertain where the radios were or who had the radios last.

4.3 At the direction of the Intake Sergeant, a search will be made for the missing radios to include a lock down and/or complete search of the jail.

5.0 Care of Radios and Batteries

5.1 It is the responsibility of each person assigned a radio to ensure that care is taken in maintaining the integrity of the radio and the battery.

5.1.1 All radios (HT’s) shall be carried in a Department approved holder. At no time will a radio be carried in the pocket of a department employee unless approved by a supervisor during an emergency.

5.2 If you are assigned a radio with a malfunction or damage, note the damage as described in section 2.0 of this procedure and submit the equipment for repair.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 502.09 (Radios) with the following procedural additions:

PROCEDURE

1.0 Arrangement and Distribution

1.1 The Blythe Jail currently uses Talkgroup “BLYTHE JAIL 1.”

1.2 Eight (8) hand-held radios are located at the Blythe Jail booking desk.

1.3 One (1) hand-held radio and one charger are in Central Control.

1.4 Two (2) hand-held radios and chargers are in the Sergeant’s Office.

1.5 One (1) hand-held radio and a charger are in the Lieutenant’s Office.

1.6 A radio console and radio microphone are in Central Control.

1.6.1 The deputy assigned to the Central Control position shall act as the radio dispatcher for the facility. The Central Control deputy will monitor this radio at all times for emergency traffic.

1.7 Transportation of inmates.

1.7.1 Jail personnel transporting inmates, whether on foot or in a vehicle, shall have a functioning radio. Refer to Department Policy 510.11 (Transportation Radio Use).

1.7.2 Jail personnel supervising inmates outside of the facility (i.e.: inmate recreation) shall have a functioning radio.

2.0 Radio Storage and Maintenance

2.1 All portable radios shall be stored in the lower cabinet at the booking desk.

2.2 The battery charger for hand-held radios is mounted in the lower cabinet. At the end of each shift, all jail personnel are required to place the battery from the radio they used during the shift in the charger if recharging is needed.

2.3 An employee discovering a radio maintenance problem is responsible for completing a County of Riverside Department of Information Services “trouble report” slip (form # DOC-3.) The employee will bring the radio and completed “trouble report” slip to the Sergeant’s Office for review.
2.3.1 The watch commander shall arrange for the radio to be forwarded to the appropriate facility for repair.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 502.10 (Security Logs/Checks) with the following procedural additions:

PROCEDURE

Note: For the purpose of this procedure, we will refer to Housing Units 1-14 and RSAT as the Old Jail and Housing Units 15-17 as the New Jail.

1.0 Security checks (Open Dayrooms) Old Jail 1-14 and RSAT.

1.1 Staff shall have all inmates in the housing unit on their bunks or seated at the tables before beginning a security check. All inmates shall remain on their bunks while the staff members conduct their security check or until told to do otherwise.

1.3 During each physical dayroom security check, staff members are to verify all maintenance access doors inside of the dayroom are secured. This is to be done by actually pulling and/or applying pressure to the door to verify it is secured and locked.

1.4 During dayshift, lunch and dinner will both be counted as physical checks.

   ➢ During meals, the security check will take place prior to the trays being placed inside the dayroom.
   ➢ All inmates will be required to sit at the tables prior to staff entering the dayroom for meals. The inmates will be counted and compared to the dayroom’s current headcount stats.

1.5 If the security check is late, the reason will be documented on the security check log and a supervisor will be notified immediately.

2.0 Security checks (New Jail) 15-17

2.1 After the inmates are secured in their cells, the Pod Deputy or Pod Runner will enter the dayroom and visually check into each cell to examine the welfare of the inmates and the security of the housing unit. Staff members conducting the security checks are to observe the inmates and the inside of the cell. Simply walking by the outside of the cell is not sufficient.

2.2 During each security check, staff members are to examine all maintenance access doors inside of the dayrooms are secured by pulling and/or applying pressure to the door to ensure it is secured and locked.
3.0 Transportation

3.1 Transportation holding cell security checks will be completed at least once every thirty minutes, whenever inmates are utilizing those cells. Security checks will be documented on the Transportation Security Check Log.

4.0 Intake/Release

4.1 The staff member assigned to "Desk One" at Intake is responsible for security checks at least once every thirty minutes in their area, to include Holding Cells, OR Booths, Sobering Cells and Release Cells. Safety Cell checks will be completed twice every 30 minutes. Refer to Department Policy 504.24 (Safety Cells).

5.0 Kitchen/Laundry/Supply

5.1 The staff members assigned to the Kitchen, Laundry, and Warehouse areas will be responsible for conducting security checks of their inmate/trustee crew at least once every hour while their assigned crew is working.

5.2 At the completion of the security check, the staff member completing the check will make a notation on the Security Check Log (P502.10 Att.1), the date, time, name, ID#, and a comment (i.e. OK, code 4, or any identified inmate welfare problem). One notebook will be kept inside each area.

6.0 Supervisor Reviews

6.1 The on-duty supervisor is required to complete two unannounced visits to their assigned area per shift to identify and deter sexual abuse and to review the Security Check Logs. These checks will be documented on the Security Check Log.

6.1.1 The Security Check Logs for each area will be reviewed and documented on the Housing Unit Security Check Log.

- If a security check was delayed, the supervisor will document on the Security Check Log the reason why the security check was delayed.
- In the event that housing unit computers are not operational or otherwise not saving any information, security checks will be documented on a paper Security Check Log (P502.10 Att.1).

6.2 When paper logs are used, the same procedure will apply. The Supervisor will make the same notations mentioned above on the Security Check Log (P502.10 Att.1).

6.3 All paper logs will be submitted to the Administration / Compliance Unit.

7.0 Perimeter Patrol

7.1 Perimeter One Deputies will be responsible for conducting a minimum of two facility perimeter checks per shift.

7.2 The perimeter checks will encompass the following areas:
7.3 While on perimeter patrol, the deputy will be equipped with the following materials:

- Working HT Radio
- Flashlight and/or spotlight
- Oleoresin Capsicum (OC) Spray
- Department approved ballistic vest
- Sam Browne belt
- Handcuffs and case
- Radio holder
- Taser and holster (if trained)
- Department approved firearm (if sworn)
- Department approved shotgun (if sworn and applicable)
- Expandable baton (if sworn)
- Shotgun rack key (if applicable)

7.4 The perimeter patrol deputy will be alert for any signs of suspicious or unusual activity. This includes unusual vehicles, people, tracks, earth movement, or facility property damage. The deputy will report items found to Central Control and/or the shift supervisors; such reporting will be immediate if warranted by the circumstances.

7.4.1 At any time a suspicious person / vehicle is stopped at the turnout above SCF on Highway 243, the deputy will notify Central Control and the on-duty sergeant. Deputies assigned to SCF will remain in the facility and assigned to patrol the perimeter.

7.4.2 At the direction of the on-duty sergeant, Central Control will notify RSO dispatch of the situation and circumstances so that deputies from Cabazon Station can respond to the scene.

7.4.3 If Cabazon Station contacts the occupants of a vehicle on the highway, the sergeant will contact the station to obtain any block out information in order to pass it on to the classification/GIU staff.

7.5 The perimeter patrol position is primarily a foot patrol assignment. The shift supervisor may authorize the Perimeter one deputy conducting the perimeter check to utilize a suitable facility vehicle to allow them to move from one area to the other. This vehicle is to be driven on maintained surfaces only unless a specific exception is authorized by a supervisor.

7.6 Any off-road use will be documented in the perimeter patrol log and will require the deputy and supervisor to conduct a thorough vehicle inspection at the conclusion of such use. Smith Creek, construction areas, the dirt fields, and the dirt pathway along the south exterior fence are off limits to Department vehicles except in exigent circumstances.
7.7 The deputy conducting the perimeter check will keep in regular radio contact with Central Control.

8.0 Documentation of Security/Perimeter Checks

8.1 Security/Perimeter checks will be documented on the Central Control and supervisor’s log.

9.0 Filing and Retention

9.1 All paper logs are to be routed to the Administration/Compliance Unit to file. Security logs will be scanned by the assigned staff member in the Administration/Compliance Unit. All logs will be scanned and stored per the Retention of Electronic Documents System (REDS) guidelines and will be purged in accordance with Department Policy 506.14 (Purging of Records) implemented in REDS.

9.2 Security logs will be retained for the duration listed in Department Policy 506.14 (Purging of Records).
<table>
<thead>
<tr>
<th>Date</th>
<th>Keys</th>
<th>Oxygen</th>
<th>Telephone</th>
<th>Camera</th>
<th>Cam Switching</th>
<th>Fire Equipment</th>
<th>Safety Knife</th>
<th>Pro-Restrained Chair</th>
<th>First Aid Kit</th>
<th>JIMS Terminal</th>
<th>Control Panel</th>
<th>MK-46 OC Canister</th>
<th>Lighting</th>
<th>Cleanliness</th>
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502.10 att1

Revised 7/2/03

IV-5 08/18/2021
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 502.10 (Security Logs/Checks) with the following procedural additions:

**PROCEDURE**

1.0 Exterior Perimeter Checks

1.1 Two Deputies (at least one sworn) will conduct the exterior perimeter security checks of the facility.

1.1.1 The perimeter check includes the following:

- John J. Benoit Detention Center building
- Perimeter wall and gates
- Administrative Parking
- Staff Parking
- Visitor Parking

1.2 Supervisors will be responsible for recording exterior and perimeter checks on the Supervisor’s Pass-on Log.

2.0 Housing Units

2.1 Housing Unit Deputies are responsible for security checks.

2.2 Checks are conducted when inmates are locked down in their cells. Custody Staff will walk through the housing unit making sure inmates are in the appropriate cells and conduct a visual check of each cell.

2.3 Custody Staff are to check access doors and verify they are secured while conducting security checks.

3.0 Transportation

3.1 Checks shall be completed at least once every thirty minutes. Custody staff assigned to Transportation are responsible for completing checks in the housing areas within Transportation area.

4.0 Intake/Release

4.1 Custody staff assigned to Intake are responsible for conducting security checks at least once every thirty minutes. Areas to be checked include Holding cells, Booking Booths, Pre-Housing cells, Detoxification cells, and Release cells.
5.0 Kitchen

5.2 The security check log will document the date and time, deputy ID, and a comment including status and number of inmates. This is a paper log and will be kept in the kitchen.

6.0 Roof

6.1 Each shift’s medical car deputy shall be responsible for conducting roof checks of the John J. Benoit Detention Center. If the medical car deputy is not available, then the Intake Sergeant or designee shall be responsible for assigning a sworn deputy to conduct the roof check.

6.2 Roof checks will be conducted at least twice per shift, preferably once every six hours.

7.0 Audits and Compliance

7.1 The floor sergeants will review the security check data to ensure staff are conducting security checks in a timely manner as required by policy. Sergeants will document this review in the JIMS Security Check Log.
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 502.10 (Security Logs/Checks) with the following procedural additions:

PROCEDURE

1.0 Security Checks

1.1 Security checks will be completed, and a notation of the checks will be made in the deputy’s computerized Security Check Log.

1.1.1 If the computer system becomes non-operable:

- The shift sergeant will be notified.
- The sergeant will notify the Computer Unit, Compliance Unit, and the shift lieutenant of the computer problem.
- A line entry will be made on the Supervisor’s Pass-on Log.

1.1.2 When the computer system becomes operational:

- The shift supervisor, Computer Unit, Compliance Unit and the shift lieutenant will be notified.
- The Security Check Log (P502.10 Attachment #1) will be forwarded to the compliance officer.
- The first entry on the computerized Security Check Log will indicate the computer system was non-operable.
- A line entry will be made on the Supervisor’s Pass-on Log.

1.2 The Deputies view of the inmate(s) in the cell should not be obstructed. In addition to the inspection requirements in Department Policy 502.10 (Security Logs/Checks) deputies will determine:

- All contraband is removed.
- Lights, windows, vents and cameras are not covered at any time.
- All commissary is stored in the inmate’s property box.
- Any “clothes lines” are removed.
- Cells are clean.

1.3 At the completion of the check, the deputy will complete a full line entry on the Security Check Log. If the deputy making the line entry on the log is not the deputy who conducted the check, the comments section will state the last name and ID# of the deputy who completed the check and the status of the inmates.
1.4 If a check is late, the deputy will indicate the reason in the comment section on the log along with the status of the inmates and that supervision was notified.

1.5 Once a computerized entry has been completed and entered, the entry will not be deleted or changed. If an error was made on the entry, the deputy will immediately make a new entry, and in the comments section annotate the reason for the correction.

2.0 Supervisor Duties

2.1 Two site visits per shift will be conducted by supervision to areas they are assigned. These site visits will be unannounced to identify and deter sexual abuse in accordance to Department Policy 501.24 (Sexual Abuse). Site visits will also be conducted to review the security check logs for any problems or discrepancies.

 The sergeant will review the security check log up to the last sergeant check. The sergeant will make a complete line entry on the log and notate the unannounced check and any discrepancies found in the previous entries in the comments section of the log.

3.0 Housing Units

3.1 The Housing Unit Officer assigned to the area is ultimately responsible for making sure the checks are conducted.

3.1.1 The security check will include a direct visual check of inmates housed within the housing unit and include any inmates within the Program Room, Nurse's Station, Visiting, and Recreation.

3.1.2 The deputy conducting the security check will enter the dayroom and visually check every inmate in each cell, only after all inmates are locked down.

➢ Deputies will check that all cells are clean and cleared of trash.
➢ Cells located in 2A will also be visually checked for graffiti, and the information logged into the “2A Cell Damage Form.”

4.0 Transportation/HOJ

4.1 A deputy(s) will be assigned to complete the security checks in the Transportation Unit and HOJ when transportation inmates are housed in these areas.

4.3 The Transportation / HOJ security check logs will be reviewed at least once per shift by a sergeant assigned to the area. At the time of review, the sergeant will review the log up to the last sergeant check. The sergeant will make a complete line entry on the log, and notate any discrepancies found.
4.4 Those officers assigned to court duty will be responsible for security checks on the Security Check Log (P502.10 Attachment #1) for the inmates under their control, while temporarily housed at a housing location of the court.

4.5 The security checks conducted by officers assigned to court duty will bring their logs in daily to the Transportation Unit where staff will scan the logs into REDS.

5.0 Male and Female Intake/Release

5.1 The “Desk 2” deputy of Male Intake and Female Intake will be responsible for conducting security checks of inmates in their area to include holding cells, OR booths, sobering cells, pre-housing areas, and safety cells.

5.2 Release deputies will be responsible for the Release area.

- Safety cell checks shall be documented on RSD Form 531a (Safety Cell/Specialty Housing Log) and RSD Form 531b (Safety Cell/Specialty Housing Continuation sheet).
- Sobering cell checks shall be documented on RSD Form 551 (Sobering Cell Logs).

5.4 In the event inmates are housed in Transportation cells by a Floor Team after the Transportation Unit has left for the day, those inmates must be checked by the intake deputy conducting security checks.

6.0 Archiving

6.1 The Compliance Unit will be responsible for archiving of the logs, including all security checks completed on paper logs.
### Time Card

<table>
<thead>
<tr>
<th>INMATE NAME</th>
<th>BOOKING NUMBER</th>
<th>TIME IN</th>
<th>TIME OUT</th>
<th>TIME ID NO.</th>
<th>COMMENTS</th>
<th>TIME ID NO.</th>
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**All safety checks are to be performed a minimum of once every hour.**
The Blythe jail shall follow and adhere to the guidelines outlined in Department Policy 502.10 (Security Logs/Checks) with the following procedural additions:

PROCEDURE

1.0 Supervisor’s Review of Security Check Logs

1.1 Supervisors will document the supervisor’s review on the Security Check Log.

2.0 Supervisor Unannounced Checks

2.1 Supervisors will conduct and document at least two unannounced security checks per shift. These checks will be noted on the Security Check Log and the Supervisor Pass on Log.

3.0 Exterior Perimeter Checks

3.1 The perimeter check will include the following areas. This does not prohibit expansion of the identified areas at the discretion of a supervisor.

    Blythe Jail/CRS building and roof
    Perimeter wall and gates
    Secure parking/Alleyway
    Staff parking
    Visitor parking

3.2 Exterior perimeter checks will be conducted by Armed Correctional Deputies or sworn Deputy Sheriffs.

3.3 The Headcount position will document each perimeter check on the Blythe Jail Pass-on Log.

3.4 Supervisors will document each perimeter check on the Supervisor’s Activity Log.

4.0 Security Check Audits

4.1 The security check audit will be documented on the Security Check Audit Log and include the team color, time (beginning and end), employee name and ID number.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 502.10 (Security Checks/Logs) with the following procedural additions:

PROCEDURE

1.0 Modified Dayroom

In an effort to prevent a major inmate disturbance at the Cois Byrd Detention Center, our personnel will regulate the number of inmates allowed to congregate in the dayrooms of the housing units listed below.

1.1 All housing units shall have dayroom one tier at a time; upper tier / lower tier.

1.2 To ensure a fair dayroom rotation, each pod deputy must document the dayroom time of each tier on the Housing Unit Pass on Log.

1.3 Dayroom will be offered beginning no later than 0800 hours each day for general housing and 0700 for Administrative Housing inmates unless unavoidable circumstances cause delay. Any delay will be documented on the housing unit pass on log. Refer to Department Policy 504.42 (Dayroom Management).

1.4 Each section will receive dayroom for no less than forty-five (45) minutes. In the event the inmates must return to their cells before their dayroom session is over, the Pod Deputy will properly document the time the inmates returned to their cells. If the Pod Deputy feels the last section was deprived of a significant amount of time, he/she may resume dayroom call for remainder of the time owed and document the information for consistency as required.

1.5 Upon the completion of dayroom, the Pod Deputy will ensure all cell doors are closed before giving the next group access into the dayroom area.

2.0 Security Checks

IV-5 08/18/2021
2.1 The Pod Deputy assigned to the area is ultimately responsible for making sure the security checks are conducted. When the security check is to be completed, the Pod Deputy or Pod runner will announce to the inmates to lock down or “bunk it up” (Open Dayrooms). Each Pod Deputy or Pod Runner shall check all inmates housed in each Dayroom, Program Room, Nurse’s Station, Visiting, and Recreation. When security checks are being conducted, the Pod Deputy will verify only one Dayroom/Sally port slider is open at a time. At no time should there be two or more sliders open at once, unless authorized by supervision or there are exigent circumstances requiring more than one door to be open.

2.2 Security Checks During Dayroom Time (Closed and Lockdown Dayrooms)

2.2.1 The Pod Deputy or Pod Runner shall enter the dayroom and visually check into the cells. This security check is to verify the welfare of the inmate(s) and the security of the housing unit. Staff members conducting the security checks are to see the inmates and the inside of the cell.

2.2.2 During each security check, staff members are to verify all maintenance access doors inside of the dayrooms are secured. This is to be done by pulling and/or applying pressure to the door to verify it is secured and locked.

2.3 Security Checks in Open Dayrooms

2.3.1 Staff shall be required to complete random security checks on an hourly basis each shift. These checks shall require staff to enter the dayroom and check the safety and welfare of the inmates. Each physical security check shall consist of having a minimum of two staff members, not including the deputy operating the pod, present prior to entering the dayroom. The two staff members shall walk the bottom and top tiers while the pod deputy is observing them.

- During headcount all inmates will be required to sit on their bunks and reply with their name when asked.
- The inmates will be counted and compared to the dayroom’s current headcount stats.

2.3.2 During each physical dayroom security checks, staff members are to verify all maintenance access doors inside of the dayroom are secured. This is to be done by pulling and/or applying pressure to the door to verify it is secured and locked.

2.3.3 Do not wake sleeping inmates needlessly during these checks. The objective is to verify the welfare of the inmate(s), to confirm the head count is accurate and to verify the maintenance access doors inside of the dayrooms are secured.
3.1 Because of the inherent problems with inmate's in-transit, specifically, mixed classifications, upset/angry inmates, etc., the checks shall be completed at least once every thirty minutes. The staff member assigned to complete the security checks in the Transportation area will be responsible for housing areas within the Transportation area only.

5.2 At the completion of the security check, the staff member completing the check shall make a legible notation on the “Security Check” log, the date, time, name, ID#, and a comment (i.e. OK, code 4, or any identified inmate welfare problem). One notebook will be kept inside the kitchen.

6.0 Security Checks/P.C. 4021

6.1 Refer to Department Policy 502.10 (Security Logs/Checks)

7.0 Electronic Security Check Log

7.1 Security checks shall be documented on the housing unit computer.

7.2 In the event a paper Security Check Log is used, the completed paper log will be forwarded to the Compliance Deputy.

8.0 Supervisor Reviews

8.1 The on-duty supervisor is required to review the Security Check Logs located in their assigned area at least twice every shift, preferably once toward the beginning of the shift and once toward the end. Whenever possible these reviews will occur more frequently. These reviews shall be documented on the Security Check Log by using the drop-down menu and selecting “Supervisor check.” If a security check is delayed a supervisor will be advised immediately and notated in the comments.
8.2 When paper logs are used, the same procedure shall apply. The Supervisor will make the same notations mentioned above on the Security Check Log.

9.0 Supervision and Monitoring

9.1 Supervisors are to conduct two unannounced checks per shift to identify and deter sexual abuse. These checks are to be documented on the Security Check Log.

10.0 Perimeter Checks

10.1 Each shift’s medical car deputy shall be responsible for conducting a perimeter check of the Cois Byrd Detention Center Perimeter and fence area. If the medical car deputy is not available, then the Intake Sergeant or designee shall be responsible for assigning a sworn deputy to conduct the perimeter check. Refer to Department Policy 502.10 (Security Logs / Checks).

10.2 Driving Perimeter and Walking Fence Line checks shall alternate, and be completed a minimum of every two hours.

10.3 During the hours of darkness, the driving perimeter will include the entire property, which includes but is not limited to: Cois Byrd Detention Center, Southwest Justice Center and Southwest Juvenile Hall.

10.4 A fence line check shall include, walking the interior of the fenced perimeter.

10.5 The primary focus of the driving perimeter and walking fence line check will be the perimeter security of the jail and property. Staff shall check for breaches of security and any suspicious persons or activity while conducting these checks.

10.6 If enforcement action is anticipated, follow Department Policy 501.25 (Enforcement Activity).

11.0 Roof Checks

11.1 Each shift’s medical car deputy shall be responsible for conducting roof check of the Cois Byrd Detention Center. If the medical car deputy is not available, then the Intake Sergeant or designee shall be responsible for assigning a sworn deputy to conduct the roof check.

11.3 The primary focus of the roof check is to verify the exterior access points of the jail on the roof are secured and there are no safety hazards or aids for escape on, i.e. ropes.

11.4 If enforcement action is anticipated, Refer to Department Policy 501.25 (Enforcement Activity).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 502.11 (Strip Searches) with the following procedural additions:

PROCEDURE

1.0 Location

1.1 Custody staff shall perform the strip search in the intake property room.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 502.11 (Strip Searches) with the following procedural additions:

PROCEDURE

1.0 Strip Search Locations

1.1 In Intake, routine strip searches shall be conducted in the shower/property room area, out of the view of cameras.

1.2 In the Transportation Unit, strip searches shall be conducted in the designated strip search area. This location is out of the view of video surveillance.

1.3 In the housing units, strip searches shall be conducted in an area exclusive of a monitor or video surveillance, these include, but are not limited to: shower areas, recreation restroom, interview rooms, program rooms, etc.

1.4 In the kitchen area, strip searches shall be conducted in the inmate dress in/out area. This location is out of the view of video surveillance.

2.0 Data Collection for Strip Searches

2.1 The Intake Sergeant will be responsible for documenting each Intake (booking) strip search on the Strip Search Log (502.11i Attachment #1).

2.2 Administrative staff will be responsible for forwarding the Strip Search Log to the H.M.U. Analyst at the end of each month.
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 502.11 (Strip Searches) with the following procedural additions:

PROCEDURE

1.0 Intake Responsibilities

1.1 The searching officer shall conduct the strip search in the shower/property room area, out of view of cameras.

- The requesting deputy at Intake shall fill out the Strip Search Request Form (RSD form 545).
- The Intake Sergeant or watch commander will review the strip search form to determine if the search is within policy, and the form is filled out correctly. Once determined, the sergeant will authorize the search by signing the form.
- Once the searching officer completes the search, he/she will complete the "Results" portion of the form and include the form in the booking file.
- After the strip search has been conducted, and all appropriate documentation is complete, the Intake deputy will make a copy of the form and place the copy in the Compliance tray, located next to the Business Office cashier tray.

2.0 General Population Searches

2.1 Once an inmate has been housed and mixed with the general jail population, strip searches or visual body cavity for these inmates is outlined in Department Policy 502.11 (Strip Searches).

2.2 The area selected for the strip search should be an area exclusive of a monitor or video surveillance. In the case of emergencies or other exigent circumstances, a strip or visual body cavity search may be conducted in an intake safety cell with a supervisor's approval. The deputy requesting the strip search shall verify any monitors in the area where the strip search is conducted are turned off and indicate the information on the strip search form. Strip searches shall not be recorded.

2.3 Areas to conduct a search can include, but are not limited to: shower areas, recreation restroom, interview rooms, program rooms, safety cell, etc., with the video monitors turned off.

3.0 Housing Unit Searches

3.1 During the search, inmates usually pose a high risk to the security of the facility and staff and shall be treated with the utmost caution and security.

3.2 The officer shall inspect each item of clothing to verify that the inmate is not transferring or transporting any contraband.
3.3 If an inmate is to be strip searched, it will be done one at a time. If two inmates are housed in one cell, they must be separated and searched individually.

3.4 If circumstances dictate, searches can be conducted in the recreation restroom area on the individual floor where the inmate is assigned.

3.4.1 A mitigating factor preventing the use of the recreation area would be during inclement weather conditions.

3.4.2 During these times, the searches can be conducted in the Program Room with the video monitors turned off.

3.5 If an inmate is to be strip searched and is housed in a 7th floor dayroom, he or she can be escorted to the nearest shower room.

4.0 Transportation Searches

4.1 If an inmate is to be strip searched, it will be conducted one inmate at a time in a vacant transportation holding cell.

4.1.1 The deputies shall follow the guidelines outlined in policy and procedure when conducting a strip search.

4.1.2 Upon the conclusion of the search, the inmates will be waist and leg chained and placed in the appropriate holding area pending court.

4.1.3 Female inmates who are not going to be strip searched will be searched in the 6th floor Recreation area utilizing a pat search and/or non-intrusive sensor and scanning device search. Once the search is completed, the officer(s) will waist and leg chain the inmates and send them to Transportation.

5.0 Physical Body Cavity Searches

5.1 Physical body cavity searches shall not be conducted at RPDC. Qualified medical personnel shall conduct these searches at Riverside University Health System (RUHS).

5.2 The RUHS Emergency Room will admit all inmates suspected of secreting narcotics, (swallowed balloons, etc.), to the Emergency Room or the Security Unit and provide monitoring of that inmate pending the receipt of a search warrant.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 502.11 (Strip Searches) with the following procedural additions:

PROCEDURE

1.0 Strip Search

1.1 Staff shall perform strip searches in the intake property room.

2.0 General Population Searches

2.1 Once an inmate has been housed and mixed with the general jail population, strip searches or visual body cavity searches may be conducted as deemed necessary.

2.2 Staff may perform up to five strip searches in the laundry room utilizing the privacy curtains. Only one strip search at a time shall be performed in the male intake property room or in a cell.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 502.11 (Strip Searches) with the following procedural additions:

PROCEDURE

1.0 Strip Searches on Females

1.1 If there is not a female deputy on duty at the Blythe jail, the Sergeant will contact the Colorado River station (CRS) supervision to obtain a female deputy for the search.

2.0 Documentation

2.1 After completion, a copy of RSD form 545 (Strip Search Form) will be placed in the binder, located in the sergeant's office.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 502.12 (Video Recording).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 502.12 (Video Recording).
TITLE: Video Recording

The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 502.12 (Video Recording).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 502.12 (Video Recording).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 502.12 (Video Recording).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 502.13 (Electronic Scanning Devices) with the following procedural additions:

PROCEDURE

1.0 Body Scanners

1.1 There are two (2) Tek84 Body Scanners located throughout the facility:

1.1.1 Intake
1.1.2 Transportation
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 502.13 (Electronic Scanning Devices).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 502.13 (Electronic Scanning Devices).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 502.13 (Electronic Scanning Devices).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 502.13 (Electronic Scanning Devices).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 502.14 (Canine Program).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 502.14 (Corrections Canine Program).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 502.14 (Corrections Canine Program).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 502.14 (Corrections Canine Program).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 502.14 (Corrections Canine Program).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 503.01 (Fraternization Policy).
The John J. Benoit Detention Center shall follow and adhere to the guidelines in Department Policy 503.01 (Fraternization).
RIVERSIDE COUNTY SHERIFF’S DEPARTMENT
ROBERT PRESLEY DETENTION CENTER PROCEDURES MANUAL

TITLE: Fraternization Policy NUMBER: 503.01

The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 503.01 (Fraternization Policy).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 503.01 (Fraternization).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 503.01 (Fraternization Policy).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 503.02 (Grooming Standards).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 503.02 (Grooming/Dress Standards).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 503.02 (Grooming/Dress Standards).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 503.02 (Grooming/Dress Standards).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 503.02 (Grooming/Dress Standards).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 503.03 (Less Lethal Weapons and Munitions) with the following procedural additions:

PROCEDURE

1.0 Use of Less Lethal Weapons for On-Site Training at SCF

1.1 The use of a less-lethal weapon for training or any other purpose must be approved by a sergeant or above. A sergeant or lieutenant will be present during any authorized training exercise and will verify that the weapon(s) are being used properly.

1.2 Except as directed by a supervisor during training exercises or authorized maintenance, test firing of the SL-1, SL-6, MK-46 OC dispenser, and the Pepperball launcher is prohibited. Clearing the weapon by test firing after the conclusion of a training exercise is prohibited. The Pepperball launcher can be cleared by sliding the front stock of the launcher forward and removing the round inside the breech by hand. The SL-1 and SL-6 can be cleared by opening the breech and removing the round from the barrel (SL-1) or the rotating cylinder (SL-6).

1.3 The use of sting ball grenades for training purposes must be specifically approved by a facility lieutenant or higher.

1.4 The stun shield shall not be used for general training purposes. The stun shield may only be used for approved certification training.

1.5 The MK-46 OC dispenser may be deployed during training exercises but cannot be used (discharged) if the dispenser contains pepper spray.

2.0 Use of less lethal weapons for actual deployment at SCF

2.1 Test firing of the Pepperball launcher, the SL-1 or SL-6, or the MK-46 OC dispenser before actual deployment is prohibited. Refer to section 2.2 on test firing weapons.

2.2 The deployment of the stun shield, MK-46 OC dispenser, and sting ball grenades shall follow the guidelines given in the Department Policy 503.03 (Less Lethal Weapons and Munitions).

3.0 Reporting the Use of Less Lethal Weapons for Training

3.1 Anytime a less lethal weapon is removed from the ERT equipment room/sergeant's office for training purposes, a brief entry shall be made in the supervisor's Pass-on Log that indicates what type of training occurred, and what weapons systems were used.
4.0 Reporting the Use of Less Lethal Weapons (Actual Deployment)

4.1 Refer to Department Policy 503.09 (Use of Force) for documentation requirements.

4.2 Anytime an accidental discharge occurs with a less lethal weapon, the person handling the weapon will submit a memorandum to the facility commander, via the chain of command, explaining the circumstances.

5.0 Authorization, Use, and Reporting of the Paintball Training Launchers at SCF

5.1 The Paintball Training Launchers are for training purposes only. They are never to be deployed or used for an actual ERT call out or inmate disturbance. The Paintball Training Launchers are clearly marked with yellow pistol grips, yellow hoppers, and red reflector tape on the barrel.

5.2 Paintball Training Launchers will be stored and maintained in the training office. They shall never be stored in the facility's ERT room.

5.3 The use of the Paintball Training Launchers must be approved by a sergeant prior to use. The SCF training coordinator or supervisor should be contacted to help facilitate the training. A sergeant or lieutenant will be present during any authorized training exercise and will verify that the weapon(s) are being used properly.

5.4 Except for certification training, no staff member will handle, deploy, or fire the Paintball Training Launcher unless they have attended a Department approved course of training that certifies them as an operator or instructor. All staff involved in the use of the Paintball Training Launchers shall wear proper safety equipment (helmet with face shield, ballistic vest, neck protection etc.) and follow Department Policy.

Except as directed by a supervisor during training exercises or authorized maintenance, test firing of the Paintball Training Launcher is prohibited. "Clearing the weapon" by test firing after the conclusion of a training exercise is prohibited. The Paintball Training Launcher can be cleared by removing the hopper and removing the round inside the breech by hand.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 503.03 (Less Lethal Weapons and Munitions).
TITLE: Less Lethal Weapons and Munitions

The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 503.03 (Less Lethal Weapons and Munitions).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 503.03 (Less Lethal Weapons and Munitions) with the following procedural additions:

PROCEDURE

1.0 Tasers Assigned to Floor Operations

1.1 A total of fourteen Department approved electronic control devices are assigned to Floor Operations and are stored in Central Control. The Tasers shall only be assigned to those employees who are Department approved electronic control device qualified. The following fixed-post positions are recommended:

- Intake
- Release
- Lobby
- B - pod Runner or Rover
- C - pod Runner or Rover
- D - pod Runner or Rover
- E - pod Runner or Rover
- F - pod Runner or Rover
- G - pod Runner or Rover
- Early Medical Car
- Late Medical Car
- Mental Health Runner
- Medical Runner
- Food Coordinator

1.2 Central Control shall be tasked with tracking the Department approved electronic control devices assigned to Floor Operations. The Department approved electronic control devices will be tracked using the CBDC Central Control Log.

1.3 At the end of the employee’s shift, the employee shall hand the Department approved electronic control devices and cartridges they were assigned to the employee who is relieving them, only if the employee is Department approved electronic control device qualified.

2.2.1 When a Department approved electronic control device is initially assigned, it shall be separated from the cartridges. Before the Taser is loaded, the assigned employee shall inspect, and spark test the Taser, noting the battery life located on the rear panel. When the spark test is conducted, the Taser will be pointed toward the ground, away from other employees, people and objects. If the Taser does not perform properly or the battery life is below 20%, the Taser will be returned to Central Control for a back-up Taser. Central Control will notify the Intake Sergeant, who will ensure the Training
Sergeant receives the Taser for service.

2.3 The employee receiving the Department approved electronic control device at the beginning of their shift must provide Central Control with the following information:

- Taser number
- Employee’s name
- Employee’s identification number

This notification can be done at the same time HT and Key numbers are provided.

3.0 Tasers Assigned to Transportation

There is a total of six Department approved electronic control devices assigned to Transportation and they shall be stored in the Transportation Office when not in use. The Tasers shall only be assigned to those employees who are Department approved electronic control devices qualified and working either the main area of Transportation, the Hall of Justice or to deputies transporting inmates in a vehicle.

3.1 Deputies who are qualified and meet the requirements in section 3.0 shall be assigned a Department approved electronic control device by a Transportation Sergeant, or their designee.

- Each deputy receiving a Taser shall perform the same test explained in section 2.2.1.

3.2 The Transportation Sergeant, or their designee, shall document the following information on the Transportation menu on the Central Control Log:

- Taser number
- Employee’s name
- Employee’s identification number

3.3 It shall be the responsibility of the deputy to ensure the Taser is returned to the Transportation Sergeant’s Office at the end of their shift or log any change in assignment to a relieving deputy.

4.0 Taser Assigned to Emergency Response Team (ERT)

4.1 There is a total of two tasers assigned to the Emergency Response Team (ERT). These tasers are to be stored in the ERT locker and accounted for at the beginning of every shift.

5.0 Documentation of Use

IV-5 08/18/2021
5.1 Refer to Department Policy 503.03 and Policy 503.09 for documentation requirements.

6.0 Quarterly Audits

6.1 The CBDC Training Sergeant, or designee, shall ensure the internal memory for all Department approved electronic control devices assigned to CBDC are downloaded a minimum of once every 30 days.

6.2 The Training Sergeant shall be required to forward a fiscal quarterly audit of all Department approved electronic control devices downloads to the Commander of the Ben Clark Training Center, via the CBDC Administrative Lieutenant and Captain.

7.0 Annual Training Requirements

7.1 The CBDC Training Sergeant shall ensure all qualified users of the Department approved electronic control devices are recertified annually by an approved instructor.

7.2 All training and recertification shall comply with standards set forth in Department Policy 503.03 (Less Lethal Weapons and Munitions).
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<thead>
<tr>
<th>Assigned Area</th>
<th>Taser #</th>
<th>Deputy Assigned</th>
<th>Deputy ID #</th>
<th>Battery Life %</th>
<th>Cartridge Serial #'s</th>
<th>Comments</th>
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503.03s att 1

Revised: 04/18/19
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<th>Taser #</th>
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<th>Signed Out ID number</th>
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503.03s att 2  04/18/19
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 503.03 (Less Lethal Weapons and Munitions) with the following procedural additions:

PROCEDURE

1.0 Storage
1.1 All less-lethal weapons systems will be stored in the Sergeant's office safe or the secured ERT room.
1.2 Less-lethal weapons systems, stingball grenades, and all less-lethal ammunition shall be locked in the Sergeant's office safe or the secured ERT room.
1.2.1 All other less-lethal equipment (batons, stunshield, etc.) shall be secured in the ERT room.
1.2.2 Floor Sergeants shall ensure and supervise access to the ERT room while on duty.

2.0 Inventory
2.1 The Emergency Response Team (ERT) Sergeant will assign an ERT Deputy to inventory the less-lethal weapons, munitions, and supplies on a monthly basis.
2.1.1 The Deputy shall visually inspect all less-lethal weapon systems for excessive wear or obstructions that would cause the weapon/system to malfunction.
2.2 Once the inventory and inspection is complete, the Deputy shall notify the ERT Sergeant of the findings. The monthly inventory/inspection logs will be maintained in the Sergeant's office.
2.2.1 If a weapon/system is found to be damaged or otherwise non-operational, the ERT Sergeant shall assign a rangemaster to inspect it.
2.2.2 The ERT Sergeant will coordinate any repairs of damaged or inoperable weapon systems.
2.3 The ERT Sergeant shall note the findings to the Jail Commander by memorandum.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 503.04 (Oleoresin Capsicum (O.C.).
The John. J. Benoit Detention Center shall follow and adhere to the guidelines in Department Policy 503.04 (Oleoresin Capsicum (OC)).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 503.04 (Oleoresin Capsicum (O.C.).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 503.04 (Oleoresin Capsicum (O.C.).)
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 503.04 (Oleoresin Capsicum (O.C.).)
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 503.05 (Practice Ammunition).
The John J Benoit Detention Center shall follow and adhere to the guidelines in Department Policy 503.05 (Practice Ammunition) with the following procedural additions:

PROCEDURE

1.0 Practice Ammunition Distribution

1.1 Ammunition is distributed by the range master from Lake Cahuilla Range during range qualifying.
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 503.05 (Practice Ammunition).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 503.05 (Practice Ammunition).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 503.05 (Practice Ammunition).
The Larry D. Smith Correctional Facility will follow and adhere to the guidelines outlined in Department Policy 503.06 (Personnel Training) with the following procedural additions:

PROCEDURE

1.0 Training Coordinator

1.1 SCF personnel shall attend scheduled training classes as assigned through the Clark Training Center and SCF. The SCF Training Coordinator will coordinate the training classes.

2.0 Facility Training

2.1 SCF will conduct additional training in the form of briefing training, individual and group training. Additional training topics will include training in the following areas:

2.2 Critical incidents, fire and Emergency Response Team training.

2.3 Corrections Policy and Procedures.

2.4 Updates in laws and regulations regarding corrections.

2.5 Report Writing.

2.6 Facility specific areas, such as Business Office, Intake, Transportation, Central Control, and Classification.

3.0 Briefing Training

3.1 All Briefing Training shall be documented by the shift supervisor on the Shift Training Roster.

3.2 The Briefing Training records shall be maintained on the shared computer drive in each team’s folder.

3.3 A copy of the Briefing Training shall be forwarded to the Administrative Lieutenant for filing/record keeping purposes.

4.0 Corrections Training Officer Program for New Personnel

4.1 The SCF Training Sergeant shall monitor the progress and evaluations of all new personnel assigned to the facility.
4.2 The Training Sergeant is responsible for providing completed training packets to the RSD Training and Education Bureau.

5.0 Training and Information Bulletins

5.1 The Larry D. Smith Correctional Facility Training and Information Bulletin board is located in the hallway of the Administrative building.
RIVERSIDE COUNTY SHERIFF’S DEPARTMENT
JOHN J. BENOIT DETENTION CENTER PROCEDURES MANUAL

TITLE: Personnel Training NUMBER: 503.06

The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 503.06 (Personnel Training) with the following procedural additions:

PROCEDURE

1.0 Corrections Roll-Call Training (CRT)

1.1 Documentation of CRT will be made on the Daily Line-up.

- At the end of each shift, a supervisor will collect the Daily Line-up containing the initials of on-duty staff. A supervisor will place the Daily Line-up in their assigned Lieutenant’s mailbox.
- Once reviewed by the Lieutenant the log will be placed in the REDS box for archiving.
- The duty logs will be archived pursuant to Department Policy 506.14 (Purging of Records).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 503.06 (Personnel Training) with the following procedural additions:

PROCEDURE

1.0 Scheduling of Training

1.1 RPDC personnel shall attend scheduled training classes as assigned through the Clark Training Center and RPDC. The RPDC Training Sergeant will coordinate the training classes.

2.0 In-service Training

2.1 RPDC will provide in-service training in the form of briefing training, individual and group training. In-service training topics will include training in the following areas:

2.1.1 Critical incidents, fire and ERT team training
2.2.2 Continued Education for Department Policies and Forms
2.2.3 Legal updates
2.2.4 Report writing
2.2.5 Facility specific areas such as Transportation, Riverside University Health System (RUHS), and Classification
2.2.6 Safety issues

3.0 Corrections Roll-Call Training (CRT)

3.1 A sergeant, correctional sergeant, or deputy or correctional deputy shall give daily Corrections Roll-Call Training (CRT) during briefing.

3.2 All employees attending briefing shall initial an attendance/roll-call roster or line-up. This record of attendance shall be entered in REDS for documentation purposes.

3.3 The attendance/roll-call training roster will be collected by a sergeant, correctional sergeant, deputy or correctional deputy.

3.4 The sergeant, correctional sergeant, deputy or correctional deputy who gave the roll-call training shall print their name and ID number at the top of the attendance/roll-call training roster and then sign their name in the lower right-hand corner.

3.5 The originals of the attendance/roll-call training rosters shall be maintained in a binder, by each team, on a month-to-month basis.

3.5.1 RUHS will maintain their attendance/roll-call training rosters and then forward them directly to the RPDC Safety Deputy for filing, monthly.
3.6 At the end of each month, the attendance/roll-call training rosters are provided to the RPDC Compliance Unit, who will be responsible for entering them correctly into REDS.

3.7 Each month, supervisors shall conduct safety and/or CAL-OSHA related training for their personnel. Safety topics may include, but are not limited to: Airborne/Bloodborne Pathogens, Ergonomics, personal protective equipment and clothing, trip and fall protection, safe lifting techniques, hazardous communication (MSDS), worksite fire safety, etc.

3.7.1 Monthly safety topics are distributed to all County employees from the Human Resources/Safety Department via DocRead. DocRead also documents participation where any Administration Sergeant can run a report to a specific station or individual if needed.

3.7.2 Past Safety news letters are available to all employees on the Intranet by going to the Human Resources page and searching HR Toolbox, Safety, and then Newsletter.

4.0 Fit Testing

4.1 Personnel are fit tested to ensure they know the proper size and use of masks they may have to use while performing their duties.

4.1.1 Training for fit testing deputies shall be coordinated by the Compliance Unit.
4.1.2 Each area/shift/team shall be responsible for conducting their fit testing. Floor Operations teams shall coordinate testing for those (Business Office, ICE, Classification, civilian staff, etc.) working at the time of their fit testing.
4.1.3 Familiarization with hands-on use of a Self-Contained Breathing Apparatus (SCBA) should be conducted for deputies and sergeants during fit testing.

➤ Safety regulations state any persons on scene during emergencies when SCBA’s are in use (deputies and sergeants) are to wear a SCBA.

4.2 Deputies and sergeants are required to be tested on the use of the gas mask(s), respirator mask(s), and the N-95 mask each calendar year. Civilian staff in the Business Office and kitchen are required to be tested on the N-95 only.

4.3 Occupational Health and Safety will send out an annual schedule of when RPDC will have use of the FIT testing equipment. The Compliance unit will identify those who need to be fit tested and will provide to shift supervisors a list of those who need to be fit tested.

4.4 Facility personnel are responsible to comply with annual testing.

4.4.1 If a staff member fails to be tested within the calendar year, they shall not be allowed to use a mask until they receive testing. The shift lieutenant and Compliance Unit shall be notified.
4.5 RPDC’s Compliance Unit, shift lieutenant and the Sheriff’s Safety Nurse shall be notified when anyone fails to pass fit testing, or who has medical concerns limiting their ability to complete the test.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 503.06 (Personnel Training) with the additional procedural additions:

PROCEDURE

1.0  Scheduling of Training

1.1  Cois Byrd Detention Center staff shall attend scheduled training classes assigned through the Clark Training Center and Cois Byrd Detention Center. Classes will be coordinated by the Cois Byrd Detention Center Training Sergeant.

2.0  In-service Training

2.1  Cois Byrd Detention Center will provide in-service training in the form of briefing training, individual training, and group training. In-service training topics will include training in the following areas:

2.1.1  Critical incidents, fire, escapes and emergency response team (ERT) training
2.1.2  Continued Education for Department Policies and Forms
2.1.3  Legal updates
2.1.4  Report writing
2.1.5  Facility specific information

2.2  Corrections Roll-Call Training (CRT)

2.2.1  Daily briefing training will be conducted as scheduled in the CRT manuals. CRT manuals are published quarterly and are designed to review specific corrections related topics.
2.2.2  The sergeant shall make a copy of the Daily Work Schedule and it will serve as the shift’s CRT log for that day. The sergeant will write “CRT” in the upper left corner. They will also write the CRT topic in the lower right corner along with the name of the sergeant presenting the training.
2.2.3  Each member of the shift shall initial next to his or her name on the Daily Work Schedule to identify who attended the training.
2.2.4  When the training is completed, the sergeant will forward the copy of the Daily Work Schedule to the administration sergeant for review. The Administration Sergeant will ensure the completed training logs to be archived for the current year, plus three years.

2.3  All other in-service training must be approved by the Cois Byrd Detention Center commander.

3.0  Safety/CAL-OSHA Related Training
3.1 Monthly safety topics are distributed to all County employees from the Human Resources / Safety Department via DocRead. DocRead also documents participation where any Administration Sergeant can run a report to a specific station or individual if needed.

3.2 Past Safety news letters are available to all employees on the Intranet by going to the Human Resources page and searching HR Toolbox, Safety, and then Newsletter.

4.0 Fit Testing

4.1 Training for fit testing deputies shall be coordinated by the Compliance Unit.

4.2 Each area/shift/team shall be responsible for conducting their fit testing. Floor Operations teams shall coordinate testing for those (Business Office, Classification, Transportation, etc.) working at the time of their fit testing.

4.3 Occupational Health and Safety will send out an annual schedule of when CBDC will have use of the FIT testing equipment. The Compliance Unit will identify those who need to be fit tested and will provide to shift supervisors a list of those who need to be fit tested.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 503.06 (Personnel Training) with the following procedural additions:

PROCEDURE

1.0 Training Documentation

1.1 The training matrix is located on the “G” drive.
The Larry D. Smith Correctional Facility will follow and adhere to the guidelines outlined in Department Policy 503.07 (Emergency Restraint Chair).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 503.07 (Emergency Restraint Chair).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 503.07 (Restraint Chair).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 503.07 (Emergency Restraint Chair).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 503.07 (Emergency Restraint Chair).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 503.08 (Restraint Devices).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 503.08 (Restraint Devices) with the following procedural additions:

PROCEDURE

1.0 Black Box Restraint/Tube

1.1 Custody staff may use a waist chain in conjunction with handcuffs, a “black box,” or the “Hand-Containment System” known as the “tube.”

1.2 The black box is a rectangular metal box that is designed to cover the chain and keyholes of the handcuffs. The waist chain is secured to the box and handcuffs with a padlock.

1.3 The black box shall only be used when the inmate is handcuffed in the front. Since the black box covers the locks and chain of the handcuffs, it restricts the mobility of the inmate’s hands and arms.

1.4 The black box is an effective restraint device for inmates with violent tendencies or escape potential.

1.5 The hand-containment tubes are designed to completely cover the hands of the wearer.

1.5.1 The tube is best used with a waist chain. After a waist chain is applied to the inmate, the tube is placed over the inmate’s hands and the waist chain cuff is secured around the waist and through the metal ring of the tube cuff.
<table>
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<tr>
<th>TITLE:</th>
<th>Restraint Devices</th>
<th>NUMBER:</th>
<th>503.08</th>
</tr>
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</table>

The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 503.08 (Restraint Devices).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 503.08 (Restraint Devices).
The Blythe jail shall follow and adhere to the guidelines outlined in Department Policy 503.08 (Restraint Devices).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 503.09 (Use of Force).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 503.09 (Use of Force) with the following procedural additions:

PROCEDURE

1.0 Documentation

1.1 Once approved by a supervisor, all use of force documentation will be forwarded to jail administration for review and processing.
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 503.09 (Use of Force).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 503.09 (Use of Force).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 503.09 (Use of Force).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 503.10 (Weapons in Correctional Facilities) with the following procedural additions:

PROCEDURE

1.0 Secure and Unsecured Areas within Smith Correctional Facility

1.1 Secure areas within the facility in which inmates regularly frequent. No weapons or munitions are allowed within the secure area, except for an ERT response or the facility commander's permission.

1.1.1 The following areas of the facility is classified as secure areas:
- All buildings enclosed in the chain link fencing including the north and south sides of the "highway"
- All inmate housing units, program buildings and classrooms
- The Kitchen and Officer's Dining Room
- The Laundry, Supply and Property Room Building
- Central Control Tower
- The Visiting Building
- The Landscape Buildings
- The Auto Body Building
- The Maintenance Buildings
- The Sally Port and Intake areas

1.2 Unsecured areas within the facility in which weapons are allowed. Any weapons brought into an unsecured area must be worn on person or locked in an approved locker at all times.

Note:
Due to intermittent inmate traffic in the Administration building, all weapons must be worn on person or secured in a locked cabinet or locker. Weapons may not be kept in purses or briefcases.

1.2.1 The following areas of the facility is classified as unsecured areas:
- The Administration Building
- The Work Release/SECP
- The Main Gate Kiosk (Perimeter One)
- The Employee Locker Room/Gym

2.0 Securing Weapons

2.1 Employees and other law enforcement personnel shall use the gun lockers available at the front gate kiosk.
2.2 Employees shall not have gun locker keys unless they are on duty and their weapon is in the gun locker.

2.3 Law enforcement officers who will be entering any secure area MUST lock all handguns and munitions in the gun lockers provided at the main gate. Officers will not be allowed to drive into the secure area of the facility with handguns and/or munitions secured within the vehicle or in the trunk.

2.3.1 Prior to entering the secure area of the facility, RSD Transportation deputies MUST secure their weapons and munitions in the gun lockers provided at the main gate.

2.3.2 Transportation deputies will not be allowed to enter the secure area of the facility with weapons and munitions secured in the bus gun lockers.

2.4 Law enforcement officers who will be entering any secure area in possession of any firearm MUST lock these firearms in the gun lockers provided at the main gate.

2.4.1 Having the firearm locked in the vehicle trunk is not sufficient.

2.5 In the event of an emergency and law enforcement officers need to leave the facility quickly, all efforts will be made to accommodate the officers.

2.5.1 Intake staff will notify the Perimeter One Deputy to open the gates and have the gun locker's door opened.

2.6 Any employee or outside law enforcement officer who enters the secure area of the facility with a weapon or munitions shall be notified of the facility weapon retention procedure and asked to secure their weapon outside the secure area inside the provided gun lockers at the main gate.

2.6.1 A supervisor shall be notified of the incident and will be provided with the name of the officer from the outside law enforcement agency.

2.6.2 The supervisor shall contact the watch commander of the officer's agency and inform the watch commander of the incident.

2.6.3 The supervisor shall document the incident in the supervisor's Pass-on Log including the name of the watch commander contacted.

3.0 Visitors

3.1 If a visitor has been identified as bringing a weapon into the non-secured public area of the facility, the staff member shall immediately notify a supervisor.

3.1.1 A sworn staff member will make contact and detain the individual.

3.2 A supervisor will immediately respond with an armed staff member to the location and determine the appropriate action.
3.2.1 If the visitor is arrested, a deputy will complete the criminal report.

3.2.2 The supervisor shall document the arrest in the supervisor's Pass - on Log. The following items will be included on the log, the name of the person arrested, booking number, the type of weapon and the file number.

4.0 Special Weapons and Munitions

4.1 All Special Weapons and Munitions shall be stored in the ERT Locker Room located west of Central Control.

4.2 All munitions delivery systems shall be secured in a separate locker within the ERT Locker Room.

4.3 Refer to Department Policy 503.03 (Special Weapons and Munitions) for use, training requirements, and use authorization.

4.4 Refer to Department Policy 503.09 (Use of Force) for documentation needed when the use or deployment of a special weapon occurs.

5.0 Inventory and Weapons Inspection

5.1 Once a week, the facility range masters shall conduct a function check on all weapons and inventory all ERT equipment and munitions.

5.2 The completed inventory and inspection report shall be forwarded to the Operations Lieutenant assigned to oversee the ERT Locker Room.
The John J. Benoit Detention Center shall follow and adhere to the guidelines in Department Policy 503.10 (Weapons in Correctional Facilities).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 503.10 (Weapons in Correctional Facilities) with the following procedural additions:

PROCEDURE

1.0 Employees

1.1 Employees, and outside agencies, using the gun lockers available in the "Pit" shall request a gun locker key from staff assigned to Male Intake Desk #1.

1.2 The gun locker keys will be maintained in a lock box at Male Intake.

1.2.1 RPDC deputies will be issued/assigned lockers, which will be controlled by jail administration.

1.2.2 The staff member assigned to Desk #1 will be issued intake keys #1 at the beginning of each shift.

1.2.3 Desk #1 (at both Female and Male intake), and the lobby deputy(s) will check the gun locker in their immediate area at the beginning of each shift, account for all the keys, and report the status to the intake sergeant and Central Control.

   • If a key is missing, efforts to account for the missing key(s) will be initiated immediately. The intake sergeant will ensure that missing keys are located and make a written entry in the Supervisor's Pass-on Log indicating the status of the keys.

   • Broken gun locker locks, locker doors, or keys will be reported immediately to the support services sergeant.

   • Central Control will note gun locker key status for all gun locker key areas in the appropriate location on the Key and HT log.

1.3 The staff member assigned to Male Intake Desk #1 will obtain a department identification card, driver license, or a business card from the requesting employee and a gun locker key will then be issued.

1.4 The department identification card, driver license, or business card shall be posted where the gun locker key was to identify the key issued and to whom it was issued.

Note:

A "custom-made" ID or a piece of paper with a name is not acceptable.

1.5 Employees using the gun lockers in a lobby shall request a gun locker key from the lobby deputy.
1.6 The lobby deputy will obtain a department identification card, driver license, or business card from the requesting employee and a gun locker key will then be issued.

1.7 The department identification card, driver license, or business card shall be posted where the gun locker key was to identify the key issued and to whom it was issued.

2.0 Outside Law Enforcement Agencies

2.1 Outside Law Enforcement Agencies will usually secure their weapons within the trunk of their vehicle.

2.2 Outside Law Enforcement Agencies using the gun lockers available in the "Pit" shall request a gun locker key from staff assigned to Male Intake. A key shall be issued in the same manner as outlined above.

2.3 If an outside law enforcement agency enters the facility with a weapon, they shall be notified of their weapon retention and asked to secure their weapon outside the facility either in the vehicle or the provided gun lockers.

2.4 A supervisor shall be notified of the incident and will be provided with the name of the officer from the outside law enforcement agencies.

2.5 The supervisor shall contact the Watch Commander from the outside law enforcement agencies and inform the Watch Commander of the incident.

3.0 Visitors (Non-Law Enforcement Agencies)

3.1 If a visitor has been identified as bringing into the correctional facility a weapon as described within Department Policy 503.10 (Weapons in Correctional Facilities). A sworn staff member shall detain the individual and immediately notify a supervisor.

3.2 A supervisor will respond immediately to the location and determine the appropriate action.

3.2.1 The appropriate action can range from arrest and prosecution to the denial of any future visits.

3.2.2 If the visitor is arrested the supervisor shall assign a staff member to complete a thorough criminal investigation that will be submitted to the District Attorney.

3.2.3 The supervisor shall also document the arrest in the Supervisor's Pass-Off Log. The following items will be included on the log, the name of the person arrested, gun type, charges, booking number and file number.

4.0 Special Weapons and Munitions
4.1 All Special Weapons and Munitions shall be stored in the Emergency Response Team locker room. These items will be inventoried, documented and reported to the intake sergeant at the beginning of each shift.

4.2 All Less Lethal firearms shall be retained in a separate metal locker within the Emergency Response Team locker room.

4.3 They will not be used without the direct supervision of a sergeant of higher.

4.4 A sergeant may authorize the deployment and use of the weapon systems if a life-threatening situation is occurring or about to occur. The lieutenant will be notified when less lethal weapons are deployed.

4.5 A supervisor shall ensure that an employee has successfully completed a department-authorized training program and received certification prior to any employee possessing a special weapon and or munitions.

4.6 The “Use and Training” of special weapons and munitions is covered in the Special Weapons and Munitions Manual.

5.0 Shotguns

5.1 Shotguns and ammo used during Medical Car emergency and non-emergency runs shall be stored in the shotgun locker located by the key-operated staff elevator located in the Male Intake pit. The shotgun and ammo shall be logged in and out in the presence of a sergeant, correctional corporal, or other designated person.

5.2 Shotguns and ammo used during transportation runs shall be stored in the shotgun locker located in the Female Intake pit. The shotgun and ammo shall be logged in and out by the transportation deputy assigned to a transportation run. The log is checked weekly by the Transportation Coordinator (usually a Senior Correctional Deputy or Correctional Corporal) for accountability and accuracy.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 503.10 (Weapons in Correctional Facilities) with the following procedural additions:

**PROCEDURE**

1. **Securing Weapons**
   1.1 Employees and other law enforcement personnel may use the gun lockers available outside the intake area.
   1.1.1 Employees and other law enforcement personnel using the gun lockers available outside the intake area shall request a gun locker key from staff assigned to Desk #1.
   1.1.2 The staff member assigned to Desk #1 shall procure an identification card from the requesting officer and a gun locker key will be issued.
   1.1.3 The identification card shall be posted where the gun locker key was to identify the key issued and to whom it was issued.
   1.1.4 The deputy assigned to the Intake Desk #1 position in Male Intake shall account for all the intake gun locker keys at the beginning of each shift and notify the Intake Sergeant if any keys are missing or still outstanding.

1.2 Employees and law enforcement visitors may use the gun lockers in the jail lobby.
   1.2.1 Employees and other law enforcement personnel using the gun lockers available in the jail lobby shall request a gun locker key from the lobby deputy.
   1.2.2 The staff member assigned to the jail lobby shall procure an identification card from the requesting officer and a gun locker key will be issued.
   1.2.3 The identification card shall be posted where the gun locker key was to identify the key issued and to whom it was issued.
   1.2.4 The deputy assigned to the primary position in the Jail Lobby shall account for all the lobby gun locker keys at the beginning of each shift and notify the Intake Sergeant if any keys are missing or still outstanding.

1.3 Employees and law enforcement visitors may use the gun lockers outside the transportation area.
1.3.1 Employees and other officers using the gun lockers available outside of Transportation shall request a gun locker key from the Transportation Coordinator.

1.3.2 The Transportation Coordinator shall procure an identification card from the requesting employee or officer and a gun locker key will be issued.

1.3.3 The identification card shall be posted where the gun locker key was, to identify the key issued and to whom it was issued.

1.3.4 The Transportation Coordinator shall account for all the transportation gun locker keys at the beginning of each shift and notify the Intake Sergeant if any keys are missing or still outstanding.

1.4 Employees shall not have gun locker keys, unless they are on duty and their weapon is in the gun locker.

2.0 Unauthorized Introduction of Weapons

2.1 Any officer, regardless of the agency for which he/she works and to include Department employees assigned to CBDC, who enters the facility with a prohibited weapon shall be immediately summoned out of the facility and directed to secure their weapon in accordance with Department Policy 503.10 (Weapons in Correctional Facilities).

2.1.1 The on-duty jail watch commander or supervisor shall be notified of the incident and be provided with the name of the officer and details of the incident.

2.1.2 The supervisor shall also document the incident in the Supervisor’s Pass-on Log.

2.2 If a visitor has been identified as bringing a prohibited weapon into the correctional facility, the staff member shall immediately contact the supervisor and advise them of the incident. Armed, sworn personnel shall contact, disarm, and detain the individual.

2.2.1 A supervisor will respond to the location immediately and determine the appropriate action.

- The appropriate action can range from arrest and prosecution to confiscation of the weapon and the denial of any future visits.
- If the visitor is arrested, the supervisor shall assign a staff member to conduct a criminal investigation.
- The supervisor shall also document the arrest in the Supervisor’s Pass-on Log.

3.0 Less Lethal Weapons

3.1 All Less Lethal Weapons will be stored in the Emergency Response Team (ERT)
3.1.1 Less lethal firearm weapons, OC canisters, sting ball grenades, and all less lethal ammunition shall be locked in the ERT locker within the ERT cage.

3.1.2 All other ERT weapons shall be secured inside the ERT cage.

3.1.3 Keys for the ERT room locks shall be maintained on all floor sergeants while on duty.

3.1.4 Central Control shall maintain a set of keys for all locks for the ERT room, ERT cage, and ERT locker and will be issued only at the direction of a supervisor.

3.2 The intake sergeant on each team will assign a deputy to inventory the weapons.

3.2.1 The deputy shall visually inspect all less lethal firearm weapons for excessive wear or obstructions that would cause the weapon not to function properly.

3.3 Once the inventory and inspection are complete, the deputy shall notify the intake sergeant of the findings.

3.3.1 If a weapon is reported to be damaged or otherwise non-operational, the intake sergeant should assign a rangemaster to inspect the weapon(s).

3.3.2 If the weapon is damaged or inoperable, the facility training sergeant will be notified and will coordinate for the needed repair of the weapon(s).

3.4 The intake sergeant shall note the finding on the Supervisor’s Pass-on Log.

3.5 A facility rangemaster will conduct a monthly function check of all less lethal firearm weapons.

3.5.1 If any weapon is found to be damaged or inoperable, the facility training sergeant will be notified and will coordinate for the needed repair of the weapon(s).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 503.10 (Weapons in Correctional Facilities) with the following procedural additions:

PROCEDURE

1.0 Securing Weapons

1.1 Employees and other law enforcement personnel may use the gun lockers available outside the rear gate before entry into the jail.

1.1.1 Visiting law enforcement may call the jail from the lobby phone to obtain assistance to secure their weapons in the gun lockers outside the rear gate.

1.2 Employees shall not have or retain gun locker keys, other than their personal/shared gun locker key, unless they are on duty and their weapon is in the gun locker.

2.0 Unauthorized Introduction of Weapons

2.1 A peace officer or law enforcement agent who enters the facility with a prohibited weapon shall be immediately directed to leave the jail, so they may secure their weapon. The jail staff will escort them to the exit.

2.1.1 The on-duty watch commander or supervisor shall be notified of the incident and be provided with the name of the officer and details of the incident.

2.2 If an inmate visitor has been identified as bringing a prohibited weapon into the facility, the staff member shall immediately contact the supervisor and advise of the incident. Armed, sworn personnel shall contact, disarm and detain the individual.

2.2.1 If a tour visitor or official visitor brings in a prohibited weapon into the facility, the staff member shall take possession of the weapon, notify the on-duty supervisor, and immediately escort the visitor out of the facility.

2.2.2 A supervisor will respond to the location immediately and determine the appropriate action.

2.3 If an arresting officer brings in an arrestee/booking who is found to be armed with a dangerous weapon, or in possession of anything which could be used as a weapon (i.e., tool, spike, shank, etc.) the booking deputy will immediately notify the watch commander. The watch commander shall determine the appropriate action. The watch commander will submit a report detailing the circumstances to the jail commander.

2.4 If a transportation deputy brings in an inmate/prisoner who is found to be armed with a dangerous weapon, or in possession of anything which could be used as a weapon (i.e., tool, spike, shank, etc.) jail staff will immediately notify the watch commander.
2.5 No pocket knives, folding knives, buck knives, knives of any sort will be placed in an arrestee's property bag. ***All knives and other weapons will be immediately removed from the Blythe Jail by the arresting officer*** NO EXCEPTIONS.

3.0 Less-Lethal Weapons

3.1 Refer to Department Policy and Blythe's Facility Procedure 503.03 (Less-Lethal Weapons)
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 503.11 (Cellular Telephones, Use in Facility) with the following procedural additions:

PROCEDURE

1.0 The secured areas are any areas beyond secure fencing, to include the facility briefing room.

1.1 The following areas are approved for cellular telephone use:

- Employee parking lot
- Employee locker rooms adjacent to the employee parking lot
- Administration building and surrounding break areas within area considered as “non-secured”
- Sergeant’s office adjacent to the facility briefing room.

1.2 Staff assigned to Perimeter One may be permitted to use cellular phones, but only with current facility commander approval.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 503.11 (Cellular Telephones and Personal Electronic Devices, Use in Facility) with the following procedural additions:

PROCEDURE

1.0 Those authorized to possess a cellular telephone or personal electronic device will secure it on their person or in a secured location. Use of cellular telephones or personal electronic devices will be in a location away from inmates.
TITLE: Cellular Telephones and Personal Electronic Devices, Use in Facility NUM: 503.11

The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 503.11 (Cellular Telephones and Personal Electronic Devices, Use in Facility) with the following procedural additions:

PROCEDURE

1.0 Use of Cellular Phones in the Facility

1.1 Those authorized to possess and use a cellular telephone within the secured area of the jail shall have their cellular telephone on their person or in a secured location, at all times.

1.2 The cellular telephone shall be used in a location away from inmates.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 503.11 (Cellular Telephones and Personal Electronic Devices, Use in Facility) with the following procedural additions:

PROCEDURE

1.0 Exceptions

1.1 The ranks of lieutenant or above are allowed to possess and use a cellular telephone and/or personal electronic devices within a correctional facility if it is in accordance with their duties.

1.1.1 All other requests must be submitted in writing to the facility commander.

2.0 Use of Cellular Phones in the Facility

2.1 Those authorized to possess and use a cellular telephone and/or personal electronic device within an inmate area of the jail shall adhere to the following:

2.1.1 The cellular telephone shall be secured at all times; either on their person or in a secured location.

2.1.2 The cellular telephone and/or personal electronic device shall be used in a location away from inmates.
TITLE: Cellular Telephones and Personal Electronic Devices, Use in Facility NUM: 503.11

The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 503.11 (Cellular Telephones and Personal Electronic Devices, Use in Facility).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 503.12 (Deployment of .233 Patrol Rifles) with the following procedural additions:

PROCEDURE

1.0 Storage of Rifles in Facility and Vehicle

1.1 Rifles shall be stored in the designated rifle lockers located in the Larry D. Smith Correctional Facility administration building.

1.1.1 The designated lockers shall be secured with a padlock. Keys to the gun lockers will be maintained at Perimeter One (P-1). An additional key will be placed in the Sergeant's Office key box for emergency use only. Keys will be provided as needed and upon request.

1.2 Rifles will be stored in the designated lockers, unloaded with the magazine removed and bolt carrier in the open position.

1.3 Deputies may utilize the Larry D. Smith Correctional Facility rifle lockers to store a personal rifle.

1.4 Prior to entering any facility, deputies shall secure the rifle and ammunition in a designated rifle/shotgun rack in the Transportation bay, Perimeter-1 bay, or Intake.

2.0 Issuance of Rifle

2.1 Deputies assigned to P-1 will be responsible for issuing the rifle locker key to authorized personnel for the retrieval of a rifle.

2.2 A deputy assigned to P-1 shall utilize the Patrol Rifle Sign Out Log (P503.12 attachment #1) to keep track of the rifles assigned to the facility. A deputy assigned to P-1 shall place an entry on the log each time a rifle is taken from or returned to the rifle cabinet. The log entry shall state the name and ID number of the deputy removing the rifle, the rifle number, and the number of magazines.

2.3 The authorized deputy retrieving the rifle shall conduct a safety function check on the rifle and retrieve two loaded magazines from the rifle locker.

2.4 In the event the deputy conducting a safety check on a rifle deems the rifle is non-operational, the deputy shall attempt to make the weapon safe, then clearly mark the weapon, place it back in the rifle locker, and immediately notify an on-duty supervisor.

2.5 The on-duty supervisor shall note the rifle number as non-operational in the supervisor's Pass-on Log and on the Quarterly Patrol Rifle Maintenance Log (P503.12 attachment #2).
attached to the rifle cabinet. An e-mail to the designated employee in charge of rifle
maintenance will follow.

3.0 Inventory and Maintenance

3.1 Deputies assigned to P-1 shall verify the rifles assigned to Larry D. Smith
Correctional Facility are in the rifle cabinet at the beginning of each shift, using the
rifle inventory list. If a rifle is not in the cabinet, the deputy must investigate as to
who has the rifle, utilizing the P-1 Patrol Rifle Sign Out Log (P503.12 attachment
#1). Unaccounted rifles will be immediately reported to an on-duty supervisor.

 Inventory lists shall be collected by the Administration Deputy or designee
monthly to be archived.

3.2 The P-1 deputy verifying the rifle count will notify an on-duty supervisor with the
results, who will make an entry on the Supervisor's Pass-on Log.

3.3 Patrol rifles will be cleaned quarterly by a Transportation staff 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 to be in need of repair or otherwise
unserviceable. The staff member conducting the maintenance shall complete the
Quarterly Patrol Rifle Maintenance Log (P503.12 attachment #2). The completed
log shall then be forwarded to the Administrative Deputy.
The John J. Benoit Detention Center shall follow and adhere to the guidelines in Department Policy 503.12 (Deployment of .223 Patrol Rifles) with the following procedural additions:

PROCEDURE

2.0 Issuing and Signing Out of Rifles

2.1 Prior to signing out a .223 rifle, sworn staff shall obtain approval from an on-duty supervisor or designee.

2.2 Sworn staff shall fill out the .223 rifle log located in the gun locker each time a rifle is signed out and returned to the storage locker.

3.0 Record Keeping and Rifle Maintenance

3.1 At the end of each month the Transportation Sergeant or designee will collect the .223 rifle logs for archiving.

3.2 The Transportation Sergeant or designee will ensure the quarterly maintenance of each patrol rifle assigned to the facility, is conducted and will complete the Quarterly Firearms Inventory and Maintenance List.
The Robert Presley Detention Center will follow and adhere to guidelines outlined in Department Policy 503.12 (Deployment of the .223 Patrol Rifle) with the following procedural additions:

PROCEDURE

1.0 Storage of Patrol Rifles in Vehicle and Facility

1.1 Prior to entering any facility, deputies will secure the rifle in a designated rifle/shotgun locker in either the Transportation bay or outside of Intake.

1.2 Access to the patrol rifle locker will be maintained by the Intake Sergeant and the Transportation Sergeant, to ensure a supervisor is aware whenever a rifle is being checked out or returned. The supervisor will ensure the Patrol Rifle Log (P503.12 attachment #1) has been filled out completely and accurately.

1.2.1 When a deputy checks a patrol rifle out they will ensure the rifle is returned. Rifles will not be passed from one deputy to another.

1.3 Personally owned patrol rifles will not be stored in the deputy's locker. Personally, owned patrol rifles will be stored in the rifle/shotgun locker located in the pit outside of Male Intake. Personally, owned patrol rifles should be removed from the rifle/shotgun locker prior to the deputy's RDOs to allow others to utilize the locker.

2.0 Inventory/Maintenance

2.1 A sergeant, corporal, or Department authorized range master, will conduct a daily inventory, per shift, of the patrol rifles and magazines to ensure they are all accounted for.

   - A daily entry will be made into the Supervisor's Pass-on Log showing the rifles and magazines were accounted for.

   - If a rifle is unable to be accounted for, a lieutenant will be notified immediately.

2.2 RPDC's Training Unit will be notified of any maintenance related issues with the Department patrol rifles. The RPDC Training Unit will ensure the quarterly maintenance has been completed for all patrol rifles assigned to RPDC and documented. Refer to 503.12 attachment 2. The maintenance will be completed by a Department member who has attended the Department's Armory Unit's basic firearms cleaning and maintenance course.

3.0 RPDC Cleaning/Maintenance Assignment Schedule

3.1 Cleaning of Department issued patrol rifles will be completed by Floor Operations on a rotating schedule.
4.0 Documentation

4.1 All Documentation will be collected by the RPDC Compliance Unit for retention.
The Cois Byrd Center will follow and adhere to the guidelines outlined in Department Policy 503.12 (Deployment of .223 Patrol Rifles) with the following procedural additions:

**PROCEDURE**

1.0 Storage of Rifles in Facility

3.1 Rifles shall be stored in the designated rifle lockers located outside of Transportation and within the gun rack located inside the locked cage portion of the Armory outside of Intake.

3.2 The caged area of the Intake Armory will be secured with a key located in the Intake Sergeant’s Office. The Transportation lockers are to be secured with bus keyed locks.

3.3 Rifles will be stored in the designated areas unloaded, with the magazine removed, and bolt carrier in the open position.

3.4 Deputies may utilize the Cois Byrd Detention Center rifle lockers to store personal rifles during their shift hours when assigned to Transportation or Medical Car duties. Personal rifles shall be removed at the end of the shift.

3.5 Rifles shall not be brought into the secure areas of the facility. They shall be maintained securely in the vehicle rifle rack/trunk or in the designated lockers.

2.0 Inventory/Maintenance

2.1 Each Deputy is responsible for returning the patrol rifle to the assigned locker at the end of each shift.

2.2 Deputies assigned to Central Control shall verify that the rifles assigned to the Cois Byrd Detention Center are in the rifle cabinets at Intake and at Transportation at the beginning of each shift and will document this using the daily Central Control log. This is to be accomplished by calling each location and having a deputy assigned there physically check that each rifle is accounted for. Unaccounted rifles will be immediately reported to an on-duty supervisor.

2.3 Central Control will notify an on-duty supervisor with the results, and he or she will make an entry on the daily Supervisors’ Pass-on Log.

2.4 Each quarter, the Training Unit shall be responsible to assign a departmentally certified Rangemaster to conduct maintenance on all patrol rifles and shotguns assigned to the Cois Byrd Detention Center. This maintenance shall be documented on the Department’s Quarterly Inventory and Maintenance Worksheet (P503.12 attachment #2).
2.5 During the first week of each month, the Administrative Sergeant shall designate an employee assigned to the Compliance Unit to collect all Patrol Rifle Sign Out Logs from the previous month for archiving (P503.12 attachment #1).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 503.12 (Deployment of .223 Patrol Rifle) with the following procedural additions:

PROCEDURE

1.0 Storage of Rifles in Vehicles and Facility

1.1 Prior to entering any facility, deputies shall secure the rifle in a designated rifle/shotgun rack in the Transportation bay or outside of Intake.

1.2 While not in use by sworn personnel, Department rifles and shotguns will be secured in the gun locker located in the Blythe Jail Administration Office.

2.0 Issuing and Signing Out of Rifles

2.1 Prior to signing out a rifle, sworn staff will obtain approval from an on-duty supervisor.

2.2 Sworn staff will fill out the Patrol Rifle Sign Out Log (P503.12 attachment #1) located in the gun locker each time a rifle is signed out and returned to the storage locker.

3.0 Record Keeping and Rifle Maintenance

3.1 The Blythe Jail Range Master will conduct quarterly maintenance of each patrol rifle and shotgun assigned to the Blythe Jail and complete the Quarterly Firearms Inventory and Maintenance List (503.12 attachment #2).

3.2 At the end of each month the Administrative Sergeant will collect all Patrol Rifle Sign Out Logs (P503.12 attachment #2) and Quarterly Firearms Inventory and Maintenance List (P503.12 attachment #1) for archiving.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 504.01 (Administrative Housing).
The John J. Benoit Detention Center shall adhere to the guidelines outlined in Department Policy 504.01 (Administrative Housing) with the following procedural additions:

PROCEDURE

1.0 General Housing Information

1.1 Each occupied Administrative Housing cell will be given a 30-minute period in the dayroom.

1.3 In the event an inmate misses their dayroom time due to a court appearance, the inmate will be afforded the opportunity at the earliest opportunity.

1.4 If an inmate misses his regular scheduled dayroom time, a note will be made on the Dayroom Rotation Log and class notes.

1.5 Only inmates housed in the same cell may be out in the dayroom together. Inmates from different cells will not be allowed out together under any circumstances.

1.6 Televisions will be turned on at 0800 hours daily and off at 2300 hours.

2.0 Documentation

2.1 A Dayroom Rotation Log will be kept in the G Drive as part of the Housing Unit Log. It will be the responsibility of the Pod Deputy to maintain this log.

3.0 Classification Review

3.1 The Classification Unit will review the status of Administrative Housing inmates every thirty days. A classification note entry will be made as to why the inmate will remain Administrative Housing or reclassified.
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.01 (Administrative Housing) with the following procedural additions:

PROCEDURE

1.0 Safety Razors

1.1 The facility commander may limit the number of razors inmates are allowed to possess.

1.1.1 These housing units should have a notice posted in view of the inmates advising them of the limits on razors.
1.1.2 Inmates in possession of excess razors that they purchased may have the opportunity to place the razors in their property.
1.1.3 Only sealed, unused razors will be placed into an inmate’s property.

2.0 Movement

2.1 Administrative Custody inmates will be waist chained when visiting the dentist.
2.2 Prior to an inmate being removed from their cell for counseling by a staff member, Central Control and the Housing Sergeant shall be notified. The removal and the circumstances for the removal shall be noted on the Housing Unit Log.

3.0 Responsibilities of Housing Unit 3A Core Team

3.1 The Housing Unit 3ACore Team is comprised of a minimum of two staff members (pod deputy/one runner), with an option of a third deputy, who are frequently assigned together to promote operational consistency and the orderly running of the institution. A third deputy may be assigned for operational needs. One staff member must remain in the housing unit to provide security at all times; therefore, relief must be provided if one of the staff members leaves the immediate area.

4.0 Administrative Housing Security Procedures for 3A

4.1 All food slots will remain closed and locked unless being used for feeding, clothing exchange, pill call, or passing commissary.
4.2 Shower curtains will remain open, unless the shower is in use.
4.3 Due to the assaultive nature of some of the inmates housed in Administrative Housing, deputies must be vigilant in the observation and movement of these inmates. The Pod Deputy must verify that the inmate(s) has returned to their cell from the dayroom.
4.3.1 The Pod Deputy will completely close the cell door after the inmate(s) has entered the cell. The Pod Deputy will call into the cell via intercom and have the inmate(s) stand at the cell window for visual identification. The Pod Deputy will verify that the appropriate inmate(s) is in the cell.

4.3.2 If the inmate refuses to step to the window, the 3A Runner will visually check the dayroom to see if the inmate(s) is hiding in the dayroom. If the dayroom is clear the runner will enter the dayroom and visually verify that the inmate(s) is in the cell. No other inmate movement will occur until this verification process is complete.

4.4 When the Pod Deputy leaves the pod for a break or lunch, they will make an entry in the Pod/Pass-on Log with the time out and the name of the relief deputy. The Pod Deputy will brief the relief deputy as to the current activity and who is out for dayroom, court, visiting, etc. When the Pod Deputy returns, another log entry will be made and another briefing will be done by the relief deputy.

5.0 General Housing Information

5.1 Dayroom time will be determined by the dayroom schedule. All inmates housed on the bottom tier will receive 30 minutes of dayroom per cell. All inmates housed on the top tier will be given dayroom per quarter tier. This rotating schedule is continuous and does not limit the inmate to only one dayroom session per 24-hour period. Exercise will be limited to the bottom tier of the dayroom only.

5.2 Televisions will be turned on at 0800 hours daily and off at 2300 hours Sunday through Thursday and 2400 hours Friday, Saturday and the night before court holidays. This schedule may only be altered or suspended with the approval of a supervisor.

5.3 Clothing exchange will be conducted following the routine schedule.

5.4 Attorney and public visiting will follow the established procedures.

6.0 Administrative Housing Haircuts

6.1 Inmates may have their hair cut by a professional barber.

- RPDC Programs Coordinator will schedule the Riverside Sheriff’s contracted barber. (Refer to RPDC Hygiene Procedure 507.03)
- The barber will be allowed to use clippers, a comb, and one pair of scissors.
Barber services will be offered at scheduled intervals, generally twice a month. Inmates will be given priority for haircuts if they have court appearance within the next two weeks. Otherwise, inmates will be given haircuts on a first come, first served basis.

7.0 Distribution of Medication and Medical/Mental Health Treatment

7.1 Custody staff shall not leave the Medical/Mental Health staff alone at any time during the distribution of medication (pill call) and during medical/mental health treatment, to include treatment provided within the housing unit area. Direct supervision will be provided at all times.
The Cois Byrd Detention Center will follow and adhere to the guidelines outlined in Department Policy 504.01 (Administrative Housing) with the following procedural additions:

PROCEDURE

1.0 Administrative Housing Movement

1.2 Prior to an inmate being removed from their cell for counseling by a staff member, central control and the housing sergeant shall be notified. The removal and the circumstances for the removal shall be noted on the pod log and classification notes.

2.0 Administrative Housing Security Procedures

2.1 All food slots will remain closed and locked unless being used for feeding, clothing exchange, pill call, or passing commissary.

2.2 Due to the assaultive nature of some of the inmates housed in administrative housing, deputies must be vigilant in the observation and movement of these inmates. The pod deputy must verify that the inmate has returned to their cell from the dayroom.

2.3 The shower door will remain open unless it is in use.

2.4 When the pod deputy leaves the pod for a break or lunch, they will brief the relief deputy as to the current activity and who is out for dayroom, court, visiting, etc.

3.0 Clothing Exchange

3.1
4.0 Administrative Housing Haircuts

4.1 Inmates may cut their own hair with clippers provided by the pod runner.

4.2 Inmates may have their hair cut by a professional barber.

- CBDC will only utilize the barber(s) screened and cleared through SITE-B.
- Barber services will be offered at scheduled intervals, generally once a week.
- Inmates will be given priority for haircuts if they have court appearance within the next two weeks. Otherwise, inmates will be given haircuts on a first come, first served basis.
- Haircuts by the barber will be conducted in the pod program room, under the direct supervision of the runner and second deputy.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 504.01 (Administrative Housing).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 504.02 (Classification).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.02 (Classification).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.02 (Classification) with the following procedural additions:

**PROCEDURE**

1.0 Wristbands - Inmates Going to Court

   1.2 To ensure that the inmate is issued a new wristband upon their return from court, the transporting deputy will notify male or female intake that the inmate is in need of a new wristband. The intake deputy will insure that the following has occurred before rehousing the inmate:

   1.2.1 Inmate(s) identity has been confirmed and a new wristband has been issued.
   1.2.2 A disciplinary marker has been initiated when appropriate.

2.0 Mail Covers

   2.1 The classification unit is responsible for the tracking of mail covers. Refer to RPDC’s Procedure 507.09 (Mail).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.02 (Classification) with the following procedural additions:

**PROCEDURE**

1.0 Female Inmates

1.1 Female inmates booked at CBDC shall be transferred out for housing within a reasonable amount of time.

1.2 The Intake Desk One Deputy shall be responsible for making notifications to Classification whenever a female is booked into custody and will ensure the female inmate is transferred out within a reasonable amount of time. If the time limit is to exceed a reasonable amount of time, the Intake Desk One Deputy is responsible for making notification to the Intake Supervisor.

1.3 The Intake Supervisor will determine whether or not a special run is required. If not, the Intake Supervisor will annotate the reason and approval for the extension on the inmate’s housing (stat) card and Supervisor’s Pass-on Log.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 504.02 (Classification) with the following procedural additions:

PROCEDURE

1.0 Night Shift Classification Deputy

1.1 The night shift classification deputy will check for inmates who should be transferred to other facilities (i.e.; check the JIMS future due-in-court report.)

1.2 The night shift classification officer will prepare inmate transfers for the following day and email the transportation list to Headcount Management Unit (HMU).
The Riverside County Sheriff’s Department no longer offers a County Parole Program as a release mechanism for inmates.
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The Riverside County Sheriff’s Department no longer offers a County Parole Program.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 504.04 (Court Movement) with the following procedural additions:

PROCEDURE

1.0 Court Pull

1.1 The on-duty supervisor will assign sufficient number of staff to properly and safely pull inmates for court each day prior to and during court hours. Assigned staff shall ensure all inmates have been fed, medication provided by medical staff, and inmates are properly restrained and ready for outgoing transports when they arrive.

1.2 The assigned staff member(s) will obtain a copy of the court calendar from the Transportation Coordinator and will verify all inmate names and housing unit locations.

1.3 The assigned staff member(s) will communicate information on inmates to be pulled for court, to the housing unit deputies, so inmates can be pulled in a timely manner.

1.4 The assigned staff member(s) will maintain a record of which inmates have been pulled for court, those that are out to court and those which have returned from court. This will be accomplished by maintaining the court sign out sheet and current court lists.

1.5 The assigned staff member(s) will check off all inmates returning from court. The assigned staff member(s) will notify the housing unit of inmates ready for rehousing as they become available for housing.

2.0 Feeding/Applying Restraints

2.1 When feeding is complete, advise the inmates over the intercom system to get ready for court, verify inmates are properly dressed, and issued wristbands are in an acceptable condition for court classification verification.

2.1.1 Transportation staff will be responsible for placing restraints on the inmates.

1.5 The assigned staff member(s) will check off all inmates returning from court. The assigned staff member(s) will notify the housing unit of inmates ready for rehousing as they become available for housing.
They will also be placed in separate holding cells if they are being held over awaiting transportation back to their assigned facility.

2.2.2 The keep away information shall be passed on to court deputies and/or other staff having contact with the inmates.

2.3 Inmates housed at Smith Correctional Facility shall have their keep away flag removed from their waist chain once the inmate has been returned from court.

2.3.1 The keep away flags shall be kept secured in Transportation when not in use.

2.3.2 There will be a minimum of four flags of each color available at all times.

3.0 Transportation

3.1 After breakfast, each housing unit will take all court inmates to transportation.

3.2 Proper application of temporary restraints will be accomplished in the following manner.

3.2.1 All inmates being transported outside the facility will be placed in a waist chain or handcuffs and leg restraints utilized.

3.2.2 Handcuffing to the rear or front of the body would be recommended where the waist chain might pose a problem. This would occur with pregnant females and some types of injuries to the waist area.

3.2.3 Handcuffs should be placed so that the keyhole faces up, away from the inmate’s hands. This may not be possible with some restraints. The key factor is having the keyholes away from the hands.

3.2.4 Leg restraints should be placed so that the key holes will face down away from the inmate’s hands.

3.2.5 Occasionally you will find special needs arising such as a concealed leg brace instead of the leg restraints. You may need to use flex cuffs, or flex cuffs in conjunction with normal restraints. In these situations it is best to check with Court Services and reach agreement on what will meet the needs of both the jail and the court.

3.3 Once inside transportation, inmates will be separated according to their classification.

3.3.1 Each holding cell will be labeled according to the inmate’s classification, destination, and the number of the housing unit.

4.0 Inmate(s) Returning from Court

4.1 The Transportation Coordinator will verify each inmate’s name and booking number and photograph are verified against the court sign out list.

4.2 Inmates returning from court will be processed inside transportation. All inmates shall be court searched prior to returning to their housing unit.
4.3 If an inmate will not be returning from court by the end of shift, the Transportation staff will ensure to make the proper notifications to the housing unit and Classification.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.04 (Court Movement).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.04 (Court Movement) with the following procedural additions:

PROCEDURE

1.0 Transportation Unit

1.1 The Transportation Unit is responsible for the movement of RPDC and transfer inmates to court.
TITLE: Court Movement

The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.04 (Court Movement) with the following procedural additions:

PROCEDURE

1.0 Transportation Coordinator

1.1 A transportation coordinator shall be assigned each day during court hours. This staff member will act as a liaison with RPDC transportation deputies.

1.1.1 The transportation coordinator will receive lists from the business office detailing inmates needed for court.
1.1.2 The transportation coordinator will verify housing unit numbers and relay this information to housing area deputies so that inmates may be ready ("pulled") for court when needed.
1.1.3 The transportation coordinator will maintain a record of which inmates have been pulled for court, those who are in court, and those who have returned from court. This will be accomplished by maintaining a court sign out sheet and current court lists.
1.1.4 The transportation coordinator will check off the names of all inmates returning from court on the court sign out sheet. They will group the stat cards of the returning inmates, by housing unit, for escort teams to return to the various areas of the jail. The transportation coordinator will notify housing unit deputies of the number of inmates returning to each housing unit prior to escorting them.

2.0 Housing Unit Deputies

2.1 Housing Unit deputies are responsible for pulling inmates for court from the lists provided.

2.2.1 When the list is complete, the housing unit deputy shall tell inmates, over the intercom system, to get ready for court.

2.2.3 Deputies shall search the inmates, then move the inmates into a transportation holding cell, maintaining the proper segregation of the various classifications.

2.2 Proper application of temporary restraints shall be accomplished. Refer to Department Policy 503.08 (Restraint Devices).
violence may be moved in the Emergency Restraint Chair with the consent of the jail commander or his/her designee. Refer to Department Policy 503.07 (Emergency Restraint Chair).

4.0 Communications

4.1 When moving an inmate or group of inmates, at least one escorting deputy shall carry a sheriff's hand-held radio.

4.2 Central Control staff shall closely monitor radio traffic during inmate movement as well as closed circuit television monitors.

5.0 Escorting from Transportation Area to SWJC Court Holding Area

5.1 All court inmates being escorted from the transportation area to SWJC Court Holding area shall be waist chained and leg shackled during movement. The only exceptions are when an inmate is required to dress in civilian attire for trial or pregnant females.

5.2 When escorting inmates from the transportation area to SWJC Court Holding area, the ratio shall be 5 unchained inmates to 1 deputy escort. When inmates are chained, the ratio shall be 10 inmates to 1 deputy escort with a maximum of twenty inmates being moved at one time.

6.0 Keep Away Inmates

6.1 These are inmates who need to be kept away from another inmate(s) because of high victim potential, District Attorney’s request, altercations with other inmate/s, and testifying against another inmate/s.

6.2 Keep Away inmates are classified into two groups: inmates who are flagged with the same color are kept apart but can be transported and held with other inmates not flagged, and those who are flagged and need to be transported and held separate from all other inmates.

6.3 Inmates who are considered “Keep Always” can be found on the Transportation Keep Away Report and in the Keep Away Tracking System (KATS) located in JIMS.

6.4 When the Transportation Coordinator receives the court calendar, they shall review the Transportation Keep Away Report and check KATS in JIMS to see if there are any inmates leaving their facility or coming to their facility who may be flagged as a “Keep Away” from another inmate/s going to the same court.

6.5 Once the inmate has been identified as a “Keep Away,” the transportation coordinator will assign the inmate a specific colored flag. The colored flags will be kept on a ring inside the restraint closet.

6.6 The transportation coordinator will write the “Keep Away” information on the board inside the Transportation Coordinator’s office and advise the Transportation Hallway Lead of the information written on the board.
The Transportation Hallway Lead will place the colored flag for the “Keep Away” inmate in the card holder respective to the cell where the inmate will be held prior to being restrained and transported.

When the “Keep Away” inmate is having a waist chain applied, the keep away flag will be secured on the master lock of the waist chain. The flag shall be placed so that it is in plain view of other staff members and the inmate can easily be identified as a “Keep Away.”

When there are multiple “Keep Away” inmates identified, those inmates who have the same colored flag placed on them shall be kept away from each other during transport to other facilities, when in holding prior to transport, and during court. Inmates with different colored flags on them can be placed together except for those identified as being a “Keep Away” from all inmates. These inmates must be kept separated from all inmates during transport and in holding prior to and during court.

**Note:** It is the Transportation Coordinator and Hallway Lead's responsibility for advising the bus drivers of the “Keep Aways” they will be transporting. The bus driver is ultimately responsible for seating the “Keep Away” inmates accordingly on their bus.

All “Keep Away” flags shall be returned to their originating facility with the inmate after court unless the inmate is being transferred to another facility.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 504.04 (Court Movement) with the following procedural additions:

PROCEDURE

1.0 Overseeing Officer

1.1 Jail staff members will assist the court officer each day during court hours. The classification officer will act as a liaison with court services deputies.

1.1.1 Jail staff members will receive a list from JIMS detailing inmates needed for court.

2.0 Restraints

2.1 Refer to Department Policy 503.08 (Restraint Devices).

2.2 If the emergency restraint chair is used, Department Policy 503.07 (Emergency Restraint Chair) shall be followed.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 504.05 (Sobering Cells) with the following procedural additions:

**PROCEDURE**

1.0 Sobering Cells

1.1 No more than (8) sobering inmates will be placed in a sobering cell at one time.

2.0 Sobering Cell Logs (RSD Form 551 a/b)

2.1 There is to be one log per sobering cell.

2.2 The deputy assigned to the intake “desk one” position will be responsible for filling out sobering cell logs completely. The intake “desk one” deputy will verify all required checks and the activity of the inmates within the cell are properly documented.

2.3 At 0001 hours each day, the “desk one” deputy will give the prior day’s completed log to the intake sergeant to be checked for accuracy. The sergeant will then sign the log, as well as complete a log review form.

2.4 Each day, the completed log will be given to the facility administration sergeant for review and archiving.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.05 (Sobering Cells) with the following procedural additions:

PROCEDURE

1.0 Sobering Cell Log

1.1 Each individual Sobering Cell shall maintain its own log.

1.2 The logs that are replaced shall be given to the appropriate lieutenant for filing at the end of each 24-hour period.
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.05 (Sobering Cells) with the following procedural additions:

PROCEDURE

1.0 Intake Responsibility

1.1 The deputy assigned as “Desk One” at either Male Intake or Female Intake will be responsible for completing the notation on the Sobering Cell Log.

1.2 Inmates placed in sobering cells are still allowed telephone calls, per P.C. 851. These calls may only be denied if the inmate is physically unable to use the telephone. It is the responsibility of the primary desk officer to verify that the telephone calls are made available to the inmates in the Sobering Cells.

1.3 Once they are able to complete the booking and sobering process, they can be processed for housing or release.

2.0 Sobering Cell Logs

2.1 The logs that are being replaced are to be presented to the Watch Commander or the shift supervisor at the end of each 24-hour period.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.05 (Sobering Cells).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 504.05 (Sobering Cells).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined
in Department Policy 504.06 (DNA Samples).
The John J. Benoit Detention Center shall adhere to the guidelines outlined in Department Policy 504.06 (DNA Samples) with the following procedural additions:

PROCEDURE

1.0 Classification Responsibilities

1.1 A Classification Deputy on each shift will be responsible for the collection of DNA.

1.2 Classification will be responsible for mailing the DNA samples to the Department of Justice weekly.
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.06 (DNA Samples) with the following procedural additions:

PROCEDURES

1.0 Collection of DNA

1.1 Deputies assigned to the Classification unit will be responsible for verifying an arrestee’s eligibility for DNA collection. Eligibility will be determined by Classification deputies checking each inmate’s CII to confirm identity and to see if there is a notation that DNA has already been collected.

1.2 DNA collection will take place prior to the inmates being housed or transferred. DNA will be collected prior to an inmate being released from custody.

1.3 If a DNA sample is required but unable to be collected prior to an inmate being released from custody, the business office will be notified. The business office will notify the court that the inmate will be required to submit a DNA sample at time of arraignment or the next court appearance.

1.3.1 Delays in DNA collection will not prevent an inmate’s release if a bail bond is posted on all charges.

1.3.2 If DNA is unable to be collected immediately, inmates will be housed in a reasonable amount of time regardless of DNA status. Classification deputies will be responsible for collecting DNA on inmates that have been housed.

2.0 Other - DNA Testing

- Inmates booked on warrants or transportation orders which were issued prior to January 1, 2009.
- Un-sentenced inmates booked prior to January 1, 2009

2.1 Only those inmates sentenced to the custody of the Sheriff will have samples taken pursuant to this procedure prior to their release.

2.2 Inmates who have been sentenced to state prison will not have samples taken at the county jail. It is the responsibility of state prison officials to collect these samples.

2.3 The staff member responsible for processing court paperwork will check each commitment order to determine if the person convicted falls within the requirements above.

2.4 As soon as court paperwork staff verifies that the inmate falls within the requirements, he/she will complete the Notification of Inmate Requiring DNA Testing (Form 513), and forward it to the classification coordinator for completion.
2.5 Once the classification coordinator has collected the DNA sample, the form will be completed and returned to the business office for inclusion in the inmate’s file.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.06 (DNA Samples).
RIVERSIDE COUNTY SHERIFF’S DEPARTMENT
BLYTHE JAIL PROCEDURES MANUAL

TITLE: DNA Samples NUMBER: 504.06

The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 504.06 (DNA Samples).
The Larry D. Smith Correctional Facility will follow and adhere to the guidelines outlined in Department Policy 504.07 (Headcount) with the following procedural additions:

PROCEDURE

1.0 Housing Unit Deputy

1.1 Each Housing Unit Deputy will conduct a physical headcount to determine the number of inmates within the housing unit. The number will be used to account for the absence of any inmate not properly accounted for. If an inmate is not accounted for, this information shall be immediately reported to an on-duty Supervisor.

2.0 Jail Information Management System (JIMS) Headcount Report

2.1 The Deputy assigned to clear headcount shall be responsible for overseeing the completion of Headcount, including all necessary documentation and distribution.

2.1.1 The deputy clearing headcount will obtain a current copy of the JIMS computer headcount report. The appropriate headcount sheets will be distributed to each housing unit.

2.1.2 The deputy clearing headcount will notify Central Control and intake that headcount is commencing. At that time, all inmate movement will cease until headcount is clear.

2.1.3 Once each headcount sheet has been confirmed by the housing unit deputies, the JIMS headcount sheets will be taken to Intake and given to the deputy clearing headcount for verification.

2.1.4 Once headcount has been cleared for the facility, the Intake Sergeant will be given the headcount for verification and approval.

2.2 Each housing unit deputy assigned to complete the (JIMS) headcount shall:

- Compare the information on the JIMS headcount report to the inmate status cards assigned to the housing unit. The housing unit deputy shall verify each inmate’s name, booking number and housing area match.
- After verifying that the inmate status cards match the JIMS headcount report, the housing unit deputy shall use the photo on the inmate status cards to identify each inmate assigned to the housing unit. The housing unit deputy will call each inmate by their last name and request the first name. No inmate will be allowed to sleep or avoid taking part in headcount.
- During headcount, the housing unit deputy will check each inmate’s wristband. Inmates who do not have wristbands, have intentionally damaged their wristband or who are not wearing their wristband may be issued Disciplinary Markers. Upon completion of the headcount, the housing unit deputy will ensure that the inmates
not having a wristband receive a replacement.

2.3 After confirming each inmate’s presence within each housing unit, the deputy will total the number of inmates and note it on the front page of the JIMS headcount report, along with the deputy’s name, ID, date, and time of verification. If any discrepancies are noted, the housing unit deputy will notate them on the JIMS report. The housing unit deputy will return the headcount sheets to the deputy clearing headcount in Intake.

3.0 Intake Desk 1 Duties

3.1 The Intake Desk 1 Deputy will account for all new inmates who are still held in intake and make note of them on the Intake headcount form. In addition, all temporary holding inmates shall be accounted for and reported on the headcount form under the appropriate space, such as: sobering cells, safety cells, release and holding cells.

3.2 At the conclusion of headcount, the JIMS computer system should accurately reflect the number and location of all inmates.

3.3 After completing the headcount report, the deputy will sign the form and submit it with all corresponding documentation to the Intake Sergeant.

3.4 The Intake Sergeant will review the headcount report for completeness and accuracy. Once the information is verified, the Sergeant will note the headcount on the Supervisor’s Pass-on Log.

3.5 After review and approval of the headcount by a Sergeant, the Desk 1 Deputy will make sure the appropriate number of copies of the headcount document are made and delegate the distribution of the forms to the appropriate staff members outlined on the front of the form.

3.6 The Desk 1 Deputy will notify Central Control of the approved headcount, so it may be logged in the Daily Incident Log.

3.7 The Desk 1 Deputy will notify the facility via radio that headcount has been cleared and to resume all inmate movement.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.07 (Headcount) with the following procedural additions:

**PROCEDURE**

1.0 Stat Card to inmate Headcount Report

1.1 Desk 1 will initiate headcount by notifying Central Control and requesting all inmate movement cease until headcount has cleared. Desk 1 will be responsible for printing and distributing a JIMS headcount report to all housing units.

1.2 The shift housing unit deputy assigned to headcount will:

   1.2.1 During headcount the housing unit deputy will match every inmate’s wristband to the corresponding name on the JIMS headcount report. Inmates who do not have wristbands, or have damaged wristbands, will have new wristbands issued before the end of the shift. Inmates who are not wearing a wristband may be issued disciplinary markers.

   1.2.2 The Housing Unit deputy will compare the JIMS report with the actual headcount taken and inmate housing status cards and note any changes or inconsistencies within the housing unit. All inmates shall be properly accounted for and current housing reflected. If an inmate has been released from custody or has been moved to a different housing location, the housing unit deputy will make the necessary notes on the headcount report.

   1.2.3 The deputy assigned as Desk 1 will prepare the formal headcount for the facility.

   1.2.4 The deputy assigned as Desk 1 will be responsible for confirming that housing deputies have signed the John Benoit Detention Center Daily Headcount 504.07i (Attachment# 1) report in the corresponding area.

   1.2.5 Desk 1 will transfer the number of inmates in each housing unit to the corresponding space on the facility headcount report. Additionally, classification will be responsible for updating JIMS, if necessary.

   1.2.6 Desk 1 will account for all new inmates who are still housed in Intake, booked in-absentia, or housed at juvenile hall. In addition, all temporary holding inmates shall be accounted for and reported on the headcount form, under the appropriate space, such as: sobering cells, safety cells, and holding cells with comments on the back of the headcount report.

   1.2.7 At the conclusion of headcount, the JIMS computer system should accurately reflect the number and location of all inmates.

2.0 Verification of Headcount Information

2.1 The deputy assigned as Desk 1 will perform all calculations indicated on the headcount report to determine the headcount for the entire John Benoit Detention Center. Desk 1 will verify the headcount report is complete and accurately reflects
the total number of inmates currently in the facility.

2.2 After completing the headcount report, Desk 1 will sign the form and submit it to the Intake Sergeant.

2.3 The Intake Sergeant will review the headcount report for completeness and accuracy. Once the information is verified, the Sergeant will sign/date the report and route it to jail administration.

2.4 When the headcount report has been reviewed by jail administration, it will be forwarded to clerical staff for filing.
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.07 (Headcount) with the following procedural additions:

**PROCEDURE**

1.0 Jail Information Management System (JIMS) Headcount Report

1.1 The staff in the Business Office will run a headcount report that is maintained with the JIMS computer system. This report is usually run shortly after midnight each day.

1.2 The Business Office staff will ensure that the headcount report is taken to the male intake desk and given to the headcount coordinator (Desk 1).

2.0 Night Shift Headcount

2.1 The JIMS headcount report will be distributed by male intake to each housing unit.

2.2 The housing unit deputy shall complete a physical stat card to face headcount. The housing unit deputy will then compare the JIMS headcount report with the headcount taken and the stat cards and note any changes within the housing unit. The housing unit deputy will ensure that all inmates are properly accounted for and their current housing location is known. If the inmate has been released from custody or has been assigned to another housing unit, this information is to be reported immediately to Classification, so changes can be made with JIMS.

2.3 After an accurate headcount has been obtained by the housing unit deputy, the headcount numbers will be reported to the male intake desk for further processing of the facility headcount. An entry shall be made on the Housing Unit Log documenting a headcount was completed and the name/id of the employee who conducted the physical stat-to-face comparison.

3.0 Duties of the Headcount Coordinator

3.1 Once the JIMS headcount report is obtained from the Business Office, the headcount coordinator will verify the report is delivered to each housing unit.

3.2 After each housing unit deputy has completed an accurate headcount, they will report their headcount numbers to the coordinator.

3.3 The headcount coordinator will prepare the formal headcount for the facility on the computer. This is done by taking the reported headcount numbers from each housing unit and entering them into the corresponding space on the Facility Headcount form.
3.3.1 If the computer system is down, 504.07r Attachment 1 (Headcount Form) shall be used.

3.4 The headcount coordinator will account for all new inmates who have not been moved to a housing unit from the intake areas (both male and female intake areas). In addition, all "temporary hold" inmates will be accounted for and reported on the headcount under the appropriate space, such as detoxification cells, safety cells, and holding cells.

3.5 The headcount coordinator will obtain a list of in-county transfers from Classification, and a list of out-of-county transfers from the Business Office. The total of the two lists will be entered on the transfer line of the headcount form.

3.5.1 When inmates are being transferred to State Correctional Facilities a "state chain" list will be obtained from the Business Office. Prior to reflecting the "State Chain" inmates on the headcount form, ask the deputies who are processing the "State Chain" to check for any last-minute additions or deletions from the list. Place the number of inmates being transferred to State Prison in the appropriate space on the headcount form.

3.6 The headcount coordinator will perform all arithmetic calculations to determine the headcount for the facility, ensuring that the correct information is placed in the appropriate space on the headcount form. The headcount form will reflect the correct number of inmates in each housing unit, the number of temporary holds and the number of inmates being transferred to other Facilities. The form will indicate the total number of inmates currently in the jail.

3.7 After completing the headcount form, the headcount coordinator will sign and date the form in the required location.

4.0 Verification of Headcount

4.1 After all correct information has been completed on the headcount form take the form (or sent via e-mail) to the Intake Sergeant for verification and approval.

4.2 The Intake Sergeant will review the headcount form for completeness and accuracy. Once the information is verified and correct the Intake Sergeant will write the current date, time and sign the document.

5.0 Distribution of Headcount

5.1 The Intake Sergeant will ensure the headcount form is sent electronically or hand delivered as indicated on the headcount form.

5.2 The Intake Sergeant will ensure the new headcount total, and the Julian date is updated on the sergeant’s board in the Housing Sergeant’s office.
The Cois Byrd Detention Center will follow and adhere to guidelines outlined in Department Policy 504.07 (Headcount) with the following procedural additions:

PROCEDURE

1.0 Intake Desk 1

1.1 The Deputy assigned to Intake Desk 1 shall be responsible for overseeing the completion of headcount, including all necessary documentation and distribution.

1.2 The Intake Desk 1 Deputy shall:

1.2.1 Obtain a current copy of the Jail Information Management System (JIMS) computer headcount report.

1.2.2 Distribute the head count report to each housing unit.

1.2.3 During the official headcount, notify Central Control and Intake that headcount has commenced. At that time, all inmate movement will cease until headcount is clear.

1.2.4 The Intake Desk 1 Deputy will prepare the official facility headcount for the facility by writing the number of inmates in each housing unit dayroom to the corresponding space on the facility headcount report.

1.2.5 The Intake Desk 1 Deputy will also account for all new inmates who are still held in intake or booked in-absentia and housed at juvenile hall. In addition, all temporary holding inmates shall be accounted for and reported on the headcount form under the appropriate space such as: detoxification cells, safety cells, release, and temporary holding cells.

1.2.6 At the conclusion of headcount, the JIMS computer system should accurately reflect the number and location of all inmates.

2.0 Housing

2.1 Each housing unit deputy assigned to complete headcount for their area shall:

2.1.1 Compare the information on the JIMS headcount report to the inmate status cards for all inmates assigned to the housing unit. The housing unit deputy shall verify each inmate’s name, booking number and housing area match the report. Additionally, the housing unit deputy shall verify that all of the inmates listed on the JIMS report have an inmate status card at the housing unit.

➢ If an inmate is listed on the JIMS headcount report but does not have a status card at the housing unit, the housing unit deputy shall determine if the inmate is physically in the location shown on the report. If the inmate is not in the location, the housing unit deputy will make every attempt to
locate the inmate by checking JIMS for the inmate’s class notes and movement history for information and by calling the deputy at the inmate’s previous housing location. After locating the inmate, the housing unit deputy will contact classification to correct the problem. The housing unit deputy will correct the JIMS headcount report by listing the correct cell next to the inmate’s name and adjusting the overall dayroom count.

- If an inmate is not listed on the JIMS headcount report but has an inmate status card at the housing unit, the housing unit runner shall verify the inmate’s physical location within the housing unit and contact classification regarding the inmate. The housing unit deputy will correct the discrepancy on the JIMS headcount report by adding the inmate’s name, booking number and cell location as well as correcting the overall count.

- If an inmate is listed on the JIMS headcount report and cannot be located in the facility, the housing unit deputy shall notify the housing sergeant immediately and advise what has been done to locate the inmate.

- If an inmate has an inmate status card at the housing unit and is not listed on the JIMS headcount report and cannot be located in JIMS, the housing unit deputy shall notify the housing sergeant immediately and advise what has been done to locate the inmate.

2.1.2 During headcount, the housing unit runner will check each inmate’s wristband. Inmates, who do not have wristbands, have damaged wristbands or who are not wearing their wristband may be issued disciplinary markers.

2.1.3 After confirming each inmate’s presence within the inmate’s assigned cell, the housing unit deputy will total the number of inmates, by dayroom, and note it on the front page of the JIMS headcount report. The housing unit deputy will then return the headcount sheet to the Male Intake Desk 1 Deputy.

2.3 Verification of Headcount Information

2.3.1 The headcount form automatically performs all calculations needed for totaling the facility headcount. The Intake Desk 1 Deputy shall verify the headcount report is filled in correctly, and accurately reflects the total number of inmates currently in the facility.

2.3.2 After completing the headcount report, the deputy will sign the form and submit it to the Intake Sergeant.

2.3.3 Upon approval of the headcount from the Intake Sergeant, normal inmate movement may resume.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 504.07 (Headcount) with the following procedural additions:

**PROCEDURE**

1.0 Documentation

1.1 All Physical Headcounts and Stat Card to Inmate Headcounts shall be documented on the Blythe Jail Pass-on Log as well as the Supervisor’s Pass-on Log. (The Blythe Jail does not use “housing unit activity logs” at this time).

1.2 The shift headcount officer is responsible for the completion of the headcount and shall complete all the necessary documentation. The headcount officer will also ensure the distribution of the headcount information to any staff that has a need for this information.

1.3 The desk officer will put the original, signed headcount form into the DA-5 log for archiving. The desk officer will also route a copy of the signed headcount form to jail administration.

2.0 Stat Card-To-Inmate Headcount

2.1 The shift headcount classification officer assigned to headcount shall:

2.1.1 Obtain a current copy of the Jail Information Management System (“JIMS”) computer headcount report.

2.1.2 Notify the watch commander, Central Control, and the booking desk that headcount is commencing. At that time all inmate movement will cease until headcount is clear.

2.1.3 Additionally, during headcount the officer will check each inmate’s wristband, those who do not have wristbands or have damaged wristbands, shall have new wristbands issued before the end of the shift. Inmates who are not wearing a wristband may be issued disciplinary markers.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 504.08 (In-Absentia Bookings) with the following procedural additions:

PROCEDURE

2.0 Court Arraignment

2.1 The Transportation Coordinator will verify if the inmate is medically cleared to be transported to court. If the inmate cannot be transported, the Transportation Coordinator will notate the reason on the court calendar and the Transportation Unit will notify the courts.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.08 (In-absentia Bookings), with the following procedural additions:

**PROCEDURE**

1.0 In-absentia Bookings

1.1 As approved by the John J. Benoit Detention Center commander, in-absentia bookings will be processed for arresting agencies with suspects who have been admitted to local area hospitals, typically John F. Kennedy Hospital, Eisenhower Medical Center, and Desert Regional Medical Center.

1.2 The on-duty sergeant will have a John J. Benoit Detention Center deputy respond to the location of the arrestee and confirm there is a written order to admit the arrestee.

1.3 The arresting/transporting officer must remain with the arrestee until the hospital admission and jail booking processes are complete.

1.4 The deputy who is handling the admission will ensure the hospital admission is complete. It shall be their responsibility to complete the following:

   1.4.1 Obtain the Receiving Sheet from the arresting/transporting officer.
   1.4.2 Telephone the on-duty sergeant and advise them of the booking and request a booking number.
   1.4.3 It shall be the sergeant’s responsibility to ensure that the hospital admission is complete, and the person calling is a John J. Benoit Detention Center deputy.
   1.4.4 No booking number will be given to anyone other than the John J. Benoit Detention Center deputy.

1.5 The sergeant will then transfer the call to the Business Office, with approval to issue a booking number, and make an entry on the Supervisor’s Pass-On Log.

1.6 The information from the Receiving Sheet is required by the Business Office to complete the initial computer booking. Upon completion, they will provide the inmates booking number.

1.7 The booking number is written on the Receiving Sheet and returned to the arresting/transporting officer.

1.8 The arresting/transporting officer is instructed to transport the inmate's property and the Receiving Sheet to Intake at the John J. Benoit Detention Center.

1.9 The arresting/transporting officer is then relieved by the deputy.
2.0 Business Office Duties

2.1 The new in-absentia booking file will then be given to the Break Down/Register person in the Business Office for processing.

2.2 A Stat Card will not be completed for the inmate until he/she is brought to John J. Benoit Detention Center and a photograph has been taken. The in-absentia booking file will be placed in the booking file bin, in the Business Office, in the In-Absentia Booking section.

2.3 When the arresting/transporting officer brings in the Receiving Sheet, property and money the file will be updated by Business Office staff.

3.0 Intake Duties

3.1 Intake staff will be responsible for updating JIMS when the arresting/transporting officer arrives at Intake with the Receiving Sheet and the inmate's property and money.

3.2 When the update is complete, all new paperwork and money will be given to the Business Office staff member assigned to the register position.

3.3 The inmate's property shall be handled as all other property is processed.

4.0 Classification Unit Duties

4.1 Upon completion of an in-absentia booking, the on-duty sergeant will dispatch a Classification Coordinator to hospital to interview the inmate.

4.2 The Classification Coordinator will then relay this information to on-duty sergeant for appropriate security of the in-absentia booking.

4.3 Upon returning to John J. Benoit Detention Center, the classification coordinator will enter classification notes and classify the inmate accordingly.

5.0 Inmate Released from the Hospital/Remains in Custody

5.1 The inmate will be transported to John J. Benoit Detention Center and taken to Intake.

5.2 The Intake Officer will retrieve the file from the Business Office and complete the booking process.

5.2.1 Obtain all required signatures.
5.2.2 Complete the medical screen and notify the Intake Nurse.
5.2.3 Notify the Classification Unit.
5.2.4 Classification will update the inmate’s housing status in accordance to any mental / medical needs.
5.2.5 Business Office staff will verify all new information and return the file to the file bin.

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5.2.6 Photograph, fingerprint, if required, and affix I.D. wristband.

6.0 Release of Inmate from Custody/Remains at Local Hospital

6.1 The Business Office will notify an on-duty sergeant of the need to release an inmate.

6.2 The sergeant will review the file to ensure the release is valid and will select a deputy to handle the release.

6.3 The deputy handling the release will transport the file, property and money to the hospital and contact the inmate.

6.3.1 Obtain booking (if missing) and release signatures, obtain a right thumbprint for release and booking.
6.3.2 Inventory and release the property and money to the inmate.
6.3.3 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.
6.3.4 The deputy will also bring a DNA collection kit to collect DNA samples (if required).
6.3.5 The deputy will take Department approved Ten-Print fingerprint cards (Form #FD 249), and process the inmate’s fingerprints, and bring a digital camera to take photographs of the inmate.
6.3.6 The deputy will take the completed Ten Print fingerprint cards (Form #FD 249) and the digital photos back to John J. Benoit Detention Center and submit them to Cal-ID for manual processing.

7.0 Court Arraignments

7.1 The Business Office staff member assigned to the court paperwork position will be responsible for contacting the Larson Justice Center Courthouse and advising them the inmate will not be able to attend his/her court appearance due to their medical condition.
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.08 (In-Absentia Bookings) with the following procedural additions:

PROCEDURE

1.0 Riverside University Health System (RUHS)

1.1 When it is apparent that an arrestee is to be admitted to RUHS, the arresting/transporting officer will immediately notify Sheriff's Department Hospital Security Staff at (951) 486-5345.

1.2 ONLY Sheriff’s Department custody staff assigned to the hospital security unit shall obtain booking numbers.

1.3 Sheriff’s Department Hospital Security Staff will respond to the location of the arrestee, confirm there is a written order to admit the arrestee and provide the arresting/transporting officer with a Receiving Sheet. In-Absentia bookings must be admitted to the Detention Care Unit (DCU) by RUHS-ER.

1.4 The arresting/transporting officer must remain with the arrestee until the hospital admission and jail booking processes are complete.

1.5 The Sheriff's Department Hospital Security Staff who is handling the admission will ensure the hospital admission is complete. It shall be their responsibility to complete the following:

   1.5.1 Obtain the Receiving Sheet from the arresting/transporting officer.

   1.5.3 It shall be the Intake Sergeant's responsibility to verify that the hospital admission is complete, and the person calling is a Sheriff's Department Hospital Security Staff member.

   1.5.4 No booking number will be given to anyone other than Sheriff's Hospital Security Staff under any circumstances.

1.6 The Intake Sergeant will then transfer the call to the Business Office (951) 955-4515 with approval to issue a booking number and make an entry on the Supervisor's Pass-On Log.

1.7 The information from the Receiving Sheet is required by the Business Office to complete the initial computer booking. Upon completion, they will provide the inmates booking number.
1.8 The booking number is written on the Receiving Sheet and returned to the arresting/transporting officer.

1.9 The arresting/transporting officer is then relieved by RUHS security personnel. The inmate will then be placed on the Security Unit of the RUHS.

1.9.1 If the inmate is not placed on the Security Unit, but another area of the RUHS (ICU), the RUHS security personnel will need to receive special permission from the RPDC commander or their designee before accepting the booking (refer to section 6.0 of this procedure).

1.9.2 If the booking is accepted, the RPDC intake sergeant will assign an RPDC deputy to relieve the security unit deputy.

1.10 The arresting/transporting officer is instructed to transport the inmate's property and the Receiving Sheet to Intake at RPDC.

1.11 The booking number is then given to the hospital admissions office.

2.0 Business Office Procedure for RUHS Bookings

2.1 All requests for booking numbers for in-absentia bookings will be first cleared by an on-duty Intake Sergeant.

2.2 All available information from the arrest will be provided to a Business Office staff member via telephone by the RUHS Security Staff. The staff member will then complete the in-absentia booking by entering the information into the JIMS computer.

2.3 Upon completion of the booking, the booking number will be given to the RUHS Security Staff.

2.4 The new in-absentia booking file will then be given to the Break Down/Register person in the Business Office for processing.

2.5 A Stat Card will not be completed for the inmate until they are brought to RPDC and a photograph has been taken. The in-absentia booking file will be placed in the booking file bin, in the Business Office, in the In-Absentia Booking section.

2.6 When the arresting/transporting officer brings in the Receiving Sheet, property and money the file will be updated by Business Office staff.

2.7 An entry covering the in-absentia booking shall be made on the Business Office Supervisor's Pass-on Log.

3.0 Intake Responsibilities

3.1 RUHS Security Staff have been instructed to contact the Intake Sergeant in all in-absentia bookings and may call Male or Female Intake to locate them for assistance in locating the Intake Sergeant.
3.2 Do not begin or complete the booking process. The Business Office will do a partial booking.

3.2.1 When the arresting/transporting officer arrives at Intake with the Receiving Sheet and the prisoner's property and money, update the computer.
3.2.2 When update is complete, all new paperwork and money go to the Business Office, register position.
3.2.3 The property shall be taken to the property room for processing.

4.0 Inmate Released from Hospital but Remains in Custody

4.1 The inmate will be transported to RPDC and taken to Intake.

4.2 The Intake Deputy will retrieve the file from the Business Office and complete the booking process.

- Obtain all required signatures.
- Complete the medical screen and notify the Intake Nurse.
- Notify the Classification Unit. Classification will update the inmate’s housing status in accordance to any mental/medical needs.

4.3 Business Office staff will verify all new information and return the file to the file bin.

4.4 Photograph, fingerprint, if required, and affix wrist band.

5.0 Inmate Released from Custody, but Remains at RUHS

5.1 The Business Office will notify an on-duty sergeant of the need to release an inmate from RUHS.

5.2 The sergeant will review the file to ensure the release is valid then will select a deputy to handle the release.

5.2.1 The deputy will obtain the file, property and money.
5.2.2 The deputy handling the release will transport the file, property and money to RUHS and contact the inmate.
5.2.3 Notify RUHS Security Staff of the release.
5.2.4 Obtain booking (if missing) and release signatures, obtain a right thumbprint for release and booking.
5.2.5 Inventory and release the property and money to the inmate.
5.2.6 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.
5.2.7 The deputy will also bring a DNA collection kit to collect DNA samples.
5.2.8 The deputy will take Department approved Ten-Print fingerprint cards (Form #FD 249), and process the inmate’s fingerprints, and bring a digital camera to take photographs of the inmate.
5.2.9 The deputy will take the completed Ten Print fingerprint cards (Form #FD 249) and the digital photos back to RPDC and submit them to Cal-ID for manual processing.
6.0 Inmate Admitted to a Hospital Other Than RUHS or the RUHS ICU

6.1 If the booking is accepted, the Sheriff’s Department becomes responsible for the arrestee as soon as the person is booked. Security and escape potential are of the utmost importance in these in-absentia bookings.

6.2 Under no circumstances will a booking number be issued over the phone to anyone other than regularly assigned jail staff.

6.3 All inquiries regarding in-absentia bookings shall be directed to the Intake Sergeant.

6.4 Upon receiving an inquiry about an in-absentia booking the Intake Sergeant will:

- Determine if the arrestee has been admitted to the hospital.
- Determine if available release mechanisms would be appropriate, i.e. citation release, O.R., out of custody filing, 849(b)P.C., etc.
- Release should be accomplished, whenever possible.
- If unable to affect a release, direct the arresting/transporting officer to complete a Receiving Sheet and bring it with the arrestee’s property and money to the Intake section of jail.

6.5 Security of the arrestee remains the responsibility of the arresting agency until the booking is complete and the arresting agency is properly relieved by custody staff.

6.6 The Watch Commander and the Intake Sergeant will determine the level of security that will be provided to the arrestee considering the alleged crime, the escape potential and danger the individual poses to society.

6.7 The jail will establish security over the inmate at the facility

7.0 Court Arraignment

7.1 Inmates in all cases shall be taken before a magistrate without unnecessary delay, within 48 hours after his or her arrest pursuant to 825 P.C. Refer to Department Policy 504.08 (In Absentia Bookings) for exceptions.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.08 (In-Absentia Bookings) with the following procedural additions:

### PROCEDURES

1.0 Issuance of In-Absentia Booking Numbers

1.2 The Cois Byrd Detention Center will issue in-absentia booking numbers for juveniles being tried as adults when requested by Southwest Juvenile Hall only. Refer to CBDC Procedure 504.12 (Juveniles, Booking and Detention)

2.0 Hospitalized Arrestees

2.1 If a law enforcement agency has a prisoner for whom an okay-to-book cannot be obtained, and they will need to be hospitalized, the arresting agency will be responsible for taking the arrestee’s property and required paperwork to Cois Byrd Detention Center for booking.

2.2 In-Absentia bookings processed at the Cois Byrd Detention Center will remain on the CBDC headcount as a sign-out until physically brought to the facility, released from custody, or transferred to the DCU.

2.2.1 Once an arrestee has been booked in-absentia, a Watch Commander will designate a sworn deputy to respond to the hospital to take over custody/security of the arrestee.

2.2.2 Classification shall respond to the hospital once a booking number for the inmate has been issued.

- Classification will interview the inmate, obtain a thumbprint of the inmate, and retrieve any signatures needed to complete the booking process. Refer to Department Policy 504.02 (Classification).

3.0 Court Arraignment

3.1 The facility transportation coordinator will contact the Southwest Justice Center Courthouse and advise them whenever the inmate’s court appearance will need to be rescheduled due to their medical condition. Refer to Department Policy 504.08 (In-Absentia Bookings) reference exception to the 48-hour limit for arraignment
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 504.08 (In-Absentia Bookings)

PROCEDURE

1.0 Ok-to-Book

1.1 In-Absentia booking numbers for adult arrestees taken to Palo Verde Hospital will be issued through the Blythe Jail.

1.2 If a law enforcement agency has a prisoner for whom an okay-to-book cannot be obtained and will need to be hospitalized, the arresting agency will be responsible for the security of arrestee until the In-Absentia booking process is approved and completed.

1.3 The arresting agency will be responsible for delivering all inmate property and required booking documentation to the Blythe Jail prior to the In-Absentia booking process.

1.3.1 Once an arrestee has been booked In-Absentia, a Watch Commander will designate a sworn deputy and send him/her to Palo Verde Hospital to take over custody/security of the arrestee.

1.4 In-Absentia bookings processed at the Blythe Jail will remain on the Blythe Jail head count as a sign-out, until transportation/transfer arrangements to RUHS/DCU can be made.

2.0 Classification

2.1 Classification shall respond to the hospital once and In-Absentia booking has been accepted and completed. Classification will interview the inmate, obtain a thumb print of the inmate and obtain any/all signatures needed to complete the booking process. Refer to Department Policy 504.02 (Classification).

3.0 Court Arraignment

3.1 The Blythe Jail transportation coordinator will contact the Blythe Court Clerk and advise them the inmate’s court appearance will need to be rescheduled due to their medical condition.

3.2 Refer to Policy 504.08 (In Absentia Bookings) for exception to the 48-hour limit for arraignment.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 504.09 (Inmate Discipline).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.09 (Inmate Discipline) with the following procedural additions:

PROCEDURE

1.0 Housing Sergeant’s Office

1.1 Disciplinary Markers completed by custody staff will be placed on the “Inmate Disciplinary Marker” clipboard hanging in the Housing Sergeant’s Office.

1.2 Each shift will designate a disciplinary hearing deputy to check the clipboard daily and process the markers to verify timely service.
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.09 (Inmate Discipline) with following procedural additions:

PROCEDURE

1.0 Informal Discipline

1.1 A supervisor must be present, prior to removing an inmate from a cell or housing unit for counseling.

1.2 Minor acts of non-conformance or minor rule violations may be handled informally by facility staff by verbal reprimand or advising the inmate of expected behavior.

2.0 Disciplinary Diet

2.1 Refer to Department Policy 504.11 (Specialty Housing).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.09 (Inmate Discipline).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 504.09 (Inmate Discipline).
PROCEDURE

1.0 Medical/Mental Health Screening

1.1 Arrestees shall be patted down for concealed weapons and contraband prior to the medical assessment.

1.2 Inmates booked into Larry D. Smith Correctional Facility must undergo a Mental Health screening immediately after being booked and prior to being housed or transferred. Mental Health will not assess “DK’s” immediately after booking, they will be assessed prior to being released.

2.0 Intake/Booking

2.1 Handcuffs shall not be removed until the inmate is at the booking counter and has been patted down at the counter.

2.2 Prior to housing, the Classification Unit is responsible for screening, issuing a phone pin number and verify that voice activation is complete.

3.0 Release Drop-Off Locations

3.1 Inmates released from the Larry D. Smith Correctional Facility (SCF) must have a ride from the facility. If they do not have a ride, SCF staff will transport them to a pre-designated destination based on the home address listed in J.I.M.S.

3.2 Inmates who cannot obtain a ride and reside in the cities of Banning or Beaumont will be released as follows:

- Between 0600 and 1800 hours, inmates should be transported to the Sun Lakes Bus Stop off the Highland Springs exit. After 1800 hours, the inmates should be transported to the Banning Civic Center.

3.3 Inmates who cannot obtain a ride and reside west of the City of Beaumont and Cherry Valley will be transported to Robert Presley Detention Center (RPDC) for release.

3.4 Inmates who cannot obtain a ride and reside east of Banning will be transported to the Indio Jail for release.

3.5 Inmates who cannot obtain a ride and reside south of Banning will be transported to CBDC for release.
If the inmate disputes the address listed on the receiving sheet and is able to show proof they live at another address, the Intake Sergeant may approve the new drop-off location. If approved, the Intake Sergeant will document it in the Supervisor’s Pass-On Log.

**NOTE:** Inmates transported to the Indio Jail, CBDC, or RPDC for release will not have their wristband removed until they arrive at the facility.

4.0 Returning Personal Property

4.1 Other than clothing and money, inmates will not receive their personal property until they arrive to their final release destination.

4.1.1 Inmates being transported to RPDC, CBDC, or Indio Jail will receive their personal property upon release from that facility.

5.0 RPDC, CBDC, and Indio Jail Release Transportation

5.1 Deputies transporting inmates to RPDC, CBDC, or Indio Jail for release shall adhere to Department Policy 510.01 (Transportation Security) as well as the following:

- The release deputy shall obtain all necessary inmate signatures in the file with the exception of the property signature on the Release Verification page.
- Inmates being transported to one of these locations for release will wear their own clothing items and have their money, if any, returned to them. Prior to transport, waist and leg restraints will be placed upon the inmate.
- The Smith Correctional Facility Intake Sergeant will review the file and check for errors before signing it off.
- Once the file is signed by the Intake Sergeant, the transporting deputy will take the signed files and personal property of all inmates transported for release and place them in a secured container for transport to the facility of release. This container will be placed in the transporting vehicle.
- Staff transporting released inmates shall adhere to Department Policy 507.16 (Transportation for Indigent Releases). As such, staff will ensure they have all necessary transportation passes and/or authorizations prior to transporting inmates to the RPDC, CBDC, or Indio jails for release.
- Staff transporting releases to the CBDC will be required to create a list and call the CBDC Intake Sergeant providing them with inmate names, booking numbers, and number of taxi vouchers needed prior to their transport. This list will be given to the CBDC Intake Sergeant to receive the taxi vouchers requested.
- Upon arrival to RPDC, CBDC, or Indio Jail, the transporting deputy will bring all files, personal property, and inmates into the facility release area. Once in the release area, the transporting deputy will remove the waist and leg restraints from the inmates and, if available, place them in a holding cell.
- The transporting deputy will have each inmate sign for their property on the Release Verification sheet. Once the paperwork is signed, the deputy will hand the inmate their property, remove their wristband, and release them from the facility.
Once all releases are completed, the release files will be transported back to the Smith Correctional Facility.

Upon returning to the Smith Correctional Facility, the transporting deputy shall return the completed release files to the business office and complete the inmate “check out” in the J.I.M.S. computer system.

6.0 Release Tracking Log

6.1 The deputy assigned to “Release” will be responsible for maintaining the SCF Release Tracking Log. The tracking log is located in the intake folder of the housing unit logs on the “G” drive. The Intake Sergeant will review this log each shift for accuracy and sign off the log when the review is completed.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.10 (Intake and Release) with the following procedural additions:

**PROCEDURE**

1.0 Processing of Arrestees

1.1 The booking deputy shall review the receiving sheet filled out by the arresting officer, and make sure it is properly completed.

- If **not**, the booking deputy shall return the booking sheet to the arresting officer for completion.
- If there are discrepancies with the information and the arresting officer is no longer present, the arrestee may be interviewed to verify information.

1.2 In felony bookings, the booking deputy shall ensure the arresting officer has included a completed and signed statement of probable cause.

- If **not**, the booking deputy shall not book the arrestee until the probable cause form is received.
- With the consent of the watch commander, the arresting officer may send a probable cause form by facsimile (“FAX”) if another employee is transporting the arrestee.

1.3 The searching deputy shall evaluate the arrestee’s demeanor and will not be required to remove restraints if the deputy anticipates the arrestee will physically resist during the booking process.

- An arrestee’s handcuffs should only be removed after a pat-down search and when the searching deputy is confident that the arrestee does not possess any item that could be used as a weapon.

1.4 The deputy will place all personal items into a clear plastic bag that is sealed with a copy of the property list included.

- This bag shall be placed in the larger paper bag that will contain the arrestee’s clothing.

1.5 Inmates are to be observed as they dress into jail clothing to prevent the introduction of contraband.

- Strip searches will only be conducted after approval of a sergeant, per Department Policy 502.11 (Strip Searches).

1.6 The arrestee will be afforded the opportunity to sign the following necessary JIMS paperwork:
Intake Receipt
Medical Questionnaire
PREA Health Waiver (For inmates to be housed) RSD Form 527
Intake Drug Concealment Questionnaire
Health Information for Pregnant Inmates (For female inmates to be housed) RSD Form 575

1.7 A booking or another available deputy shall fingerprint and photograph the inmate. If the arrestee is to be housed, then the arrestee shall be enrolled in the telephone system prior to housing.

2.0 Withheld Phone Calls

2.1 Custody staff, with the approval of the Intake Sergeant, may withhold the phone call privilege from newly booked persons who are violent to the extent they create a threat to jail security or jeopardize the safety of staff or themselves. Should this occur, classification notes will be entered.

2.2 Custody staff, with the approval of the Intake Sergeant may temporarily withhold the phone call privilege from extremely intoxicated, newly booked inmates because of the possibility of a fall or injury in the intake holding cell. Should this occur, classification notes will be entered.

2.3 All inmate telephones, including those used by newly booked persons, may be temporarily shut off for jail security reasons.

3.0 "John Doe" Bookings

3.1 Arrestees who refuse, or are unable to identify themselves, and who possess no form of identification should be considered a "John Doe" booking.

3.2 The booking may be held as "incomplete" until an IBIS or a CAL-ID fingerprint search can be conducted, and the arrestee's true identity is determined.

- If the fingerprint search provides a match, and the accompanying information indicates that the arrestee is the person named, the booking can be completed with the known, verified information.
- In the absence of a match, and there is no other means available to learn the arrestee's true name, the booking deputy shall complete as much of the booking as possible and place the inmate in a temporary holding cell.

3.3 The booking deputy shall notify the Intake Sergeant of all "John Doe" bookings.

3.4 A “John Doe” booking may not be bailed, bonded or cite released until positively identified.

3.5 The inmate is to be scheduled for court utilizing the "John Doe" name in the absence of his true identity.
4.0 Release

4.1 Business office personnel will generate a list of inmates to be released and provide the semi-completed booking file to Intake personnel.

4.2 The housing unit deputy will remove the inmate from the housing unit, identify the inmate using the inmate’s stat card and wristband.

4.3 Inmates will be instructed to bring all their jail issued clothing, bedding, and property box.

4.4 The housing unit deputies will be responsible for escorting the inmate to Intake to begin the release procedure.

4.5 The release deputy shall remove the clear plastic bag containing the personal property from the larger paper bag containing the inmate’s clothing.

4.6 The larger paper property bag containing the inmates personal clothing will be given to the inmate to change.

4.7 The clear plastic bag containing personal property will be placed on the Intake Counter under camera view.

4.8 The inmate will conduct a visual inspection of the clear plastic property bag and sign the release file confirming the contents.

4.9 Once verification is completed, the clear plastic property bag will be placed in a secure location pending the release of the inmate.

4.10 After the Intake Sergeant final review, the inmate will be escorted to the main lobby to exit the facility, and the clear plastic property bag will be handed to them as they leave.

5.0 Citation Denied

5.1 If the arrestee is cite denied due to the nature of the offense, complete the booking procedure and submit the file to the business office for processing.

- The Intake Sergeant shall mark on the receiving sheet “Cite Denied,” their initials and ID number.
- The business office is responsible for making a computer inquiry for wants and warrants on all new bookings.
- This ensures that known warrants of arrest may be served or otherwise handled during the arrestee's incarceration.

6.0 Release Transportation Methods

6.1 The release deputy will offer all inmates without transportation a Sun Bus One Day pass.
6.2 If the inmate declines the offer, the release deputy will make a notation in the comments sections of the release file indicating so.

6.3 If the inmate accepts the offer, the release deputy will contact the Intake Sergeant to obtain a Sun Bus One Day pass.

6.4 The Intake Sergeant will be responsible for providing the Sun Bus One Day pass. Refer to Department Policy 507.16 (Transportation for Indigent Releases).

6.5 Sun Bus One Day passes are stored in the facility safe located in the sergeant’s office.

- The Intake Sergeant will document the inmate’s information next to the corresponding ticket number on the Sun Bus One Day Pass Bulk Log (P507.16 att. #2).

6.6 An inmate being released who request transportation out of the Coachella Valley can be issued a Greyhound Ticket, if they do not have sufficient funds in their trust account to purchase a ticket.

- The Intake Sergeant will be responsible for providing the Greyhound Ticket. Refer to Department Policy 507.16 (Transportation for Indigent Releases).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.10 (Intake and Release) with the following procedural additions:

PROCEDURE

1.0 Medical Screening/Okay to Book

1.1 Refer to Department Policy 508.10 (Intake Medical Assessment).

1.2 Custody staff shall verify the arrestee(s) has completed the medical prescreening process by RPDC medical staff, and that a medical confirmation number has been documented.

1.3 The "okay to book" paperwork will be submitted at the time of booking to the medical staff by the arresting agency and be included in the inmate's jail medical file.

2.0 Processing of Arrestees

2.1 The booking deputy will review the RSD Form 500 (Receiving Sheet) filled out by the arresting officer, and make sure it is properly completed.

➢ If not, the booking deputy will return the Booking Sheet to the arresting officer for completion.
➢ Arresting officers are required to submit a completed “Probable Cause Statement” at the time of booking for all felony arrests. Refer to Department Policy 506.13 (Probable Cause Statement Forms).
➢ If the arrest is made based on a court commitment, warrant, parole hold or other legal document, the paperwork must accompany the booking sheet or be available in the RPDC Business Office, before the arrestee is booked.
➢ If there are discrepancies with the information and the arresting officer is no longer present, the arrestee may be interviewed to verify information.

2.2 The booking deputy will enter the booking information into the jail information management system (JIMS) computer program.

3.0 Searching of Arrestees

3.1 The searching deputy will conduct a pat down search using universal precautions when searching arrestees.

3.1.1 The searching deputy must conduct a thorough search of the arrestee and inventory of their clothing, property, and money.

3.1.2 Refer to Department Policy 504.34 (Personal Property) for further details.

3.1.3 Refer to Department Policy 502.11 (Strip Searches) for further details.
3.2 The searching deputy will evaluate the arrestee’s demeanor and not remove restraints if the deputy anticipates the arrestee will physically resist the booking process.

3.2.1 An arrestee's handcuffs should only be removed when the searching deputy is certain that the arrestee does not possess any item that could be used as a weapon.

4.0 Phone Calls

4.1 The arrestee will then be placed in the appropriate holding cell, where they are given the opportunity to make telephone calls.

➢ If an arrestee is placed in a holding cell without a telephone, such as a safety cell or sobering cell, they will be afforded the opportunity to make telephone calls as soon as possible.
➢ Custody Staff will ensure the inmate completes the phone enrollment process before being housed.

5.0 Intake Sergeants Responsibilities

5.1 Any inmates not printed will be noted on the Supervisor’s Pass-on Log along with an explanation as to why the inmate was not printed, i.e. too drunk, refused, etc.

5.2 In absentia bookings, juvenile bookings where the juvenile is housed at Juvenile Hall, and bookings in error will be noted on the Supervisor’s Daily Report by the on-duty Business Office supervisor. If the Business Office supervisor is not available, Business Office staff will notify the intake sergeant who will then be responsible for making the supervisor’s log entry.

5.3. It will be the intake sergeant’s responsibility to ensure all inmates who were booked in-absentia are fingerprinted when they are brought to RPDC. Refer to Department Policy 504.08 (In-Absentia Bookings) for further details.

5.4 Any sergeant who reviews a release file will check the inmate’s housing status card to ensure the inmate has been photographed and fingerprinted.

➢ This is especially important on PC ASAP releases and any other release that occurs shortly after an inmate is booked.

6.0 Citation/Release

6.1 The booking deputy will determine if the offense can be cited, as outlined in Department Policy 504.16 (Misdemeanor Citation and Release). If so, they will do the following:

6.1.1 Prepare the necessary forms for cite release per 853.6 PC.

6.1.2 Submit the booking file to the business office for completion of the booking paperwork, to include a computer inquiry for wants and warrants.
6.1.3 If the arrestee cannot be cited due to the nature of the offense, complete the booking procedure and submit the file to the Business Office for processing.

- The Business Office is responsible for making a computer inquiry for wants and warrants on all new bookings. This ensures that known warrants of arrest may be served or otherwise handled during the arrestee's incarceration.

7.0 Incomplete Bookings

7.1 The booking deputy(s) will handle incomplete bookings as follows:

7.1.1 Complete as much of the booking process as possible; keep all paperwork in the booking file and mark it "Incomplete Booking."

7.1.2 If the incomplete booking is not completed at the end of the shift, notify the oncoming shift so that shift may complete the booking.

7.1.3 Do not house an inmate who has an incomplete booking. Place the inmate in a temporary holding cell.

8.0 In-Transit Bookings

8.1 The booking deputy will identify the inmate as an In-Transit booking by labeling the Receiving Sheet “In-Transit Booking for (agency name)” and providing a Case/Warrant number.

9.0 Release Procedures

9.1 The Business Office will generate a list of inmates to be released and provide the rolled booking file (including money) to male or female release. Inmates will not be mixed (classification or gender) during the release process.

**NOTE:** If for any reason a court ordered release is to be delayed, the facts and circumstances will be relayed to the release supervisor and noted in the Supervisor's Pass-on Log.

9.2 Housing unit deputies will be notified of who is to be released by the release deputies.

**NOTE:** If the inmate to be released is in court holding, it is the responsibility of the release deputy to notify the transportation coordinator of the pending release.
9.2.2 The inmate will account for issued clothing and bedding and be sent or escorted to release.

9.3 Release will place the inmate in a release holding cell and given their clothing taken during the booking process. Once they are dressed, they will be interviewed, and their property will be verified in the following way.

- Place the items on top of work surface in the release area within full view of the overhead CCTV camera. This area is identified by a square on the work surface delineated by red tape. Deputies will verify their body positioning and that of the inmates does not obstruct the videotape recording of this process.
- Return the inmate’s money and have them sign for their property once it has been verified. Do not provide the bag of property until being walked to release elevator.

9.4 Organize all paperwork in the file per Department Policy 506.04 (Booking File Organization) and submit to a supervisor for approval.

9.5 The deputy releasing the inmate will escort the inmate to the release elevator, next to Central Control, and advise Central Control that the inmate is clear for release.

- If the inmate possessed a knife or other potential weapon, the release deputy will hand deliver the knife or other potential dangerous weapon to the lobby deputy, prior to releasing the inmate from the jail. Prior to the inmate receiving their property from the lobby deputy, (or from the Release deputy if there is no knife involved) the deputy will tell them not to open their property bag until they clear the jail lobby doors.
- At this time, the release deputy will cut or remove the wristband from the inmate’s wrist.

9.6 Once the inmate is released from RPDC, the release deputy will release the inmate from the JIMS computer.

9.7 The release deputy will submit the completed file to the Business Office to archive.

10.0 Release Transportation Methods

10.1 During the release process, all inmates who do not have transportation will be offered a Riverside Transit Agency (RTA) One Day Pass, Sun Bus One Day Pass, or a Greyhound Ticket.

10.2 If a Greyhound ticket purchase is necessary, it must be approved and completed by a supervisor. Refer to Department Policy 507.16 section 3.0 (Transportation for Indigent Releases) for additional information.
COIS BYRD DETENTION CENTER PROCEDURES MANUAL

TITLE: Intake/Release NUMBER: 504.10

Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.10 (Intake/Release) with the following procedural additions:

PROCEDURE

1.0 Intake

1.1 The Cois Byrd Detention Center does not house female inmates. All females booked into custody will be transferred to another facility for housing within a reasonable amount of time.

2.0 Release

2.1 After the inmate has been released, the release deputy will make the appropriate entries on the release log and place the file through the window back into the Business Office. Refer to Release Log / Voucher Tracking (504.10 attachment #1).

2.2 Upon release, an entry shall be made in the JIMS Taxi Voucher check out screen for ALL Taxi Vouchers generated.
<table>
<thead>
<tr>
<th>Inmate’s Name</th>
<th>Booking #</th>
<th>Housing Location</th>
<th>Charge</th>
<th>Type of Release</th>
<th>Money Amount</th>
<th>File rolled by (ID#)</th>
<th>Time R/O Notified</th>
<th>Time file picked up</th>
<th>Release Officer ID</th>
<th>Release Date/Time</th>
<th>Release Mode</th>
<th>Taxi Voucher Accepted/Refused</th>
<th>RTA Pass Accepted/Refused</th>
<th>Greyhound Accepted/Refused</th>
</tr>
</thead>
</table>

**RELEASE TYPE**
- Bail, Cite, 825, 849, CTRL Court Release, TS Time Served, HCLR Hold Cleared, FDRL Federal Release, RTOA Release To Other Agency

**RELEASE MODE**
- BV Bus Voucher, TV Taxi Voucher, PR Personal Ride

504.10 att.1
The Blythe Jail will follow and adhere to the guidelines outlined in Department Policy 504.10 (Intake and Release) with the following procedural additions:

PROCEDURE

NOTE: The Blythe Jail does not have a separate Business Office. All booking, release and register functions are conducted at the Blythe Jail intake / release desk.

1.0 Intake/Booking

1.1 All arrestees will be brought into the Blythe Jail through the rear sally-port.

2.0 Release

2.1 Inmates housed at the Blythe Jail that are due for release and who live outside the Blythe area should be transported from the Blythe Jail by the Indio Jail Transportation Unit the day before their scheduled release date. Transportation will be arraigned and coordinated between Blythe Jail Classification, Indio Jail Transportation and the Headcount Management Unit (HMU).

2.2 All other releases (citation, bail bond, 849 etc.) will be processed in a timely manner regardless of time of day or night. Upon Watch Commander approval, the released inmate shall be escorted to the Blythe Jail Lobby and allowed to leave or wait for personal transportation.

3.0 Release Transportation

3.1 Blythe jail will issue bus passes for inmates who need transportation regardless of funds. Refer to Department Policy 507.16 (Transportation for Indigent Inmates).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 504.11 (Specialty Housing) with the following procedural additions:

PROCEDURE

1.0 Medical Isolation

1.1 Dayroom G in Housing Units 15, 16 and 17 each have two cells which are negative air pressure cells.

1.2 Dayroom A in Housing Unit 8 has two negative air pressure cells (BCF1 & BCF2).

2.0 Disciplinary Housing

2.1 Housing Unit 14 has two designated disciplinary housing cells.

2.2 Dayroom G in Housing Units 15, 16 and 17 each have two cells which can be used for disciplinary housing.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.11 (Specialty Housing).
The Robert Presley Detention Center shall follow and adhere to the guideline outlined in Department Policy 504.11 (Specialty Housing) with the following procedural additions:

PROCEDURE

1.0 Disciplinary Diets

1.1 The Classification Unit will submit an RPDC Inmate Disciplinary Meal form (504.09r Attachment 1) to a Lieutenant or higher for approval.

1.1.1 The Classification Unit will hand deliver the Inmate Disciplinary Meal form to the food service manager for their records.

1.1.2 The classification deputy will enter instructions in the inmate’s classification notes, stating the start date and time, the stop date and time, and approving authority for the disciplinary diet. The classification deputy will notify the inmate’s housing unit of the pending disciplinary diet.

1.1.3 The food service manager shall confirm the disciplinary diet instructions by accessing the inmate’s classification notes in the JIMS computer and reviewing the “Disciplinary Housing Report.”
The Cois Byrd Detention Center will follow and adhere to Department Policy 504.11 (Specialty Housing) with the following procedural additions:

PROCEDURE

1.0 Medical Isolation

1.1 A-Pod Housing has two negative pressure cells. (AH07 and AH08)

2.0 Disciplinary Housing

2.1 E-Pod Housing has two designated disciplinary housing cells.

3.0 Inmates Housed in Disciplinary Housing

3.1 Inmates that receive Disciplinary Housing shall be rehoused by Classification staff only.

3.2 Classification staff shall ensure that a Safety Cell/Specialty Housing Log, RSD Form 531 a/b has been started and placed at the appropriate cell. Classification staff shall ensure that a supervisor has been notified and has signed the approval for placement.

3.3 At the completion of the Disciplinary Housing time, the inmate shall be re-housed by Classification staff only.

3.3.1 The completed Safety Cell/Specialty Housing Log shall be signed by a supervisor approving removal to include the date and time of removal.

3.3.2 Classification staff shall make a copy of the log, place the original in the Business Office for filing in the inmate booking file and place the copy in the archive book maintained in the Classification office.

3.3.3 The archived logs shall be collected for facility archiving once a month by a designated staff member.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 504.11 (Specialty Housing).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 504.12 (Juveniles, Booking and Detention) with the following procedural additions:

PROCEDURE

1.0 Inmate Found to be a Juvenile

1.1 Once a staff member obtains information or knowledge that an inmate currently housed within SCF is a juvenile, the staff member will immediately remove the inmate from the housing location and separate the inmate from all other inmates.

1.1.1 The inmate shall be housed alone in an intake holding cell.

1.2 A supervisor will be notified immediately. The supervisor will notify Classification of the situation. The Classification deputy will assist in the investigation of the inmate’s identity.

1.3 The supervisor will ensure the investigation is conducted to determine the inmate’s true identity. A supervisor shall evaluate the validity/authenticity of the documents received from an outside source. An investigation will be initiated to determine if in fact the inmate is a juvenile.

1.3.1 A staff member designated by a supervisor will interview the inmate in question and obtain all necessary demographic information including tattoos, scars, and other significant oddities that may assist in determining the identification of the individual.

1.3.2 The staff member will also obtain information as to the inmate’s parents and or guardian and how they can be contacted, such as, address and telephone number.

1.3.3 The staff member will contact the parent, family member, or guardian to verify whether the inmate in question is either an adult or a juvenile.

1.3.4 If determined to be a juvenile, the staff member will request that the parent or other family member provide a copy of the birth certificate or other documentation that certifies the inmate’s date of birth. A copy of the document provided for proof of age shall be copied and placed in the inmate’s file. Other resources available to aid in the determination of identification include:

- The California Identification System (Cal-ID)
- California Driver’s License or ID card
- Passport
- Birth certificate Records Management System (RMS)
- Out of state driver’s license or ID card
- Other official documents (INS records, school records, etc.)
1.3.5 The staff member should also check the RMS system for previous contacts, warrants, and identifying marks.
1.3.6 The staff member should contact Juvenile Hall and ask whether or not the inmate in question has previously been booked at juvenile hall. If the inmate has been booked, the staff member shall verify with Juvenile Hall as to the inmate’s actual date of birth.

2.0 Inmate Confirmed to be a Juvenile

2.1 When inmate has been determined to in fact be a juvenile the following steps shall be taken:

2.1.1 Prior to arraignment, the arresting agency shall be notified and the inmate will be released to the arresting agency for transportation to Juvenile Hall. The Business Office shall be responsible for correcting the booking record. Upon release, the booking record shall show that the release type was booked in error (ERRO.)

2.1.2 After arraignment, the inmate shall be released to other agency (RTOA) and the Sheriff’s Department will transport the inmate to Juvenile Hall. The Business Office shall be responsible for correcting the booking record. Upon release, the booking record shall show that the release type was RTOA.

2.1.3 The Business Office Court Liaison officer shall notify Riverside Consolidated Court of the inmate’s status as a juvenile.

3.0 Inmate’s Identity Cannot be Confirmed

3.1 The inmate will remain housed (alone) until they are arraigned.

3.2 The Business Office court liaison person shall notify the arraignment court of the possibility the inmate is a juvenile.

3.3 Line staff shall notify Transportation deputies of the possibility the inmate is a juvenile.

3.4 If the court rules the inmate is not a juvenile, the inmate will be rehoused to general population.

4.0 Documentation

4.1 The Intake sergeant or other appropriate supervisor shall be responsible for documenting the incident and a copy of the memorandum shall be placed in the inmate’s file along with the proof of identity.

4.2 Intake Sergeant or another appropriate supervisor shall document the incident on the Supervisor’s Pass-on Log.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.12 (Juveniles, Booking and Detention) with the following procedural additions:

PROCEDURE

1.0 Criteria/Verification of Paperwork

1.1 Arrangements to house a juvenile in the John Benoit Detention Center shall only take place between 0800 and 1700, Monday through Friday.

1.2 Before bringing the juvenile to the John Benoit Detention Center, the juvenile authority shall make arrangements to bring all documentation to the jail to be reviewed by the facility commander or his/her designee. The juvenile will not be allowed into the facility until the below related paperwork is received and the commander or designee consents to the juvenile's entry.

1.3 The documentation presented by the juvenile authority shall, at a minimum, contain the following:

1.3.1 Documentation that the juvenile is 16 years or older.
1.3.2 Documentation that a criminal complaint has been filed.
1.3.3 Copy of the criminal report by the investigating agency. The crime alleged to have been committed must be contained within Section 667.5 PC or Section 871(b) WIC.

- 667.5 PC lists specific violent felonies.
- 871(b) WIC refers to juveniles who have used violence in escaping from juvenile detention facilities.

1.3.4 Minute order from the superior court indicating the juvenile has had an “Edsel P” and 707.1 WIC hearing ("fitness" hearing) and may be delivered to the custody of the sheriff, pending further proceedings.

1.3.5 Statement from the juvenile authorities giving the reason(s) the juvenile needs to be confined in an adult facility.

1.4 Reasons for not accepting custody of the juvenile include, but are not limited to:

1.4.1 Incomplete documentation as required in section 1.3
1.4.2 The juvenile requires urgent medical care.
1.4.3 Need for prolonged medical care where the juvenile is immobile.
1.4.4 Need to house the juvenile in a single cell because of special classification needs when no single cells are available at the jail.

1.5 The facility commander, or his/her designee, shall review the documentation and related factors to make a determination if the juvenile will be booked into the adult
When a juvenile is rejected for booking, the facility commander will prepare a written response to the juvenile authority and the division chief (corrections), within 24 hours, specifying the reason(s) for the rejection.

2.0 Booking

2.1 If the juvenile is accepted for booking by the jail commander's designee. That designee shall notify the commander of the booking by memorandum.

2.2 If the juvenile is accepted for booking, the watch commander shall note the booking in the pass-on log.

2.3 Assigned clothing and classification will differ as follows:

   2.3.1 “ID” Wristband: Juveniles shall be issued red wristbands.
   2.3.2 Clothing: Juveniles shall be issued undershorts, T-shirt, socks, yellow jumpsuit, and sandals.
   2.3.3 Classification: Juvenile inmates shall be classified considering the criteria of age, maturity, and potential vulnerability as well as the safety of other inmates and staff.

3.0 Juveniles Booked in Error

3.1 If an inmate has been booked into the jail and is later identified as a juvenile, he/she must be isolated from adult inmates immediately.

3.2 The on-duty supervisor is to be informed as soon as a juvenile has been identified. A memorandum will be submitted to the facility commander, outlining all the facts and the action taken.

4.0 Juveniles Tried as Adults

4.1 If a juvenile is to be tried as an adult, court paperwork will state the inmate is “fit and to be tried as an adult.” The juvenile will be given a booking number and will then be entitled to bail.

4.2 The juvenile and their personal property will remain at Juvenile Hall.

4.3 Juvenile Hall will complete a receiving sheet and fax it, along with all court paperwork, to the business office who will contact the classification unit for processing.

4.4 The classification deputy will enter the inmate’s information into J.I.M.S and provide a booking number to Juvenile Hall. The classification deputy will enter the housing location as “IJUV” to indicate Indio Juvenile Hall.

4.5 Business office staff will begin a file for the inmate and keep all relevant paperwork.
4.6 The John Benoit Detention Center will only maintain the booking file. In the event the juvenile decides to bail, the business office will process the release.

4.7 Business office personnel will only accept a bail bond or cash bail after contacting Juvenile Hall and receiving a fax copy of any updated court paperwork/bail information. If the bail bond is approved, Juvenile Hall will be contacted and advised the release procedure is completed and the inmate may be released.

4.8 Business office personnel will audit all juvenile inmate files once a week. This includes contacting Juvenile Hall for updates on the inmate status.

4.9 Juvenile Hall will notify the classification coordinator if a juvenile inmate is sentenced to state prison. The classification officer will notify RPDC business office personnel of the inmate transfer and send the file to RPDC. They will close out the file. Indio Juvenile Hall will transport the inmate to Riverside Juvenile Hall and will make the arrangements for transport to state prison.

5.0 Housing

5.1 Juvenile inmates will not be housed with adult inmates at any time.

5.2 All juveniles shall be housed alone in a cell, or with other juveniles of the same gender.

5.3 Juveniles shall be visually checked every thirty minutes and the check shall be noted on the housing unit security log.

5.4 Juveniles shall be allotted dayroom/shower time in the same manner as any other inmate.

5.5 Housing unit officers shall attempt to limit juvenile exposure to adult inmates. For example, by closing observation hatches on the juvenile’s cell when moving large groups of inmates by the cell (for instance during morning court movement).

6.0 Visiting

6.1 Visiting shall be consistent with current procedure.

7.0 Recreation

7.1 Recreation shall be consistent with current procedures.

8.0 Sick Call

8.1 Sick call shall be consistent with current practice.

9.0 Billing

9.1 It shall be the responsibility of the business office to track the number of days a juvenile is housed in the jail.
9.2 The business office shall calculate the bill to be presented to the Riverside County Probation Department for housing juveniles, at a rate set by the Sheriff's Department.

9.3 The sheriff's accounting and finance bureau, after receipt of the billing information form the John Benoit Detention Center shall do the actual presentation of the billing to the probation department.

10.0 Release

10.1 A parent or guardian will be notified prior to the release of a minor.

10.2 A minor’s personal clothing and property will be returned to the minor or the parents/guardian upon the minor’s release or consent.
PROCEDURE

1.0 Criteria/Verification of Required Paperwork

1.1 Arrangements to house a juvenile at RPDC shall only take place during the hours between 0800 and 1700, Monday through Friday.

1.2 Before bringing the juvenile to RPDC, the juvenile authority shall make arrangements to bring all documentation to the jail to be reviewed by the facility commander or their designee. The juvenile will not be allowed into the facility until the below related paperwork is received and the commander or designee consents to the juvenile's entry.

1.3 The documentation presented by the juvenile authority shall, at a minimum, contain the following:

1.3.1 Documentation that the juvenile is 16 years or older.
1.3.2 Documentation that a criminal complaint has been filed (Juvenile Court Minute Order.)
1.3.3 A copy of the criminal report by the investigating agency. The crime alleged to have been committed must be contained within Section 667.5 PC or Section 871(b) WIC.

- 667.5 PC lists specific violent felonies.
- 871(b) WIC refers to juveniles who have used violence in escaping from juvenile detention facilities.

1.3.4 Minute Order from the Superior Court indicating the juvenile has had an Edsel P® and 707.1 WIC hearing ("fitness" hearing) and may be delivered to the custody of the Sheriff, pending further proceedings.
1.3.5 Statement from the juvenile authorities stating the reason(s) the juvenile needs to be confined in an adult facility.

1.4 Reasons for not accepting custody of the juvenile include, but are not limited to:

1.4.1 Incomplete documentation as required.
1.4.2 The juvenile needs urgent medical care.
1.4.3 Need for prolonged medical care where the juvenile is immobile.
1.4.6 The facility commander, or their designee, shall review the documentation and related factors to make a determination if the juvenile will be booked into the adult facility or refused.
1.4.7 When a juvenile is rejected for booking, the facility Commander will prepare a written response to the juvenile authority and the Division Chief Deputy, within 24 hours, specifying the reason(s) for the rejection.

2.0 Booking/Housing

2.1 If the juvenile is accepted for booking and housing by the jail commander's designee. That designee shall notify the commander of the booking by memorandum.

2.2 If the juvenile is accepted for booking and housing, the watch commander shall note the booking in the Supervisor’s Pass-on Log.

2.3 Juveniles shall be booked consistent with current procedures. Assigned clothing and classification will differ as follows:

2.3.1 Wristband: Juveniles will be issued red wristbands.
2.3.2 Clothing: Juveniles shall be issued undershorts, T-shirt, socks, yellow jumpsuit, and sandals.
2.3.3 Classification: Juvenile inmates shall be classified considering the criteria of age, maturity and potential vulnerability as well as the safety of other inmates and staff.

2.4 If a juvenile is to be tried as an adult, but housed at Juvenile Hall, the court paperwork will state the inmate is “unfit to be tried as a juvenile.” The juvenile will be given a booking number and will then be entitled to bail.

2.4.1 Juvenile Hall will fax the RPDC Business Office a court order stating that the juvenile is unfit to stand trial in Juvenile Court and is remanded to Riverside Superior Court to be tried as an adult (this paperwork should have a court date and a bail). They will also fax a copy of a Riverside County receiving sheet, completely filled out.

- According to proposition 21, “direct filing” can be done on juveniles to try them as adults. In the case of a direct filing, the court paperwork will indicate the court date and bail. Juvenile Hall will fax a receiving sheet, court paperwork, and memo (attachment #1) stating the charges and bail of the inmate to the RPDC Business Office. Once this information is received, the Juvenile will be given a booking number and will then be entitled to bail.
- On all direct filings, a copy of the faxed memo and receiving sheet from Juvenile Hall will be given to the Business Office lieutenant.

2.4.2 This paperwork will be given to the staff member assigned to the JIMS computer in the RPDC Business Office to complete the booking.

- The JIMS staff member will act as the booking desk, giving a booking number. The inmate will be booked with no money, no property, and no clothing.
- The JIMS staff member will then finish the booking as an unsentenced
court commitment.
- The JIMS staff member will then act as Classification and assign a cell of JVM1.

2.4.3 The JIMS staff member will call Juvenile Hall and give them the inmate’s Riverside County Jail booking number.
2.4.4 The file will then be filed under “Juveniles” in the file tier.
2.4.5 The juvenile and their property, clothing, and money will remain at Juvenile Hall.
2.4.6 Once the booking is completed, the on-duty Business Office sergeant will log the following information onto the RPDC supervisor activity log, which is located on the computer file server “G” drive:
- Inmates name, booking number, charges, and housing location.

3.0 Release from Custody

3.1 Release of a juvenile, who is physically housed at RPDC. The Business Office will handle the file as any other release in accordance with procedure 504.10 (intake/release). The Business Office will handle all bail in accordance with procedure 506.01 (accepting bail, processing bail bonds, bail & fine).

3.2 Release of a juvenile, who is physically housed at Juvenile Hall. The Business Office will handle the file as any other release in accordance with RPDC procedure 504.10 (Intake/Release) with the following exceptions.

3.2.1 The Business Office “Breakdown” person will notify an on-duty floor sergeant of the need to release an inmate who is housed at Juvenile Hall.
3.2.2 The floor sergeant will review the file to verify the release is valid, then will give it to a release deputy to process.
3.2.3 The release deputy will contact Juvenile Hall and advise of the pending release.
3.2.4 The release deputy will transport the file to Juvenile Hall and obtain a thumbprint, photo, and signatures for the file, prior to the juvenile being released.
3.2.5 The release deputy will return the release file to the RPDC Business Office.

- Direct filings are the only exception to the above release procedure as there is the possibility of returning the case to juvenile court. If a case is returned to juvenile court, Juvenile Hall will fax a memo (attachment #1) to the RPDC Business Office indicating the booking number of the inmate.
- The employee assigned to the breakdown desk will make a copy of the memo and give it to the Business Office lieutenant and place a copy in the inmates file.
- The breakdown employee will bring the file to the on-duty Business Office for verification. Once verified the Business Office supervisor will direct the employee assigned to the breakdown desk to close out the booking number.
- After the booking number is closed out, the breakdown employee will give the file to the Business Office supervisor to verify and sign. Once signed
and closed out, the file will be sent to Sheriff’s Records.

4.0 Classification

4.1 Classification staff with the approval of the Classification Lieutenant using the following guidelines will determine housing assignments:

4.2 Juvenile inmates will not be housed with adult inmates at any time.

4.3 All juveniles shall be housed alone in a cell, or with other juveniles of the same gender.

4.4 Juveniles shall be visually checked every thirty minutes and the check shall be noted on the housing unit security log.

4.4.1 Juveniles shall be allotted dayroom/shower time in the same manner as any other inmate.

5.0 Management of Juveniles

5.1 Visiting shall be consistent with current procedure.

5.2 Recreation shall be consistent with current procedures.

5.3 Sick call shall be consistent with current practice.

6.0 Billing

6.1 It shall be the responsibility of the business office to track the number of days a juvenile is housed in the jail.

6.2 This will be billed to the probation department, at a rate set by the Sheriff’s Department.

6.3 The actual billing will be accomplished by Sheriff’s Accounting and Finance, after receipt of the billing information from the RPDC.

7.0 Inmate Found to be a Juvenile

7.1 Once a staff member obtains information or knowledge that an inmate currently housed within RPDC is a juvenile, the staff member will immediately remove the inmate from the housing location and separate the inmate from all other inmates.

7.2 A supervisor will be notified immediately.

7.3 The supervisor will verify the investigation is conducted to determine the inmate’s true identity. A supervisor shall evaluate the validity/authenticity of the documents received from an outside source. An investigation will be initiated to determine if in fact the inmate is a juvenile.
7.3.1 A staff member designated by a supervisor will interview the inmate in question and obtain all necessary demographic information including tattoos, scars, and other significant oddities that may assist in determining the identification of the individual.

7.3.2 The staff member will also obtain information as to the inmate’s parents and or guardian and how they can be contacted such as address and telephone number.

7.3.3 The staff member will contact the parent, family member, or guardian to verify whether or not the inmate in question is either an adult or a juvenile.

- If determined to be a juvenile, the staff member will request that the parent or other family member provide a copy of the birth certificate or other documentation that certifies the inmate’s date of birth. A copy of the document provided for proof of age shall be copied and placed in the inmate’s file. Other resources available to aid in the determination of identification include:
  - Records Management System (RMS)
  - Out of state driver’s license or OD card
  - Other official documents (INS records, school records, etc.)

7.3.4 The staff member should also check the RMS system for previous contacts, warrants, and identifying marks.

7.3.5 The staff member should contact Juvenile Hall and ask whether or not the inmate in question has previously been booked at juvenile hall. If the inmate has been booked, the staff member shall verify with Juvenile Hall as to the inmate’s actual date of birth.

7.4 When inmate has been determined to in fact be a juvenile the following steps shall be taken:

7.4.1 Refer to Department Policy 504.12 (Juveniles, Booking and Detention).

7.5 The Intake sergeant or other appropriate supervisor shall be responsible for documenting the incident and a copy of the memorandum shall be placed in the inmate’s file along with the proof.

7.6 Intake Sergeant or other appropriate supervisor shall document the incident on the Supervisor’s Pass-on Log.
PROCEDURE

1.0 Inmate Found to be a Juvenile

1.1 Once a staff member obtains information or knowledge that an inmate currently housed within CBDC is a juvenile, the staff member will immediately remove the inmate from the housing location and separate the inmate from all other inmates.

1.2 A supervisor will be notified immediately.

1.3 The supervisor will ensure an investigation is conducted to determine the inmate’s true identity and, if in fact, the inmate is a juvenile. A supervisor shall evaluate the validity/authenticity of any documents received from an outside source.

- A staff member designated by a supervisor will interview the inmate in question and obtain all necessary demographic information including tattoos, scars, and other significant oddities that may assist in determining the identification of the individual.
- The staff member will also obtain information as to the inmate’s parents and/or guardian and how they can be contacted, such as address and telephone number.
- The staff member will contact the parent, family member, or guardian to verify whether or not the inmate in question is either an adult or a juvenile.
- If determined to be a juvenile, the staff member will request that the parent or other family member provide a copy of the birth certificate or other documentation that certifies the inmate’s date of birth. A copy of the document provided for proof of age shall be copied and placed in the inmate’s file. Other resources available to aid in the determination of identification include:
  - The California Identification System (Cal-ID)
  - California Driver’s License or ID card
  - Passport
  - Birth certificate
  - Records Management System (RMS)
  - Out of state driver’s license or ID card
  - Other official documents (INS records, school records, etc.)

- The staff member should also check the RMS system for previous contacts, warrants, and identifying marks.
- The staff member should contact Juvenile Hall and ask whether the inmate in question has previously been booked at Juvenile Hall. If the inmate has been booked, the staff member shall verify the inmate’s actual date of birth with Juvenile Hall.
Once it has been determined that the inmate is a juvenile, the following steps shall be taken:

- If prior to arraignment, the arresting agency shall be notified, and the inmate will be released to the arresting agency for transportation to Juvenile Hall. The Business Office shall be responsible for correcting the booking record. Upon release, the booking record shall show that the release type was booked in error (ERRO.)
- If after arraignment, the inmate shall be released to other agency (RTOA) and the Sheriff’s Department will transport the inmate to Juvenile Hall. The Business Office shall be responsible for correcting the booking record. Upon release, the booking record shall show that the release type was RTOA.
- The Business Office Court Liaison officer shall notify Riverside Consolidated Court of the inmate’s status as a juvenile.

The Intake Sergeant or other appropriate supervisor shall be responsible for documenting the incident and a copy of the memorandum shall be placed in the inmate’s file along with the proof.

Intake Sergeant or another appropriate supervisor shall document the incident on the Supervisor’s Pass-On Log.

## 2.0 Juveniles In-Absentia Bookings

2.1 If a juvenile is to be tried as an adult, but housed at Juvenile Hall, the court paperwork will state the inmate is “unfit to be tried as a juvenile.” The juvenile will be given a booking number and will then be entitled to bail.

2.2 Juvenile Hall will fax the CBDC Business Office a court order stating that the juvenile is unfit to stand trial in Juvenile Court and is remanded to Riverside Superior Court to be tried as an adult (this paperwork should have a court date and a bail). They will also fill out a Riverside County receiving sheet and fax it to the CBDC Business Office when the juvenile is available for booking.

2.3 A juvenile may also be tried as an adult if the District Attorney’s Office requests a direct filing. According to proposition 21, “direct filing” can be done on juveniles to try them as adults. In the case of a direct filing, Juvenile Hall will fax a receiving sheet, court minute order, and memorandum (504.08s attachment #1) stating that Juvenile Hall is requesting a booking number for transportation and bail.

2.4 In either case, the Business Office Supervisor will notify the Intake Sergeant that a juvenile is awaiting booking and give them the receiving sheet, court order or minutes (if applicable), and memorandum.

2.5 After receiving the paperwork, the Intake Sergeant will assign a staff member to complete the JIMS portion of the booking and take the paperwork to Juvenile Hall.

**Note:** The juvenile will be booked with no money, no property, and no clothing. “Juvenile In-absentia” will be noted on the comments section of the booking paperwork.
2.6 After using the information on the receiving sheet to confirm the juvenile’s identity, the intake deputy will obtain all required signatures and an intake thumbprint on the booking paperwork.

2.7 The intake deputy will interview the juvenile and complete any information that is missing on the receiving sheet.

2.8 After returning to the facility, the intake deputy will add the new information from the receiving sheet into the JIMS system and print his/her name on the booking officer portion of the receiving sheet.

2.9 The booking officer will advise the Intake Sergeant that the booking was completed and give the booking file the Business Office.

2.10 Once the booking is completed, the Intake Sergeant will log the following information onto the Supervisor’s Pass-On Log, which is located on the G drive of the computer:

- Inmate’s name, booking number, charges, and housing location.

2.11 The assigned Business Office staff member will finish the booking as an unsentenced court commitment.

2.12 The assigned Business Office staff member will assign a cell of JSWM (males) or JSWF (females) in the JIMS system.

**Note:** The juvenile will be housed at Juvenile Hall *NOT* at Cois Byrd Detention Center. Assigning a cell in the JIMS computer is for tracking purposes only.

2.13 The Business Office staff member will call Juvenile Hall and give them the inmate’s Riverside County Jail booking number.

2.14 The file will then be filed under “Juveniles” in the file tier.

3.0 Release of a Juvenile: Who is Physically Housed at Juvenile Hall

3.1 The Business Office will prepare the file as any other release in accordance with Department Policy and Facility Procedure 504.10 (Intake/Release) with the following exceptions:

- The Business Office staff member assigned to breakdown will notify the Intake Sergeant of the need to release an inmate who is housed at Juvenile Hall.
- The Intake Sergeant will review the file to ensure the release is valid and give it to the Release Deputy.
- The Release Deputy will contact Juvenile Hall and advise of the pending release.
- The Release Deputy will go to Juvenile Hall and complete the file.
- After obtaining a release thumbprint and signatures for the file, the Release Deputy will verify the juvenile’s identity by comparing the intake and release thumbprints, the likeness of booking photo to the juvenile, intake and release signatures as well as polling the juvenile using the information listed on the
Upon return to the facility, the Release Deputy will give the completed file to the Intake Sergeant.

After verifying the juvenile’s identity and insuring the file is complete, the Intake Sergeant will sign the file, tell the Release Deputy to contact the Juvenile Hall and advise them that the juvenile is cleared for release.

While completing the notification, the Release Deputy will log onto the JIMS system, check out the inmate in the computer and give the file to the Business Office.

3.2 Direct filings are the only exception to the above release procedure as there is the possibility of returning the case to juvenile court. If a case is returned to juvenile court, Juvenile Hall will fax a memorandum (504.08s attachment #1) with the appropriate box marked to the CBDC Business Office indicating the booking number of the inmate.

3.3 After receiving the fax, the employee assigned to the breakdown desk will bring the file to the on-duty Business Office Supervisor for verification. Once verified, the Business Office Supervisor will direct the breakdown employee to final release the booking number as an RTOA (release to other agency).

3.4 After the booking number is final released, the breakdown employee will give the file to the Business Office supervisor to verify and sign. Once signed, the staff member assigned to breakdown/rollup will check out the inmate in JIMS and retain and/or image the file per policy.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 504.12 (Juveniles, Booking and Detention).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 504.13 (Juvenile Warrants, Adult Arrest).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.13 (Juveniles Warrants, Adult Arrest).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.13 (Juvenile Warrants, Adult Arrest) with the following procedural additions:

PROCEDURE

1.0 Business Office

1.1 Business office staff will notify Juvenile Hall when an adult is in custody for a juvenile warrant and fax a copy of the warrant to Juvenile Hall.

1.2 The inmate will be scheduled for juvenile court.

1.3 RPDC Transportation will transport the inmate to juvenile court for scheduled appearances.

2.0 Juvenile Court

2.1 Juvenile court misdemeanor warrants will be handled the same as Riverside County Consolidated Court warrants.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.13 (Juvenile Warrants, Adult Arrest).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 504.13 (Juvenile Warrants, Adult Arrest) with the following procedural additions:

PROCEDURE

1.0 Intake

1.1 If no Business Office staff member is on duty, it will be the responsibility of the staff member assigned to the “desk” position to make proper notification to Juvenile Probation an adult is in custody for a Riverside County juvenile warrant, so a verified court date can be arranged. The “Desk” Deputy will also be responsible for updating all subsequent JIMS and/or court information.

2.0 Release

2.1 If an adult in custody on a Riverside County juvenile warrant is to be released other than time served, Business Office and/or “Desk” Deputy will contact the appropriate Juvenile Probation Detention Intake. They will be given the opportunity to pick up the inmate or provide citation information prior to release from custody.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 504.14 (Line-ups) with the following procedural additions:

PROCEDURE

1.0 Coordinating Line-ups

1.1 The Larry D. Smith Correctional Facility does not currently have proper facilities to conduct inmate line-ups.

1.2 Classification shall coordinate requests for inmate line-ups, and arrange for transportation to facilities capable of conducting line-ups.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.14 (Line-ups) with the following procedural additions:

PROCEDURE

1.0 Selection of Inmates

1.1 A designated staff member will assist the investigating officer with the selection of inmates who are similar to the suspect in matters of:

1.1.1 Sex
1.1.2 Race/Nationality
1.1.3 Height
1.1.4 Weight
1.1.5 Age
1.1.6 Whenever possible, each prisoner should wear similar clothing.
1.1.7 The jail information management (JIMS) system computer system may be used to assist in the selection of line-up participants.

1.2 Inmates who are not the suspect in the case shall not be required to participate in the line-up process. Once an inmate agrees to participate in the process, however, any obstruction by them of the process may warrant disciplinary action.

1.3 Except for the In-Custody Line-Up Form, the investigating officer shall provide all forms necessary to complete and document a line-up.
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.14 (Line-ups) with the following procedural additions:

PROCEDURE

1.0 In Custody Line-Ups

1.1 When a request for an in-custody line-up is received; the call will be directed to the on-duty floor operations supervisor.

1.2 The on-duty supervisor will select a staff member to select inmates from the jail population to participate in the lineup process. They will conduct all lineups at RPDC on the 7th floor.

1.3 Before starting the lineup process, the staff member should contact the investigating officer to decide the number of inmates needed for the lineup (the usual number is 6). Classification should be contacted, and a line up inquiry requested, to help with the selection of inmates.

1.4 Once the staff member has obtained the lineup inquiry, they should select those inmates who meet the following physical appearances of the suspected inmate:

   1.4.1 same sex
   1.4.2 race/nationality
   1.4.3 height (+ or - 2 inches)
   1.4.4 weight (+ or - 50 lbs.)

1.5 Each inmate should dress in the same clothing (preferably a jail issued jumpsuit)

1.6 The inmate (in question) has no right to refuse to participate in a line up (California Attorney General Opinion). If the inmate (in question) refuses to participate in a line up; disciplinary action will be taken.

1.7 The inmates may be asked to speak, walk, turn, assume a stance or a gesture, or don certain clothing. A refusal to do any of the mentioned actions will result in disciplinary action.

2.0 During the Line-up Process

2.1 It will be the responsibility of the investigating officer to read a line up waiver to the inmate:

2.2 The assigned staff member will give the investigator’s instructions to the inmates.

2.3 Inmates selected to participate in the lineup will be escorted to the 7th floor line up room. Security and classification procedures will be in effect during this process.
2.4 Before entering the lineup room, it will be the responsibility of the staff member conducting the line up to have the inmates sign the forms pertaining to the line up from the investigator. These forms will be returned to the investigator, and no copies shall be kept on file within the jail.

3.0 Documentation

3.1 After the completion of the lineup, the staff member conducting the lineup will submit an In-Custody Line Up Form (P504.14 Attachment 1) to the shift sergeant for review. After the sergeant’s review, the original form shall be given to the investigating officer and a copy will be placed in the subject inmate’s booking file.

4.0 Notifications

4.1 It will be the responsibility of the investigating officer to inform the witnesses of the procedure of the lineup. It will also be the responsibility of the investigating officer to contact the inmate’s attorney.
Line-ups are not conducted at the Cois Byrd Detention Center (CBDC). When an inmate housed at CBDC is needed for a line-up, Classification will make the necessary arrangements.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 504.14 (Line-ups) with the following procedural additions:

PROCEDURE

1.0 Inmate Participation

1.1 The watch commander shall designate a staff member to select prisoners from the jail population to participate in a line-up.

1.2 The designated staff member shall select the requested number of inmates who are similar to the suspect in matters of:

   1.2.1 Sex
   1.2.2 Race/Nationality
   1.2.3 Height
   1.2.4 Weight
   1.2.5 Age

   1.2.6 Whenever possible, each prisoner should wear similar clothing
   1.2.7 The jail information management (JIMS) system computer system may be used to assist in the selection of line-up participants.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 504.15 (Military AWOL).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.15 (Military AWOL (Absent Without Leave).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.15 (Military AWOL) with the following procedural additions:

PROCEDURE

1.0 Booking AWOL Holds

1.1 When booking AWOL holds in the JIMS computer, list “Other Hold” on the Hold screen.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.15 (Military AWOL) with the following procedural additions:

PROCEDURE

1.0 Military AWOL

1.1 Cois Byrd Detention Center will book and/or hold an arrestee who is charged with military desertion or AWOL, based on the Uniform Code of Military Justice, Article 86.

1.2 A hold can be placed on an inmate in custody on criminal charges.

1.3 There are no specific time constraints on inmates held on Military Holds; however, due to overcrowding at CBDC, the military division should be contacted to expedite the pick-up.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 504.15 (Military AWOL).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 504.16 (Misdemeanor Citation and Release) with the following procedural additions:

PROCEDURE

1.0 Routing Process - Agency Citations 853.6 PC Citations “On View”

   1.1 Following the inmate's release, the remaining copies will be placed in the business office at the front reception desk.

       1.1.1 An employee assigned to the Business Office will place the citations in an envelope and forward them to the appropriate agency via USPS or Inter-Departmental Mail.

       1.1.2 Some agencies have arrangements to pick their citations up twice a week from the front desk in the Business Office.

2.0 Routing Process - 853.6 PC Citations “Warrants”

   2.1 Riverside County Warrants: The Shift Coordinator (BO) will place the remaining copies of the citation in an envelope addressed to the appropriate local court. At the end of each shift, the Shift Coordinator will take the envelopes to the business office front reception desk and place the envelope in the appropriate tray for distribution to the courts.

   2.2 Out of County Warrants: The Shift Coordinator and/or assigned staff member, will place the remaining copies of the citation in an envelope addressed to the court of jurisdiction. At the end of each shift, the Shift Coordinator and/or assigned staff member, will take the envelopes to the business office front reception desk, and place the envelope in the appropriate tray for mail distribution to the out of county locations.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.16 (Misdemeanor Citation and Release).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.16 (Misdemeanor Citation and Release).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.16 (Misdemeanor Citation and Release).
The Blythe jail shall follow and adhere to the guidelines outlined in Department Policy 504.26 (Misdemeanor Citation and Release) with the following procedural additions:

PROCEDURE

1.0 Intake

1.1 It will be the responsibility of jail personnel assigned to the “Desk” position to ensure all required citations are properly filled out by the arresting agency prior to the intake of an arrestee that is to be cite released.

1.2 If jail personnel locate a citable misdemeanor warrant while conducting a CLETS inquiry during the booking process, it will be the responsibility of jail personnel assigned to the “Desk” position to fill out the citation.

2.0 Release

2.1 It will be the responsibility of jail personnel assigned to the “Desk” position to ensure all warrants have been filled out for each citable warrant and/or case while processing an inmate for release.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 504.17 (Own Recognizance Process) with the following procedural additions:

**PROCEDURE**

1.0 OR Interviews

1.1 At the conclusion of the normal intake process, the yellow copy of the receiving sheet shall be placed in the OR mailbox at 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 the same mailbox.

1.2 OR interviews will normally be conducted in the OR booths at Intake. Pre-Trial Services Investigators will generally provide a list of inmates to be interviewed to the Desk One deputy upon their arrival. Interviews normally begin about 0800 hours, Monday through Friday.

1.3 Due to the time constraints of the court system, interviewing of inmates for an OR interview will, absent an emergency, have priority over other jail functions such as recreation, or visiting.

1.4 The Pre-Trial Services unit operates under priorities established by the courts. For that reason, the OR unit will specify the order in which inmates are interviewed. Priority will normally be given to those inmates for whom an interview has been ordered by the court.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.17 (Own Recognizance Process).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.17 (Own Recognizance Process) with the following procedural additions:

PROCEDURE

1.0 OR Interviews

1.1 OR interviews for inmates, pending housing, will be conducted in the OR booths located in the basement at Male Intake. OR interviews for housed inmates will be conducted in available housing unit attorney booths or available OR booths.

1.2 Due to the time constraints of the court system, the pulling of inmates for an OR interview will, absent an emergency, have priority over other jail functions such as recreation, visiting, or sick call.

2.0 Pre-Trial Services

2.1 The Pre-Trial Services Investigators will generally provide a list of inmates to be interviewed to the Male Intake Desk Three officer by about 0800 hours, Monday through Friday.

2.2 The Pre-Trial Services unit operates under priorities established by the courts. For that reason, the OR unit will specify the order in which inmates are interviewed. Priority will normally be given to those inmates for whom an interview has been ordered by the court.

3.0 Intake Desk Three Deputy

3.1. The Desk Three officer, or staff working under their direction, will move the inmates from the holding cells to the OR booths. The moving of inmates is not a function of OR investigators.

3.2 The Desk Three officer is also responsible for verifying the inmates of different classifications are separated from each other.

3.3 Male inmates can be placed in the OR booths and holding Cell 5 if necessary. An effort should be made not to tie up too many intake cells.

3.4 Female inmates will be interviewed at female intake OR booths.

3.5 Inmates should not be held in the OR booth for more than one hour without having the opportunity to use a toilet.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.17 (Own Recognizance Process) with the following procedural additions:

PROCEDURE

1.0 Notification to Pretrial Services Investigators

1.1 At the conclusion of the normal intake process, the yellow copy of the receiving sheet shall be placed into the O.R. tray in intake. The Pretrial Services Investigators (O.R. Clerks) will collect these sheets and prioritize those inmates needing to be interviewed.

2.0 O.R. Release Interview Location

2.1 O.R. release interviews will only be conducted in the O.R. booths located in the male intake section of the facility. At the discretion of the housing supervisor, locations for these inmate interviews may be temporarily changed to facilitate the orderly running of the facility.

3.0 O.R. Release Interviews

3.1 Due to the time constraints of the court system, the pulling of inmates for an O.R. interview will, absent an emergency, have priority over other jail functions such as recreation, visiting or sick call.

3.2 Pretrial Services Investigators work within the priorities set by the courts; therefore, they will specify the order in which inmates are interviewed. Priority will normally be given to those inmates for whom an interview has been ordered by the court.

3.3 Each morning, the Pretrial Services Investigator will provide a copy of their O.R. interview list to the Intake Desk One deputy.

4.0 Inmate Movement

4.1 Intake Desk One, who will be responsible for coordinating the movement of housed inmates to the interview booths, will contact the housing units with names of inmates who need to be interviewed.

4.2 The movement of inmates to and from the O.R. interview booths is not the responsibility of the Pretrial Services Investigators. Only custody staff will move inmates.

4.3 Designated custody staff are responsible for moving inmates to the designated holding cells or interview booths at Intake.
- Intake and/or release cells may be used to stage inmates waiting to be interviewed. However, an effort must be made to use as minimal a number of cells as possible.
- Inmate’s classification status shall be taken into consideration when placed in the holding cells with other inmates waiting to be interviewed.
- Female inmates being interviewed for O.R. release, shall be moved separately from male inmates.

4.4 Custody staff shall ensure that no inmate(s) are held in any of the O.R. Interview booths for a period of time exceeding one hour without being given the opportunity to use toilet facilities.

5.0 Administrative Custody Inmates

5.1 Inmates housed in Administrative Housing shall be interviewed in the O.R. interview booths at Intake. At the discretion of the housing supervisor, inmates housed in Administrative Housing may be interviewed in an alternate location to facilitate the orderly running of the institution.

- If interviewed in a “unsecured location,” custody staff will stand by while the Pretrial Services Investigator conducts the interview.

5.2 Inmates housed in Administrative Housing shall be handcuffed at all times when being removed from their housing unit to be interviewed and shall remain secured in that manner during the interview.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 504.17 (Own Recognizance Process).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 504.18 (Out of County Warrants).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.18 (Out of County Warrants).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.18 (Out of County Warrants).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.18 (Out of County Warrants).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 504.18 (Out of County Warrants).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 504.19 (Property Boxes) with the following procedural additions:

PROCEDURE

1.0 Issuing of Property Boxes

1.1 Inmates assigned to the Residential Substance Abuse Treatment (RSAT) Program are allowed two property boxes.

1.1.1 The second box shall be used solely for RSAT related materials. If the inmate withdraws or is removed from the program, all RSAT material and the box will be confiscated from the inmate.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.19 (Property Boxes).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.19 (Property Boxes) with the following procedural additions:

PROCEDURE

1.0 Property Boxes

   1.1 Property boxes will be open for inspection by correction staff at all times.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.19 (Property Boxes) with the following procedural additions:

PROCEDURE

1.0 Property Boxes

1.1 Property boxes shall be open for inspection by custody staff at all times.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 504.19 (Property Boxes).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 504.20 (Re-arrest by Arresting Agency).
The John J. Benoît Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.20 (Re-arrest by Arresting Agency).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.20 (Re-arrest by Arresting Agency).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.20 (Re-arrest by Arresting Agency).
The Blythe jail shall follow and adhere to the guidelines outlined in Department Policy 504.20 (Re-Arrest by Arresting Agency).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 504.21 (Release, Field Investigation) with the following procedural additions:

PROCEDURE

1.0 Peace Officer Authority
1.1 A peace officer requesting such removal shall obtain approval, either written or oral, from the Facility Commander or their designee.
1.1.1 This approval must be confirmed by staff prior to the temporary release of an inmate.
1.1.2 Only peace officers recognized as such in the Penal Code are authorized to accept inmates for temporary custody.
1.1.3 The person requesting the temporary custody of an inmate shall be verified by status as peace officer by facility staff prior to beginning the release process.

2.0 Temporary Release
2.1 The peace officer removing the inmate from custody shall sign the inmate out of the facility on the Sign in/out Log.
2.2 The temporary release of the inmate shall be noted in the Facility Incident Log located in Central Control, and in the Supervisor's Pass-on Log.
2.3 An inmate may be delivered to another location by facility staff for the purposes of field investigation if:
   - The move is approved by the Watch Commander.
   - The movement is for the safety of the inmate.
   - The movement meets other special requirements such as maintaining case integrity or protecting covert operations
2.4 The inmate will be processed as a (sign out release) if they will be out of the facility for more than 24 hours.

3.0 Return of Temporary Release Inmate
3.1 The deputy receiving the inmate back into custody will note the return in the Sign in/out Log.
3.2 The deputy accepting the return of the inmate will ensure that they are returned to their housing unit.
3.2.1 The inmate may need reclassification prior to re-housing.
3.2.2 Does the inmate now require protective custody?
3.2.3 Does the inmate need to be separated from co-defendants?

3.3 The deputy accepting the return of the inmate shall advise the Watch Commander of the return and see that the return is noted in the Daily Incident Log, and in the Supervisor’s Pass-on Log.

4.0 Escapes While on Temporary Release

4.1 Refer to Department Policy 502.03 (Escapes).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.03 (Release: Field Investigations) with the following procedural additions:

PROCEDURE

1.0 Documentation

1.1 The peace officer removing the prisoner from custody shall document the time of removal and return of the prisoner on RSD Form 537 (In Custody Inmate Sign Out Log).

1.2 The on-duty sergeant and classification deputy shall document in the pass-on logs (Classification Log and Supervisor log) the following information:

1.2.1 Inmate’s name and booking number
1.2.2 Removing officer’s name
1.2.3 Time of removal and return
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.21 (Release, Field Investigation) with the following procedural additions:

PROCEDURE

3.0 Inmate Release for Longer than 24 Hours

3.1 The inmate will be processed as a sign out release listed under “Detainers” section 506.10, if they will be out of the facility for more than 24 hours.
5.2 The intake sergeant shall be advised of the escape. They shall:

5.2.1 Notify the watch commander of the escape.
5.2.2 Contact the signing out agency and obtain all known information, reports and status of investigation.
5.2.3 Be the facility liaison to the investigating agency while ensuring that all efforts are exhausted in returning the escapee to custody, and that an arrest warrant is issued, if necessary.
5.2.4 Document their investigation in the form of memorandums.
5.2.5 Notify the business office for JIMS update.
5.2.6 Notify Property officers for disposition of the escaped inmate's property.
5.2.7 The watch commander shall notify the facility commander of any inmate escapes.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.21 (Release, Field Investigation) with the following procedural additions:

PROCEDURE

1.0 Temporary Release

1.1 The peace officer requesting such removal shall obtain written approval, from the Intake Sergeant.

1.2 Approval must be confirmed by custody staff prior to the temporary release of an inmate.

1.3 The peace officer status of the person requesting the temporary custody of an inmate shall be verified by the Intake Sergeant or the Watch Commander, prior to beginning the release process. It is the direct responsibility of that supervisor to ensure that the release is legal and proper.

1.4 An inmate may be delivered to another location by facility staff for the purposes of field investigation if:

1.4.1 The move is approved by the Watch Commander.

1.4.2 The movement is for the safety of the inmate.

1.5 The movement meets other special requirements such as:

1.5.1 Maintaining case integrity.

1.5.2 Protecting covert operations.

2.0 Documentation

2.1 The peace officer removing the prisoner from custody shall sign the prisoner out of the facility on the prisoner Sign in/out Log located at Intake.

2.2 The temporary release of the inmate shall be noted in the Daily Activity Log located in Central Control and the Supervisor's Daily Pass-On Log.

2.3 The inmate will be processed as a "Sign Out Release" if he/she will be out of the facility for more than 24 hours.

3.0 Return of Temporary Release Inmate

3.1 The deputy receiving the inmate back into custody will note the return in the Sign in/out log.

3.2 The deputy accepting the return of the inmate will ensure that he/she is returned to their housing unit.
3.3 The deputy accepting the return of the inmate shall advise the Intake Sergeant of the return and see that the return is noted in the Supervisor Daily Pass-on Log.

4.0 Escapes While on Temporary Release

4.1 The Intake Sergeant shall be advised of the escape. He/she shall:

4.1.1 Notify the Watch Commander of the escape.

4.1.2 Contact the agency that signed the inmate out and obtain all known information, reports and status of investigation.

4.1.3 Be the facility liaison to the investigating agency and ensure that all efforts have been exhausted in returning the escapee to custody.

4.1.4 Confirm that an arrest warrant is issued if necessary.

4.1.5 Document his/her investigation in the form of a memorandum.

4.1.6 Notify the Business Office for JIMS update.

4.1.7 Notify Property officers for disposition of the escaped inmate’s property.

4.2 The Watch Commander shall notify the Facility Commander of any inmate escapes.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 504.21 (Release: Field Investigation) with the following procedural additions:

PROCEDURE

1.0 Release Procedure

1.2 Before the release, the inmate shall be thoroughly searched, and the supervisor shall ensure the inmate is properly restrained.

1.2.1 The inmate shall be placed in a waist chain and leg cuffs prior to removal from the jail.

1.3 The peace officer removing the prisoner from custody shall sign out the prisoner on the prisoner Sign in/out Log.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 504.22 (Release, Court Ordered) with the following procedural additions:

PROCEDURE

1.0 Process for Release

1.2 The court minute order shall then be processed in the Business Office for release of the defendant.

1.2.1 Special care must be taken to verify that the inmate has been released on ALL cases for which he or she is in custody prior to the physical release of the inmate.

1.3 The inmate(s) file is processed for release by:

1.4 The file is then placed on the release log for the Business Office Supervisor to review and approve. Intake will be notified that release files are available. The floor staff will then sign for and transport files to the release area. Files will again be verified for accuracy by the floor Sergeant.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.22 (Release/Court Ordered) with the following procedural additions:

PROCEDURE

1.0 Process for Court Ordered Releases

1.1 The court is responsible for routing court documents for in-custody inmates to the facility business office (B.O.) for processing by the Sheriff’s Department.

1.2 All court ordered releases will be handled as priority releases and supersede all other releases. All court ordered releases will be processed for release immediately upon receipt.

NOTE: If for any reason a court ordered release is to be delayed, the facts and circumstances will be relayed to a supervisor and noted in the Supervisor’s Pass-on Log.

1.3 When the inmates(s) file is reviewed for release, it is then given to the release officer for the final release process.
The Robert Presley Detention Center shall follow and adhere to guidelines outlined in Department Policy 504.22 (Release, Court Ordered) with the following procedural additions:

**PROCEDURE**

1.0 Process for Release

1.1 The document is processed in the Business Office for release of the defendant.

1.1 All court ordered releases will be handled as priority releases and supersede all other releases. All court ordered releases will be processed for release immediately upon receipt.

**NOTE:** If for any reason a court ordered release is to be delayed, the facts and circumstances will be relayed to a supervisor and documented in the Supervisors Pass-on Log.

1.2 When the inmates(s) file is reviewed for release, it is then given to the release deputy for the final release process.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.22 (Release Court Ordered) with the following procedural additions:

PROCEDURE

1. Process for Release

1.1 The court legal document is given to the officer of the court or to an officer from the Riverside Sheriff’s Department (Transportation Division) to be delivered to CBDC. The court order can also be faxed or sent via the Court Genesis computer system.

1.2 The court legal document is then processed in the CBDC Business Office for release of the defendant.

1.3 When the inmate(s) file is reviewed for release, it is then given to the release officer for the final release process.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 504.22 (Release/Court Ordered) with the following procedural additions:

PROCEDURE

1.0 Court Paperwork

1.1 The court shall generate and route paperwork for in-custody inmates to the jail booking desk for processing by the sheriff’s department.

1.2 Court paperwork staff shall process all court paperwork,

1.2.1 Release paperwork shall take priority when processing court paper work.

1.2.2 The court paperwork person shall separate the release paper work from all other court documents.

1.3 Refer to Department Policy 504.10 (Intake/Release) for additional information.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 504.23 (Release, Temporary 4018.6 P.C.) with the following procedural additions:

**PROCEDURE**

1.0 Court Ordered 4018.6 PC Releases

1.1 The facility commander or his/her designee (watch commander), will contact the court and express the department's concerns and request that the inmate be placed under adequate guard (at the inmate's expense), if a court order is to be issued.

1.2 When an inmate is released for purposes preparatory to his return to the community, the Sheriff may require the inmate to reimburse the county, in whole or in part, for expenses incurred by the county.

1.3 Inmates released under 4018.6 P.C. will be required to sign a written agreement (RSD Form 543) and maintain a copy in their possession (and a copy in their booking file) during the release period. The agreement will contain:

   1.3.1 Full name and booking number.
   1.3.2 Facility name from which inmate will be released.
   1.3.3 Purpose of the release.
   1.3.4 Specific location where inmate is authorized to go.
   1.3.5 Necessary dates and period of time authorized.
   1.3.6 Signature of Sheriff or designee authorizing release.

1.4 The staff member responsible for releasing the prisoner shall verify that he/she is signed out of the jail on the prisoner "sign in/out" log.

2.0 Intake Procedures - For Returning 4018.6 P.C. Inmates

2.1 A person returning from a 4018.6 P.C. temporary release shall be accepted back into the facility through the appropriate Intake area.

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2.2 In the event a person released under 4018.6 P.C. does not return to custody at the arranged time and date, the business office staff and/or the Central Control Deputy shall notify the on-duty sergeant and/or watch commander.

2.3 The sergeant/watch commander, and facility commander shall be notified of the escape.

2.3.1 An arrest warrant will be obtained.
2.3.2 An escape report shall be filed under 4532 P.C.
2.3.3 The business office or on-duty sergeant shall update the JIMS Computer to reflect the escape.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.23 (Releases, Temporary per 4018.6 PC).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.23 (Release, Temporary 4018.6PC) with the following procedural additions:

PROCEDURE

1.0 Handling of Inmate Requests for Temporary Release

1.1 These requests shall be handled by the RPDC Administrative Lieutenant or a classification officer and will be forwarded to the facility commander for approval.

2.0 Court Ordered 4018.6 P.C. Releases

2.1 The Administrative Lieutenant will contact the court and express the Department's concerns and request that the inmate be placed under adequate guard (at the inmate's expense), if a court order is to be issued.

2.1.1 Any inmate released under guard will pay the fees, prior to release, to the Sheriff's Accounting and Finance Office.

2.1.2 Accounting and Finance will be notified of the pending release so that the proper fees can be collected.

2.1.3 The jail will confirm that the fees have been paid prior to the inmate's release.

2.2 When an inmate is released for purposes preparatory to his return to the community, the Sheriff may require the inmate to reimburse the county, in whole or in part, for expenses incurred by the county.

3.0 Procedure for Handling Request

3.1 The deputy handling the request shall determine the type of emergency and relationship to the inmate.

3.1.1 The handling deputy should verify the emergency through an independent source.

3.2 The deputy handling the request shall review the inmate's booking file to determine the nature of the charges and verify that there are no other "HOLD" orders or warrants outstanding for the inmate.

3.2.1 The handling officer shall check the jail's information management system ("JIMS") and review the inmate's classification notes for history of escapes or any other known problems with the inmate.

3.2.2 The handling deputy shall contact the arresting agency and the district attorney's office, note on the release form that the agencies were told of the proposed release, and include any input from the agencies on the release form.
3.2.3 Opposition to the release by the district attorney's office or the arresting agency does not necessarily prevent the release. Approval or denial of the release rests with the jail commander or their designate.

3.3 The handling officer shall complete RSD Form 542 (Family Emergency Form and Check List for Temporary Release) and submit it for review.

3.4 Inmates released under 4018.6 P.C. will be required to sign a written agreement and maintain a copy in their possession during the release period. The other copy shall be placed in the inmate’s booking file. The agreement will contain the following:

3.4.1 Inmate’s full name and booking number.
3.4.2 Releasing facility name.
3.4.3 Purpose of the release.
3.4.4 Specific location where the inmate is authorized to go.
3.4.5 Date, time, and duration of release.
3.4.6 Signature of sheriff or designee authorizing the release.

3.5 Custody staff releasing the inmate shall verify the inmate is signed out and the booking file is placed in the business office temporary release drawer. The temporary release drawer is checked daily for inmates due that day.

4.0 Intake Procedure - For Returning 4018.6 P.C. Inmates

4.1 A person returning from a 4018.6 P.C. temporary release shall be accepted back into the facility through the intake area.

5.0 Failure to Return-Escape

5.1 If a person released under 4018.6 P.C. does not return to custody at the arranged time and date, the business office staff shall notify a supervisor.

5.2 The watch commander shall assign a staff member to investigate the incident and write a police report (4532 PC).

5.2.1 The staff member assigned the case shall seek an arrest warrant.

5.3 The business office shall update JIMS to reflect the escape.

5.4 Refer to Department Policy 502.03 (Escapes) for additional information.

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6.0 Alternative Procedure for Collection of Fees

6.1 If Accounting and Finance is closed and, by court order, the inmate must be processed, the Business Office will accept the money and issue a bail and fine receipt.

6.2 The money and receipt will be forwarded to the Transportation Bureau Lieutenant.

6.3 The Transportation Bureau Lieutenant will ensure that the money and receipt are hand carried to Accounting and Finance the next work day.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.23 (Release/Temporary 4018.6 P.C.) with the following procedural additions:

PROCEDURE

1.0 Handling Temporary Release Request

1.1 The Classification supervisor handling the request shall review the inmate's booking file to determine the nature of the inmate's charges and verify that there are no other "HOLD ORDERS" or outstanding warrants for the inmate and complete the following:

1.1.1 Check the Jail Information Management System (JIMS) and review the inmate's Classification Notes for history of escapes or any other known problems.

1.1.2 Contact the arresting agency and the District Attorney's Office to notify them of the request for temporary release and see if they have any cause for concern should the release be granted. Note on the release form that the agencies were told of the proposed release and include any input from the agencies on the release form.

Opposition to the release by the District Attorney's Office or the arresting agency shall not necessarily prevent the release. Approval or denial of the release rests with the Facility Commander.

1.1.2 Complete RSD Form 542 (Family Emergency Form and Checklist for Temporary Release) and submit it to the Watch Commander for review.

1.2 Any such release shall be for no more than three days.

1.3 Inmates released under 4018.6 P.C. will be required to sign a written agreement, RSD Form 543 (Release of an Inmate Pursuant to 4018.6 P.C.) and maintain a copy of the agreement in their possession during the release period. The original agreement will be placed in the inmate's booking file.

1.3.1 The agreement will contain the following:

- Inmate's full name and booking number
- Releasing facility name
- Purpose of the release
- Specific location where the inmate is authorized to go
- Date, time, and duration of release
- Signature of the Sheriff or their designee authorizing the release

1.4 The staff member releasing the inmate shall ensure the inmate is signed out and the booking file will be returned to the Business office.

2.0 Intake Procedure - For Returning 4018.6 P.C. Inmates
2.1 The returning inmate shall receive a thorough pat-down search in the Lobby and be handcuffed behind their back before being escorted to the Intake area.

2.1.1 The On-Duty Sergeant shall be notified immediately regarding the inmate’s return. The Sergeant shall then verbally notify the On-Duty Lieutenant followed by an email addressed to the Lieutenant and the Facility Commander.

3.0 Failure to Return - Escape

3.1 If a person released under 4018.6 P.C. does not return to custody at the arranged time and date, the Business Office staff shall notify the Watch Commander.

3.2 The Facility Commander shall be notified of the escape, via the chain of command.

3.3 The Watch Commander shall assign a staff member to investigate the incident and write a criminal report for 4532 P.C. (Escape).

3.3.1 The staff member assigned the case shall seek an arrest warrant.

3.4 The Business Office shall update JIMS to reflect the escape.

3.5 The inmate’s file shall be handled as outlined in Department Policy 502.03 (Escapes).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 504.23 (Release, Temporary (4018.6 PC).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 504.24 (Safety Cells) with the following procedural additions:

PROCEDURE

1.0 Notification of Use

1.1 The deputy placing the inmate in the safety cell shall notify the Intake “Desk One” Deputy, supervision, medical and mental health staff of any inmate placed in a safety cell.

2.0 Removing Inmates from Safety Cells

2.1 When the inmate is removed from the safety cell, the Intake “Desk One” Deputy will ensure the entire log is complete. The completed log will be given to the on-duty sergeant to sign and log in the Supervisor’s Pass-on Log.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.24 (Safety Cells) with the following procedural additions:

PROCEDURE

1.0 Notifications

1.1 A deputy assigned to Intake will notify medical and mental health staff of any inmate placed in a safety cell.

2.0 Removal of Safety Cell

2.1 When an inmate is removed from the Safety Cell, a deputy assigned to Intake will review the log(s) and forward it to the Intake Sergeant. The Intake Sergeant will review and sign the log(s). The Intake Sergeant will input the removal in the pass on log and forward the Safety Cell Log(s) to the Compliance Unit.

3.0 Compliance Audit

3.1 A deputy, sergeant, and lieutenant, from the Compliance Unit, will complete a final review of the log to verify it was completed thoroughly and accurately.

3.1.1 The deputy, sergeant, and lieutenant completing the final review will sign the bottom of the Safety Cell/Specialty Housing Log (RSD Form 531a), in the section indicated for final log review.

3.1.2 The Compliance Unit lieutenant will forward the log to the business office to be placed in the inmate’s booking file.
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.24 (Safety Cells) with the following procedural additions:

PROCEDURE

1.0 Placing an Inmate in a Safety Cell

1.1 The name of the inmate, status, reason, and time the inmate was placed in the safety cell will be provided to the floor operations sergeant by the intake deputy, so the information can be included into the Supervisor’s Pass-On Log.

1.1.1 The Safety Cell/Specialty Housing Log (RSD Form 531a) and Safety Cell/Specialty Housing Continuation sheet (RSD Form 531b) shall be attached to the door of every occupied safety cell. Custody staff will complete the top portion of the log when the inmate is placed into the safety cell.

- The specific actions of the inmate should be described in the area of “Reason(s) for Placement”.

1.1.2 When the safety cell log is completed, or the inmate is removed from the safety cell, the original log will be reviewed by Desk 1 and then forwarded to the on-duty floor sergeant for review. The on-duty floor sergeant will then forward it to the Floor Operations Lieutenant for final review.

1.1.3 Once the log has been reviewed by the lieutenant for accuracy, the originals will be forwarded to the RPDC Compliance Unit. The Compliance Deputy will make the necessary copies and routing to the Business Office for inclusion to the inmates booking file.

2.0 Deterrent Gowns

2.1 The suicide deterrent gowns are located in a locker inside the property room. The Property Officer is responsible for making sure that these gowns are laundered after each use.
The Cois Byrd Detention Center will follow and adhere to Department Policy 504.24 (Safety Cells) with the following procedural additions:

PROCEDURE

1.0 Notification of Use

1.1 The Intake “Desk One” Deputy shall notify medical and mental health staff of any inmate placed in a safety cell.

2.0 Use of Safety Cells

2.1 Staff members shall search any inmate to be housed in a safety cell. Inmates who are placed in a safety cell will be dressed in standard issue clothing (except inmates on suicide watch). New arrivals may be left in their street clothes if belts and shoes are removed. Inmates in safety cells are not permitted to have personal property items. Exceptions can be made with written authorization (documented on the log) from the watch commander (i.e., removing clothing or authorizing additional clothing or items). Staff will verify that these inmates have no unauthorized items.

2.1.1 Inmates on suicide watch will not be placed into a safety cell with any items or clothing that they may use to inflict personal injury.

2.1.2 Inmates on suicide watch may be placed in a safety cell with the suicide deterrent gown (padded gown with Velcro closures).

2.1.3 Inmates placed in the safety cell shall have their wristbands removed. When the inmate is re-housed from the safety cell, the wristband will be replaced.

2.1.4 Staff members shall not taunt or try to provoke inmates.

3.0 Documentation

3.1 A copy of RSD Form 531 a/b (Safety Cell/Specialty Housing Log) will be placed on the clipboard attached to the door of every safety cell that is occupied. Staff will complete the top portion of the log when the inmate is placed into the safety cell.

3.1.1 When the log is completed, or the inmate is removed from the safety cell, the Intake “Desk One” Deputy will insure it is complete, sign in the appropriate space and forward it to the on-duty sergeant. The sergeant will review the form and sign in the appropriate space at the bottom of the form. The sergeant will forward the original form to a Lieutenant for final review.

3.1.2 The Business Office will make 1 photocopy. The original log will be placed in the inmate’s booking file and the copy will be placed in the Safety Cell Log book located in the Intake Sergeant’s Office.
The Blythe jail shall follow and adhere to the guidelines outlined in Department Policy 504.24 (Safety Cells) with the following procedural additions:

PROCEDURE

1.0 Placement into Safety Cell

1.1 Blythe jail does not have a safety cell.

1.1.1 Any inmate needing placement into a safety cell, meeting the guidelines set in Department Policy 504.24 (Safety Cells), shall be transferred to Indio jail for placement.

1.1.2 Prior to being transferred to Indio jail, a Safety Cell / Specialty Housing Log (RSD Form 531a) shall be started. The inmate will be placed in the Blythe jail intake holding cell.

1.1.3 The special housing log shall be transferred with the inmate to Indio jail.

1.1.4 A copy of the special housing log will be placed in the binder, located in the sergeant's office.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 504.25 (Supplies/Warehouse Operations) with the following procedural additions:

PROCEDURE

1.0 Hours of Operation

1.1 The Corrections Division Warehouse, located at the Larry D. Smith Correctional Facility, shall be open to distribute supplies during normal business hours, Monday through Friday, 0700 – 1600 hours, including most holidays. The warehouse will be closed on weekends, Thanksgiving Day, Christmas Day, and New Year’s Day.

2.0 Orders

2.1 Warehouse staff assigned to the Larry D. Smith Correctional Facility will be responsible for maintaining inventory levels, ordering, and delivering necessary supplies within the facility, with regard to Jail Operations.

2.2 Requests from the Business Office, SECP/WRP Unit, Food Services, Kitchen, Visitation, and Medical shall be entered on RSD Form 554 and approved by the respective supervisor, the Administrative Sergeant or the Administrative Lieutenant. Once approved, these requests can be submitted directly to the SCF Warehouse, either electronically or hand delivered.

3.0 After Business Hours/Emergencies

3.1 The Division Warehouse will not be available after normal business hours, weekends, or holidays. Adequate supplies will be provided during extended closures of the warehouse.

3.2 In an emergency, the warehouse may be accessed by the on-duty Floor Sergeant with keys from administration. The on-duty Floor Sergeant shall remain present at all times when the Division Warehouse is occupied after business hours.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.25 (Supplies/Warehouse Operations) with the following procedural additions:

PROCEDURE

1.0 Warehouse Responsibilities

1.1 The Warehouse and all supplies contained therein are the responsibility of the employee(s) assigned to warehouse duties. Only staff assigned to the Warehouse shall issue supplies from the Warehouse.

2.0 Supplies

2.1 The Warehouse will be open to distribute supplies from 0600 - 1630 hours. Monday - Friday. Any requests for supplies from the Warehouse should be done during the above hours.

2.2 If necessary, after-hours access to the Warehouse may be granted by an on-duty supervisor.

2.3 Any supplies removed after hours shall be documented by sending email to the Warehouse supervisor. The deputy removing supplies shall state the item description, quantity, their name, I.D. number, and date.

2.4 Warehouse staff shall fill as many orders as possible from Warehouse stock. If stock is not available, the order will be forwarded to the Smith Correctional Facility to be filled.

2.5 Warehouse staff shall be responsible for supply inventory and the ordering of supplies.

3.0 Verification of Supply Orders

3.1 When supplies are delivered to the Warehouse, staff assigned to the Warehouse will be responsible for checking all invoices concerning the delivery.

3.2 Once the delivery has been verified with the delivery and order forms, the supplies can then be moved to the Warehouse for storage.

3.3 Warehouse staff shall notify the Food Coordinator on duty of any deliveries made for the kitchen. The Food Coordinator is responsible for searching all Kitchen deliveries for contraband before the delivery enters the facility.
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.25 (Supplies/Warehouse Operation) with the following procedural additions:

PROCEDURE

1.0 Warehouse Hours

1.1 The warehouse will be open to distribute supplies from 0530-1500, Monday through Friday.

2.0 Request for Supplies

2.1 Any requests for supplies from the warehouse should be done during the above hours.

2.2 Under no circumstances will a staff member be permitted into the chain link fenced portion of the warehouse unless accompanied by supply personnel.

2.3 Any staff member requesting supplies will complete a supply request form listing all supplies needed.

   2.3.1 The completed form must be signed by a supervisor.
   2.3.2 The completed form is then given to warehouse personnel who will issue the requested supplies.
   2.3.3 Warehouse personnel will keep the request forms for accounting purposes.

3.0 After Hours Emergency Supplies

3.1 If a need arises for supplies on weekends or after normal hours, they will only be issued with a supervisor’s approval and escort. All supplies removed must be recorded on the Sign Out Log. The Sign Out Log is attached to the clipboard, which is located on the entrance of the gate to the warehouse.

4.0 Delivery of Warehouse Supplies

4.1 Upon the delivery of supplies and equipment to the warehouse, Support Services staff assigned to supply and distribution will inspect and verify the supplies delivered; Support Services staff inspecting and verifying incoming supplies shall be familiar with the receiving and delivery process.

4.2 All items received into the warehouse, supplies and equipment shall be approved by one (1) signature on the receiving invoice; each staff member signing the receiving invoice must physically verify receipt of the supplies received. Whenever possible, a second approving signature should be obtained from the supervisor responsible for overseeing the area where the deliveries were received.

4.3 All staff authorized to approve and receive deliveries for the warehouse shall have their signature on file with Accounting and Finance. This list should be limited to those persons assigned to the receiving areas. The authorized list shall be updated
twice a year (January 1, and July 1).

4.4 The Facility Commander or his designee shall approve all invoices for payment before being forwarded to Sheriff’s Accounting and Finance.

5.0 Delivery of Kitchen Supplies

5.1 Upon the delivery of kitchen supplies, the vendor shall call the kitchen on the posted intercom. The Food Service Worker assigned as the kitchen’s store room clerk, and other Food Service personnel authorized to receive deliveries, shall be familiar with the receiving and delivery process.

5.2 All items received into the kitchen, supplies and equipment shall be approved by one (1) signature on the receiving invoice; each staff member signing the receiving invoice must physically verify receipt of the supplies received. Whenever possible, a second approving signature should be obtained from the supervisor responsible for overseeing the area where the deliveries were received.

5.3 All personnel authorized to approve and receive deliveries for the kitchen shall have their signature on file with Accounting and Finance. This list should be limited to those persons assigned to the receiving areas. The authorized list shall be updated twice a year (January 1, and July 1).

5.4 The Facility Commander or his designee shall approve all invoices for payment before being forwarded to Sheriff’s Accounting and Finance.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.25 (Supplies/Warehouse Operation) with the following procedural additions:

**PROCEDURE**

1.0 Warehouse Responsibilities

1.1 The Warehouse and all supplies contained therein are the responsibility of the employee(s) assigned to warehouse duties. Only deputies assigned to the Warehouse shall issue supplies from the Warehouse.

2.0 Supplies

2.1 The Warehouse will be open to distribute supplies from 0800 - 1700 hours. Monday - Friday. Any requests for supplies from the Warehouse should be done during the above hours.

2.2 If necessary, after-hours access to the Warehouse may be granted by an on-duty Sergeant. Keys to gain access issued from the Intake Sergeant’s key box.

2.3 Any supplies removed after hours shall be documented by sending email to the Warehouse sergeant. The deputy removing supplies shall state the item description, quantity, his/her name, I.D. number, and date.

2.4 Warehouse staff shall fill as many orders as possible from Warehouse stock. If stock is not available, the order will be forwarded to the Smith Correctional Facility to be filled.

2.5 Warehouse staff shall be responsible for supply inventory and the ordering of supplies.

3.0 Verification of Supply Orders

3.1 When supplies are delivered to the Warehouse, a deputy assigned to the Warehouse will be responsible for checking all invoices concerning the delivery.

3.2 Once the delivery has been verified with the delivery and order forms, the supplies can then be moved to the Warehouse for storage.

3.3 Warehouse staff shall notify the Food Coordinator on duty of any deliveries made for the kitchen. The Food Coordinator is responsible for searching all Kitchen deliveries for contraband before the delivery enters the facility.

4.0 Administrative Run

4.1 The Warehouse staff will be responsible for the assigned administrative run (i.e., Communication Center, Sheriff’s Administration, Ben Clark Training Center, Technical Services Bureau, etc.).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 504.25 (Supplies/Warehouse Operations) with the following procedural additions:

**PROCEDURE**

1.0 Inventory and Ordering
   
   1.1 The Blythe jail supply officer is responsible for coordinating the inventory and ordering of all non-kitchen supplies for the Blythe jail.
   
   1.2 All supply orders are to be handled through the supply officer.
   
   1.3 Emergency supply orders may be routed through a supervisor, in the absence of the supply officer.

2.0 Supply Requests
   
   2.1 Supply requests shall be submitted to the supply officer in writing.
   
   2.2 The supply officer shall complete a requisition for necessary supplies.
   
   2.3 The requisition must be approved by the jail commander.

3.0 Inventory
   
   3.1 Once each month the supply officer shall conduct an inventory of supplies and reorder needed items.

4.0 Issuance of Supplies
   
   4.1 All office supplies are to be issued by a supervisor.

5.0 Kitchen Supplies
   
   5.1 All kitchen supplies are to be handled through the Supervising Food Service Detention Cook at the Blythe jail.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 504.26 (Fingerprinting/Booking Photographs) with the following procedural additions:

**PROCEDURE**

1.0  Cleaning the Glass Plate

1.1  Before beginning a set of prints, the user is to clean the glass plate.

1.2  User shall adhere to the following steps when cleaning the glass plate.

1.2.1  Spray a drop of the supplied non-alcoholic glass cleaner on the plate. **Use Only the cleaner supplied for cleaning the glass plates.**

1.2.2  Using a dry, lint free towel, wipe the glass plate dry. Do not rub in a circular motion as this may scratch the plate.

2.0  Treating of Hands

2.1  Before fingerprinting, the user shall check the hands of the person to be printed to ensure the hands are clean and free of fuel and/or solvents.

2.2  Before fingerprinting, it is essential to have the person wash their hands in the sink provided and dry them thoroughly.

2.3  If needed the person to be fingerprinted shall rub “cornhuskers” lotion on their hands.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.26 (Fingerprint/Booking Photographs).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.26 (Fingerprinting/Booking Photographs) with the following procedural additions:

PROCEDURE

1.0 Finger Printing

1.1 Before fingerprinting, have the subject scrub their hands with soap and water, in order to remove any dirt or ink the subject may have on their hands (Unlike previous live scan machines used at RPDC, DO NOT have the subject use “Cornhusker’s” or any other hand softening lotion prior to the printing process).

1.2 Only arrested individuals booked at RPDC, and RPDC program volunteers, are subject to live scan in the facility. No other use of the live scan is permitted.

1.2.1 Secondary live scanning of an inmate at the request of other internal or external agencies is not permitted. Inmates are printed only once when they are initially booked.

2.0 Cleaning the Glass

2.1 Before and after capturing fingerprints the user will wipe any dirt, moisture, or grease from off the platen. Foreign matter on the platen may cause poor quality prints.

2.2 Users shall adhere to the following steps when cleaning the platen.

2.2.1 Lightly spray a litho pad with glass cleaner and wipe in a side-to-side motion.

2.2.2 With a clean and dry litho pad, wipe the surface dry with the same side-to-side motion.

2.3 Users shall adhere to the following steps when cleaning the palm roller.

2.3.1 Lightly spray a litho pad with glass cleaner and wipe in a side-to-side motion.

2.3.2 With a clean and dry litho pad, wipe the surface dry with the same side-to-side motion, while slowly rotating the wheel.

3.0 Verification of Arrestee Identification

3.1 Request's for arrestee identity confirmation can be initiated by the arresting agency or the booking officer.

3.2 When an arresting officer requests staff to conduct an investigation to verify the identification of an arrested individual, the intake deputies will do the following:

3.2.1 If the arresting officer requests staff to verify the arrestee’s identification, the arresting officer should be informed that the arrestees fingerprints will be electronically scanned during the process of booking.

3.3 Deputies will not inform arresting agencies that CAL-ID will telephone them when
they have a question of an inmate's identity. CAL-ID will not call arresting agencies.

3.4 Booking desks and print rooms will no longer utilize CAL-ID form #AFIS-001. The CAL-ID forms will only be utilized by business office personnel.

3.6 The Business Office will be responsible for confirming the identification of a new booking when requested by the booking officer.

3.7 The Business Office will attempt to confirm the arrestee identity through RMS, and other local or state databases. If attempts at identity confirmation are not successful, the Business Office will continue to inquire the RMS system. If no response has been received from RMS over a two-hour period from the time of the electronic scan, the Business Office will make a formal identification request to CAL-ID via FAX utilizing CAL-ID form #AFIS-001.

3.8 Upon final identification verification, the Business Office will notify the booking officer of the findings.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.26 (Fingerprinting/Booking Photographs) with the following procedural additions:

**PROCEDURE**

1.0 Live-Scanning in the Facility

1.1 Only arrested individuals booked at CBDC, and CBDC program volunteers are subject to live scan in the facility. No other use of the live scan machine is permitted.

1.2 Deputies shall prioritize inmates' fingerprints to expedite potential releases. Inmates will only be printed once when they are booked into the facility, requests by the arresting agency for a second printing will not be accommodated.

1.3 All mechanical or transmission problems with a live scan device shall be reported to an on-duty supervisor and entered on the Supervisor Daily Pass-on Log. Problems with live scan equipment will also be reported to a service technician by calling the number listed in the handbook located in the print room.

2.0 Printing the Inmate

2.1 The print deputy shall position the person to be printed so that the deputy can easily manipulate the person's hands while still maintaining a safe position.

2.2 Once all photos are taken a stat card shall be printed. The print room deputy will write their name and sheriff's identification number on the bottom of the stat card.

2.3 The print room deputy will make a wristband for all inmates who will be housed and explain the rules regarding the wristband to the inmate.

2.4 The print room deputy will cut and staple one of the photos from the back of the stat card to the statistic sheet. The sheet will be forwarded to the arresting agency at the end of the shift.

3.0 Verification of Arrestee Identification

3.1 If the arresting officer requests staff to verify the arrestees' identification, the arresting officer should be informed that the arrestee will be fingerprinted, and the prints will be processed through Cal-ID during the process of booking.

3.2 Deputies will not inform arresting agencies that CAL-ID will telephone them when they have verification of the inmate's identity. CAL-ID will not call arresting agencies.

4.0 Business Office

4.1 The Business Office will be responsible for confirming the identification of a new booking.
4.2 The Business Office will attempt to confirm the arrestee’s identity through local and state databases. The Master Name Index (MNI) screen shall be printed and the Business Office employee shall use the print out to further identify the arrestee and run any AKA’s that are shown on the print out. If the MNI does not contain the current Automated Fingerprint Information System (AFIS)/Live Scan information, the employee working the CLETS station should periodically check the MNI until such time the new booking information appears. Once the new information appears, a print out of the information will be placed in the inmate-booking file, just before the Intake Sheet with thumbprint.

4.1.1 If after two hours the Business Office has not been able to obtain a current AFIS on the arrestee, they will notify the Intake Sergeant.

➢ If CAL-ID sends a message that their systems will be down for a given amount of time, Business Office staff will not contact the Intake Sergeant until two hours after the CAL-ID system comes back on line and the information is still not available, or if the arrestee is a possible citation release and is due for release.

4.1.2 The Intake Sergeant will determine the appropriate action.
4.1.3 The Business Office will make a formal identification request to CAL-ID via FAX utilizing CAL-ID form #AFIS-001.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 504.26 (Fingerprinting/Booking Photographs).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 504.27 (Transfers) with the following procedural additions:

PROCEDURE

1.0 Inmate Sentenced Locally without-of-County Holds
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.27 (Transfers).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.27 (Transfers).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.27 (Transfers).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 504.27 (Transfers).
The Riverside County Sheriff’s Department no longer offers video court inside our correctional facilities.
The Riverside County Sheriff’s Department no longer offers video court inside our correctional facilities.
The Riverside County Sheriff’s Department no longer offers video court inside our correctional facilities.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.28 (Video Court).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 504.28 (Video Court).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 504.29 (Violation of Probation or Mandatory Supervision Arrest) with the following procedural additions:

PROCEDURE

1.0 Violation of Probation Arrests

1.1 Violation of probation arrests will not be accepted from any other county unless under the condition of a felony warrant, or the violation of probation is from Riverside County.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.29 (Violation of Probation Arrests).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.29 (Violation of Probation or Mandatory Supervision Arrest).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.29 (Violation of Probation or Mandatory Supervision Arrest).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 504.29 (Violation of Probation or Mandatory Supervision Arrest).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 504.30 (Warrant Arrests).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.30 (Warrant Arrests).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.30 (Warrant Arrests).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.30 (Warrant Arrests).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 504.30 (Warrant Arrests).
The Riverside County Sheriff’s Department no longer offers a program for inmates to serve their commitment on a weekend basis.
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The Riverside County Sheriff’s Department no longer offers a program for inmates to serve their commitment on a weekend basis.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 504.32 (Work Release) with the following procedural additions:

PROCEDURE

1.0 Application for the Work Release Program (P504.32 Attachment 1)

1.1 Inmates may obtain an application for work release from the housing unit officer or classification officer.

1.2 Inmates shall complete the application in its entirety and give the application to the housing unit/pod deputy who will forward the application to a designated person at the facility. The designated person will forward the application to the Full Time WRP Coordinator at SCF.

2.0 Processing of the Work Release Application

2.1 Upon receipt of the work release application, the Full Time WRP Coordinator or their designate shall, at a minimum, do the following:

2.1.1 Check the charges the inmate is sentenced on.
2.1.2 Screen inmate’s class notes and in custody behavior
2.1.3 Review the inmate’s file for holds, open cases, disciplinary markers, etc.
2.1.4 Check for release date, calculate percent of time served and days owed.
2.1.5 Conduct a check through the CLETS computer for warrants (local and out of county), criminal history and driving record.
   NOTE: This is done because an inmate may qualify for WRP on current charges but will be denied if he/she has a history of violent charges.
2.1.6 Check for availability of the administrative processing fee.
2.1.7 Interview the inmate and family members listed on application, if necessary.

2.2 The Work Release Supervisor shall review each file prior to releasing the file in JIMS.

2.3 The Full Time WRP Coordinator shall compile a list of qualified work release applicants and forward this list to the Business Office.

2.4 The Business Office shall review this list and process the inmate file for temporary release on Work Release (WRP).

2.5 All inmates applying for the work release program shall be notified, in a timely manner, as to whether his/her application was accepted, rejected or delayed.

2.5.1 If the application is rejected or delayed, the inmate shall be informed as to why. This may be done by checking the appropriate reason on the bottom of the application or a short explanation in the “Other” section.

3.0 Acceptance to the Work Release Program

3.1 The Full Time Work Release Coordinator shall obtain a signed work release contract
identifying the job site and report date, a liability waiver, and provide the program rules and regulations to the inmate.

3.2 The Coordinator shall schedule the physical release of the inmate.

3.3 The Full Time WRP Coordinator shall retain the JIMS file in the WRP Office.

4.0 Full Time Work Release Inmates Released from Other Facilities

4.1 The SCF BO shall receive Full Time JIMS files from other facilities, will temporary release the file, and forward the file to the Full Time WRP Coordinator.

4.2 The Coordinator will set up and maintain a WRP file for the inmate.

5.0 Work Release Attendance/Failure to Appear

5.1 The Full Time Work Release Coordinator shall track inmate work attendance with the assigned Job Site Supervisor. This shall be done on a weekly basis.

5.1.1 An inmate who is absent from their assigned work site shall be required to provide documentation of the reason to the Work Release Office.

5.2 If an inmate does not report to the work site initially, they shall be contacted to determine the specific problem.

5.2.1 The inmate may be directed to return to the Work Release Office for reassignment or to return to custody.

5.2.2 If the inmate cannot be contacted, the appropriate court paperwork shall be filed for the issuance of an arrest warrant.

5.2.3 If the inmate is on formal probation, the appropriate paperwork is forwarded to the probation office for possible violation of probation.

5.3 If the inmate is a FTA, the JIMS file will be final released as FTA WRP. The proper paperwork will be sent to the appropriate court for warrant processing.

6.0 Collection of Fees

6.1 The Business Office shall be responsible for the collection of the administrative fee for the work release program.

6.2 Business office staff shall deduct the fee or any portion thereof, from the inmate’s account prior to release, and proved the inmate with a receipt.
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.32 (Work Release) with the following procedural additions:
PROCEDURE

1.0 Application for the Work Release Program

1.1 Inmates may obtain an application for work release from the Programs Coordinator or counselor.

1.2 Inmates shall complete the application in its entirety and give the application to the Pod Deputy who in turn shall forward the application to the Programs Coordinator or counselor. He/she shall review the application for completeness and forward it to the work release coordinator at Work Release Program (WRP).

2.0 Acceptance to the Work Release Program

2.1 Work Release Program (WRP) will notify RPDC of those inmates accepted into the work release program. Classification shall arrange for transportation of the accepted inmate to SCF.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 504.32 (Work Release) with the following procedural additions:

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PROCEDURE

1.0  Work Release Program

1.1  The Blythe work release program is operated by Court Services East.
procedural additions:

PROCEDURE

1.0 Initial Notification

1.1 If an arrestee is determined to be a foreign national, the deputy assigned to Desk One is required to advise the arrestee of their right to consulate notification.

1.2 The deputy assigned to Desk One will be responsible for confirming the receipt of the notification and shall make verbal contact with the appropriate consulate office immediately.

1.2.1 If the Desk One deputy is unsuccessful in making notification, they shall either attempt notification at a later time or pass the information to the oncoming shift to complete notification.

2.0 Notification not Mandated/Desired

2.1 If consulate notification is not mandated and the arrestee does not desire their consulate notified, a notation shall be made on the booking sheet and in the Supervisor Pass-on Log that the offer was made (without delay).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.33 (Foreign Nationals, Consulate Notification) with the following procedural additions:

PROCEDURE

1.0 Consular Notification

1.1 A staff member assigned to Intake will be responsible for notifying the appropriate consulate. All notifications shall be confirmed verbally. This may require follow up from another shift.

1.2 The Intake Sergeant will be notified of the notification and provided information to complete an entry in the Supervisor Pass-on Log and Administrative Log.

1.3 Intake staff will document all notifications or declined notifications on the comment section of the “Booking Sheet” in the booking file.
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.33 (Foreign Nationals, Consulate Notification) with the following procedural additions:

PROCEDURE

1.0 Identifying Birthplace of Arrestee’s

1.1 Intake officers shall read the birthplace of each arrestee (shown on the booking sheet.)

1.2 If the person being booked was born in a nation other than the United States, the booking officer shall determine the foreign national’s country. Without other information, assume this is the country on the passport or other travel documents.

2.0 Non-mandatory Notifications

2.1 If the foreign national asks that the consular notification be given, the sergeant shall notify the nearest consular officials of the foreign national’s country without delay.

2.2 If the consulate notification is not mandated and the arrestee does not want the consular notified, the sergeant or his designee shall note on the booking sheet the time the offer was made to make notification and the arrestee's response.

3.0 Mandatory Notifications

3.1 The sergeant shall notify the country's nearest consular officials, without delay, (many countries maintain a consulate in Los Angeles) of the arrest/detention (use the sheriff's department "Arrest/Detention Notification fax" referenced in section III.E of the Consular Notification manual (refer to Department Policy 504.33 Attachment 1 for a copy of this fax sheet). The sergeant shall obtain a fax confirmation and a verbal confirmation from consular officials.

3.2 The sergeant shall inform the foreign national that you are making this notification (use the suggested statement and language translation provided in the "Consular Notification Manual.")

3.3 If the notification is unsuccessful, the sergeant shall either attempt the notification later or pass the information to the sergeant of the next shift, so the notification may be completed.

3.4 If the sergeant only reaches an answering machine or answering service, the sergeant will notify the sergeant of the next shift that the consulate is likely to call and request information on the arrestee.

3.5 All notifications or attempts shall be documented in the Supervisor’s Pass-on Log.

3.6 The consulate notification guidelines are kept in the intake sergeant's office.

3.7 Embassy and consulate phone numbers are attached to the State Department
memorandum.

3.8 Consulate personnel usually only need to speak with the sergeant but may ask to speak with the arrestee. Under these circumstances, and if officer safety permits it, allow the consulate staff to speak with the arrestee.

3.9 The sergeant making the notification via telephone shall prepare a memorandum documenting the notification.

3.10 The documentation of the notification shall include the date and time of the notification and other pertinent details (such as only reaching an answering machine.)

3.11 An entry shall be made on the Supervisor’s Pass-on Log to note the booking and the fax notification. In addition, it shall be noted on the Sheriff’s Administrative Log.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.33 (Foreign Nationals Consulate Notification) with the following procedural additions:

PROCEDURE

1.0 Determine Citizenship of New Bookings

1.1 Intake deputies shall review the receiving sheet on each new book and read the place of birth. If the person was born in a nation other than the United States, the Intake deputy shall determine if the country of birth has mandatory notification treaties.

2.0 Consular Notifications

2.1 The Intake Sergeant shall be responsible for confirming receipt of notification.

2.1.1 Consulate personnel normally will only need to speak with the sergeant making notification; however, they may request to speak with the arrestee. If officer safety permits, allow the inmate to speak with the consulate staff member.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 504.33 (Foreign Nationals, Consulate Notification).

The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined.

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in Department Policy 504.34 (Personal Property) with the following procedural additions:

**PROCEDURE**

**1.0 Body Piercings**

1.1 Body Piercing: Removal of rings and body piercings will be conducted in accordance with Department Policy 504.10 (Intake/Release). The removed items will be placed in the inmate's personal property bag.

1.1.1 The “Body Piercing Removal Kit” will be stored in intake. The “Body Piercing Removal Kit” must be cleaned and sterilized before and after each use following the instructions included with the kit.

**2.0 Access to Inmate Property/Clothing**

2.1 All inmate personal property and clothing, other than cite ASAP inmate property and clothing, shall be locked within the Property Room on the second floor of the expansion.

2.2 Cite ASAP property and clothing shall be locked in the designated inmate lockers within Intake.

**3.0 Receipt of Inmate Property**

3.1 New book/Arrestee Property.

3.1.1 After inspection, the intake deputy shall label the inmate’s property bag with the “IDMO sheet” printed during booking.

3.1.2 The property deputy shall access the “intake/clothing” screen using the JIMS computer and enter “BRCC” in the property location and document the number of bags received in the “comments” section.

3.1.3 The property deputy shall then store the property and clothing in the appropriate location in the property room. Inmate property is stored alphabetically.

3.1.4 No staff member shall store or leave inmate property/clothing unattended outside the secure storage area of the property room.

3.2 Incoming inmate property/clothing (transfers).

3.2.1 The property deputy will obtain a list of incoming transfers. Upon arrival of the inmate property/clothing, the property deputy shall conduct an inventory; ensuring:

- Each inmate received the correct property/clothing bag.
- The number of bags received for each inmate.
- Property/clothing bags being transferred from facilities operated by the Riverside County Sheriff’s Department will not be opened.

3.2.2 If there is a discrepancy between actual property/clothing bags present and that listed on the incoming transfer list, staff will adhere to Department Policy
3.2.3 In the event the property cannot be located, the on-duty sergeant shall verify that a report describing the property lost (RSD Form 506) and the action taken to locate the property is forwarded to the Administrative Lieutenant with a copy to the inmate’s booking file. Refer to Department Policy 507.08 (Lost Property).

3.3 Outgoing inmate property/clothing (transfers).

3.3.1 The property deputy will obtain a list of outgoing transfers. Prior to sending the property to another facility, the property deputy shall conduct an inventory; verifying:

- The correct property/clothing bag is present for each inmate listed.
- The correct number of bags that are being sent for each inmate.
- All bags are accounted for.
- Property/clothing bags transferred between facilities within Riverside County will not be opened.

3.3.2 After removing the property from the property room, inmates transferred/released to another county shall have their personal property and clothing inspected by the property deputy to verify it matches the property listed in the JIMS computer by checking the “Property/Clothing” screen.

3.3.3 After inspection, the property deputy shall record and confirm that all property/clothing bags are accounted for by either visual inspection, or by completing a lost property report and documentation on the Outgoing Transfer Log.

- Outgoing property will be placed in a plastic bag. The plastic bag will be labeled with the appropriate facility.

3.3.4 The property deputy shall release the property/clothing to be transferred to the transportation deputy.

4.0 Deposit of Additional Inmate Property

4.1 When a staff member receives property from an inmate, the mail, another staff member or agency, the staff member receiving the property will complete a Property Deposit Slip (RSD Form 509) and forward it to the property deputy. The property deputy will sign as the “depositing officer” and update the JIMS computer system prior to placing the item into property.

5.0 Release of Inmate Property

5.1 With an inmate’s written consent (RSD 526) a member of the public may pick up an inmate’s personal property, except for clothing. This can be done daily between the hours of 0800 – 1800.

6.0 Record Keeping

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6.1 Monthly Audits

6.1.1 Each month, a designated property deputy, using the JIMS computer, will print an Alpha List Report.

6.1.2 The property deputy shall inspect each property bag, verifying the following:

- Each alphabetical section contains the correct inmate’s sealed property/clothing bag.
- There is no sign of tampering.
- All property and clothing are properly stored; not opened or left out of the paper bag where it may be lost.
- The number of sealed paper bags kept together.

6.2 Upon completion of the audit, the property deputy will forward the audit to the classification sergeant. The classification sergeant will inspect the report and forward it to the Facility Commander. The audit shall include the following information:

6.2.1 All missing inmate property and clothing

- Date inmate was transferred to the Larry D. Smith Correctional Facility.
- A copy of the incoming transfer slip for that date.
- Copy of the inmate’s “Intake receipt” and/or “inmate movement history.”
- Steps taken to locate the missing property/clothing.
- If property is not located, a completed Lost Property Claim Form and non-criminal report.

6.2.2 All inmate property located for inmates who have been transferred to another Sheriff’s jail facility within this county.

- Date/Time that the property was sent to the correct facility.

6.2.3 All inmate property located for inmates who have been released from custody.

- A description of all property recovered.
- A printed “inmate demographic screen” listing the inmate’s last known address and phone number.
- Date of inmate release.
- Location of inmate release.
- Steps taken to contact the owner.
- Non-criminal found property report. The found property shall be stored in the property room.

6.2.4 All property recovered where the owner is unknown.

- Competed non-criminal found property report describing the event and property recovered.
- The found property shall be booked into the evidence room at the Cabazon Station.
7.0 Shipping Inmate Property

7.1 There are two methods in which inmate property is shipped from this facility.

- Inmate was released without their personal property.
- Inmate's personal property exceeds the amount allowed. Department Policy 504.19 (Property Boxes).

**Note:** Inmate property, which is returned to the Sheriff's Department and not claimed within 60 days of return, will be destroyed or released to inmate welfare.

7.2 When an inmate informs the housing unit deputy that they have personal property they wish to ship out of the facility the housing unit deputy shall provide the inmate with a brown paper bag and RSD Form 565 (Inmate Property Shipment Form).

7.3 The inmate shall place the property they want shipped into the brown paper bag and then fill out the upper two thirds of the Inmate Property Shipment Form (RSD Form 565), identifying the property and where the property is to be shipped. NO P.O. BOXES. The inmate’s signature on this form represents their acknowledgement that all property returned to the Sheriff's Department and not claimed within 60 days of return will be destroyed or released to inmate welfare.

7.4 Upon taking possession of the property and the Inmate Property Shipment Form, the housing unit officer shall inspect the property being shipped to confirm no contraband items are shipped.

7.5 Once the property has been inspected, the housing unit deputy will place their name in the appropriate area and then fill in the date the property was received.

7.6 The housing deputy shall have a sergeant sign the form in the appropriate area.

7.7 Once a sergeant has signed the form, the pink copy will be given to the inmate as a receipt.

7.8 The Inmate Property Shipment Form (RSD Form 565) shall be placed inside a clear plastic bag and attached to the brown paper bag. The housing unit officer shall then deliver the inmate’s property and the RSD Form 565 to the Administration Unit office for processing. If the Administration Unit office is inaccessible, the property shall remain in the floor Sergeant’s office for safe keeping and notifications shall be sent to the appropriate Administration staff member for retrieval.

7.9 Upon receipt of the property, the designated Administration staff member shall inventory and package the property for shipping. Shipping costs will be provided through the Inmate Welfare Fund.

7.10 The Supply Manager shall retain the white portion of RSD Form 565 along with the shipping records for three years plus current year.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Corrections Policy 504.34 (Personal Property) with the following procedural additions:

PROCEDURE

1.0 Jewelry

1.1 The removal of a ring will initially be conducted by the inmate. If the inmate is unable to remove the ring, the Intake Deputy will remove the ring using the “Electric Jewelry Cutting System” or ring cutter.

1.2 Confirm the correct blade is used; Red Diamond disk for hard metals (Titanium, Platinum, Jade, Steel, Tungsten), Blue Carbide disk for soft metals (Gold, Silver).

➢ The “Electric Jewelry Cutting System” and ring cutter will be stored in the supply storage room located in the Intake area.

2.0 Newbook/Arrestee Property

2.1 Upon receipt of inmate property from the Intake Deputy, the Property Deputy shall verify the name and booking number on the clothing bag matches the Jail Information Management System (JIMS) property receipt.

2.2 The Property Deputy will verify the JIMS property receipt is sealed within the plastic personal property bag. If there is a discrepancy, the property/clothing bag shall be returned to the Intake Deputy for correction. The Property Deputy shall not accept property/clothing until the Intake Deputy corrects the discrepancy.

➢ Note: Sealed, contaminated clothing and personal property will not be opened and inventoried without taking precautions outlined in Department Policy 508.08 (Exposure Control Plan).

2.2.1 After inspection, the Property Deputy shall assign the inmate’s property a property location using the daily “property box audit”; which is printed using the JIMS computer.

2.2.2 The Property Deputy shall access the “intake/clothing” screen using the JIMS computer and enter the assigned property location as well as noting the number of bags received in the “comments” section.

2.2.3 The Property Deputy shall then store the property and clothing in the assigned location.

➢ No staff member shall store or leave inmate property/clothing unattended outside the secure storage area of the property room.

➢ No staff member shall allow an inmate access into the secure storage area.

3.0 Incoming Inmate Property/Clothing (Transfers)

3.1 Upon arrival of the inmate property/clothing the Property Deputy shall conduct an inventory; verifying:
Each inmate received the correct property/clothing.
The number of bags each inmate received are consistent with what is listed, and all bags appear to be present. Example: only one bag when labeled “1 of 2” is received.

3.2 If there is a discrepancy, the Property Deputy shall do the following:

- Check JIMS to see if any notes were entered stating property was released.
- Check the inmate’s file for a completed RSD Form 526 (Property/Clothing Release).
- Log the discrepancy in the inmate’s classification notes using JIMS and on the incoming property log.
- Submit an Inmate Claim for Missing Property Form (RSD Form 506) with attached supporting documentation to the Classification Supervisor.

3.3 The Classification Sergeant shall verify that the report describes the lost property and the actions taken to locate the property. He/she will forward the completed report to the Classification Lieutenant and a copy to the inmate’s booking file. Refer to Department Policy 507.08 (Lost Property).

3.4 After inspection, the Property Deputy shall assign the inmate’s property a property location as previously described in section 2.0 in this procedure.

4.0 Outgoing Inmate Property/Clothing (Transfers)

4.1 The Classification Deputy will provide the Property Deputy with a list of outgoing transfers. Prior to sending the property to another facility, the Property Deputy shall conduct an inventory, verifying:

- The correct property/clothing is being sent for each inmate listed.
- The number of bags that are being sent for each inmate are consistent with what is listed, and all bags appear to be present. Example: only one bag when labeled “1 of 2.”
- The Property Deputy shall initial the outgoing transfer list acknowledging all property is being sent.
- If there is a discrepancy, the Property Deputy shall follow the procedure described above in section 3.0.

4.2 After inspection, the Property Deputy shall record and confirm that all property/clothing is accounted for either by visual inspection or completed lost property report and document on the “outgoing transfer log.”

4.3 No staff member shall store or leave inmate property/clothing unattended outside the secure storage area of the property room.

5.0 Deposit of Additional Inmate Property

5.1 If any staff member receives inmate property from the inmate, by mail, or from another staff member or agency, the staff member receiving the property will
complete a Property Deposit Slip (RSD Form 509) and forward both the property and the form to the Property Deputy. The Property Deputy will sign as the “depositing officer” and update the JIMS computer system prior to placing the item(s) into the inmate’s property.

6.0 Access to Inmate Property/Clothing

6.1 All inmate personal property and clothing shall be kept within a locked property storage area.

6.1.1 No staff member, other than the assigned Property Deputy, shall add or remove any item of inmate property from a locked storage area.

6.1.2 The assigned Property Deputy shall keep the storage area locked at all times. The Property Deputy shall not loan their key to the storage area to other staff members.

6.1.3 The Property Deputy shall not allow other staff members, except under their direct supervision, to enter the storage area.

7.0 Record Keeping

7.1 Daily Records

7.1.1 All property and clothing for any inmate, housed within the John J. Benoit Detention Center, shall be logged on the “property box audit” report.

➢ The property box audit report is printed using the JIMS computer system. The assigned Property Deputy will print this report at the beginning of his/her shift.

7.1.2 The Property Deputy will file “property box audit” in the “property audit log book”, which is located in the Classification Office at the end of his/her assigned shift.

7.2 Monthly Audits

7.2.1 During the first week of each month, the night shift Property Deputies (on a rotating basis between each end of the week) shall conduct an audit of all inmate property/clothing at the John J. Benoit Detention Center.

7.2.2 The Property Deputy, using the JIMS computer, will print a “property box audit” report.

7.2.3 Upon completion of the audit. The Property Deputy shall forward the audit to the Classification Sergeant.

7.3 Unclaimed Property

7.3.1 After the facility has completed the quarterly audit of inmate property, a list of unclaimed property should be completed.

7.3.2 Facility personnel should attempt to locate the released inmate. If the released inmate is located, they may pick up their property at the facility.
8.0 Release of Inmate Property

8.1 Public

8.1.1 Upon request by the public, the Lobby Deputy shall:

- Verify the inmate is in custody at the John J. Benoit Detention Center.
- All inmate personal property, other than clothing, may be withdrawn by the public.
- Lobby deputy will contact the Property Deputy. Property Deputy will receive the property withdraw slip from the Lobby deputy.
- Property Deputy will take the property withdraw slip to the appropriate housing unit and have the inmate sign the release. **Note:** If inmate refuses to release property, Property Deputy will write, “refused” on the inmate signature line.
- The Property Deputy will retrieve the released items and deliver the items and the signed withdraw slip to the lobby.
- The Property Deputy shall have the person receiving the property sign the property withdraw slip, then release the property.
- The Property Deputy will update the JIMS computer and file the completed property release slip in the inmate’s booking file.

8.2 To Peace Officer or Prosecuting Agency

8.2.1 Upon request by peace officer or representative from a prosecuting agency, the lobby deputy shall:

- Verify the inmate is incarcerated in the John J. Benoit Detention Center.
- Verify the identification of the person requesting to pick up inmate property and contact the Property Deputy.

8.2.2 The Property Deputy shall verify the following:

- Every item(s) of property and/or clothing requested is listed on the inmate’s JIMS property receipt.
- Every item(s) of property and/or clothing requested has been in the continuous custody of the Sheriff’s Department since the inmate was booked into custody.
- The Property Deputy shall contact the Classification Sergeant or Intake Sergeant and inform them of the pending request and whether or not the property meets the conditions described above.
- RSD Form 409 (Property Receipt will be given to the business office to be placed in the inmate’s file.

**RIVERSIDE COUNTY SHERIFF’S DEPARTMENT**
**ROBERT PRESLEY DETENTION CENTER PROCEDURES MANUAL**

**TITLE:** Personal Property **NUMBER:** 504.34

The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.34 (Personal Property) with the follow procedural additions:

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PROCEDURE

1.0 Initial Receipt of Inmate Property

1.1 Four property “intake receipts” will be printed for the inmate to sign. The receipt will list all property, currency and clothing accepted into storage of the facility.

- First copy will be sealed in a 9"X12" clear plastic bag (Personal Property Bag) and will be kept inside a 12"X16" brown paper bag (Personal Clothing Bag) containing the inmate’s personal clothing and given to the property deputy.
- Second copy will be given to the print room deputy.
- Third copy will be stapled to the inmate’s money bag and given to the Business Office cash register employee.
- Fourth copy will be placed in the inmate’s booking file.

2.0 Deposit of Additional Inmate Property

2.1 If any staff member receives property for an inmate housed at RPDC, the staff member receiving the property will complete RSD Form 509 (Property Deposit Slip) and forward it to the property deputy. The property deputy will sign as the “depositing deputy” and update the JIMS computer system prior to placing the item(s) into property.

3.0 Release of Inmate Property

3.1 Public

3.1.1 Upon request by the public, the lobby deputy shall:

- Verify the inmate is incarcerated in the Robert Presley Detention Center.
- Verify the identification of the person requesting to pick up inmate property and fill out RSD Form 526 (Inmate Property Withdrawal Slip), including a description of the property to be released.
- Forward the property withdrawal slip to the inmate’s housing unit.

3.1.2 The Lobby deputy will have the inmate sign the Property Release Slip and forward it to the property deputy.

3.1.3 The property deputy will then forward the property described and the signed property release slip to the lobby deputy.

3.1.4 The lobby deputy shall have the person receiving the property sign the property release slip then release the property.

3.1.5 The lobby deputy will return the completed property release slip to the property deputy. The property deputy will update the JIMS computer and file the completed property release slip in the inmate’s booking file.

3.2 To Peace Officer or Prosecuting Agency

3.2.1 Upon request by a peace officer or representative from a prosecuting agency, the lobby deputy shall:
Verify the inmate is incarcerated in the Robert Presley Detention Center.
Verify the identification of the person requesting to pick up inmate property and contact the property deputy.

3.2.2 The property deputy shall verify the following:

- Every item(s) of property and/or clothing requested is listed on the inmate's "Intake" receipt.
- Every item(s) of property and/or clothing requested has been in the continuous custody of the Sheriff's Department since the inmate was booked into custody.
- The property deputy shall contact the classification sergeant and inform him/her of the pending request and whether or not the property meets the conditions described above. If no classification sergeant is available, the intake sergeant will be notified.

3.2.3 The classification sergeant will verify the requesting officer provides a brief written request on an RSD 409 form describing the item(s) to be examined or taken. The report must include the following:

- Agency name
- Case number
- Officer's name
- A complete list of each item to be examined or taken

3.2.4 After completing the above requirements, the property deputy will escort the requesting officer to property and release the items. The property deputy shall verify that the JIMS computer is updated and distribute the competed RSD 409 form to:

- Original: inmate’s booking file
- Copy: inmate’s property bag
- Copy: Administrative Lieutenant

4.0 Daily Records

4.1 All new arrestees are logged on an intake booking property log that is printed at the end of shift.

5.0 Monthly Audits

5.1 During the first week of each month the property deputy shall conduct an audit of all inmate property/clothing at the Robert Presley Detention Center.

5.2 The property deputy, using the JIMS computer, will print an In-custody List Report.

5.3 The property deputy shall inspect each property location, insuring the following:

- Each location contains the correct inmate’s sealed property/clothing bag.

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There is no sign of tampering.
The number of sealed paper bags at each location.

5.4 Upon completion of the audit, the property deputy shall forward the audit to the classification sergeant. The classification sergeant will inspect the report and forward it to the facility commander. The audit shall include the following information:

5.5 All missing inmate property and clothing

- Date inmate was transferred to the Robert Presley Detention Center.
- Incoming transfer slip for that date.
- Copy of the inmate’s “Intake receipt” and/or “inmate movement history.”
- Completed lost property claim form and Non-criminal report.
- Steps taken to locate the missing property/clothing.

5.6 All inmate property located for inmates who have been transferred to another sheriff’s facility within this county.

- Facility the inmate is housed.
- Inmate’s scheduled release date.
- Description of all property recovered.
- Date/Time that the property was sent to the correct facility.
- Name of the property deputy who received the property.

5.7 All inmate property located for inmates who have been released from custody.

- A description of all property recovered.
- A printed “inmate demographic screen” listing the inmate’s last known address and phone number.
- Date of inmate release.
- Location of inmate release.
- Steps taken to contact the owner.
- Unclaimed found property shall be logged into the evidence room at the Jurupa Valley Station using RSD Form 409.

5.8 All property recovered were the owner is unknown.

- Completed non-criminal found property report describing the event and property recovered.
- The found property shall be booked into the evidence room at the Jurupa Valley Station using RSD Form 409.

6.0 Property Room Logs

6.1 The RPDC property room deputy will be responsible for the following logs:

6.1.1 Intake booking logs, State Prison (Spar)/Out of County Logs, In-county transfer logs (in and out) of RPDC.
The logs must include the inmate’s full name, booking # and the location of the stored property.

6.1.2 Release logs: State Chain and out-of-county transfer logs.

- These logs must include the inmate’s full name, booking # and the facility to where the property will be transferred. (The Business Office generates these logs)
- These logs are then placed into two three-ring binders kept in the property room, labeled “state chain” and “out of county transfers.”

7.0 Excess Property per Department Policy 504.19 (Property Boxes)

7.1 When an inmate informs the housing unit deputy that he has personal property he needs stored; the housing unit deputy shall provide the inmate with a brown paper bag and a RSD Form 565 (Inmate Property Shipment Form).

7.2 The inmate shall place the property he/she wants stored into the brown paper bag and then fill out the upper two thirds of the RSD Form 565, identifying the property and where the property is to be shipped. The inmate’s signature on this form represent their acknowledgement that all property returned to the Sheriff’s Department and not claimed within 60 days of return, will be destroyed or released to inmate welfare.

7.3 The housing unit deputy upon taking possession of the property and RSD Form 565 shall inspect the property being shipped to confirm no items considered to be contraband are shipped.

7.3.1 Once the property has been inspected, the housing unit deputy will place his/her name in the appropriate area and then fill in the date the property was received.

7.3.2 The housing deputy shall have a supervisor sign the form in the appropriate area.

7.3.3 Once a supervisor has signed the form, the pink copy will be given to the inmate as a receipt.

7.3.4 All property bags shipped home will be taken to Support Services and placed inside the cage located just outside the entry gate of the warehouse.

RIVERSIDE COUNTY SHERIFF’S DEPARTMENT
COIS BYRD DETENTION CENTER PROCEDURES MANUAL

TITLE: Personal Property NUMBER: 504.34

The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.34 (Personal Property) with the following procedural additions:
IV-5 08/18/2021
PROCEDURE

1.0 Jewelry

1.1 The removal of a ring will initially be conducted by the inmate. If the inmate is unable to remove the ring, the Intake Deputy will remove the ring using the “Electric Jewelry Cutting System” or ring cutter.

1.1 Confirm the correct blade is used; Red Diamond disk for hard metals (Titanium, Platinum, Jade, Steel, Tungsten), Blue Carbide disk for soft metals (Gold, Silver).

The “Electric Jewelry Cutting System” and ring cutter will be stored in the supply storage room located in the Intake area.

2.0 Newbook/Arrestee Property

2.1 Upon receipt of inmate property from the Intake Deputy, the Property Deputy shall verify the name and booking number on the clothing bag matches the Jail Information Management System (JIMS) property receipt.

2.2 The Property Deputy will verify the JIMS property receipt is sealed within the plastic personal property bag. If there is a discrepancy, the property/clothing bag shall be returned to the Intake Deputy for correction. The Property Deputy shall not accept property/clothing until the Intake Deputy corrects the discrepancy.

Note: Sealed, contaminated clothing and personal property will not be opened and inventoried without taking precautions outlined in Department Policy 508.08 (Exposure Control Plan).

2.2.1 After inspection, the Property Deputy shall assign the inmate’s property a property location using the daily “property box audit”; which is printed using the JIMS computer.

2.2.2 The Property Deputy shall access the “intake/clothing” screen using the JIMS computer and enter the assigned property location as well as noting the number of bags received in the “comments” section.

2.2.3 The Property Deputy shall then store the property and clothing in the assigned location.

Note: No staff member shall store or leave inmate property/clothing unattended outside the secure storage area of the property room.

No staff member shall allow an inmate access into the secure storage area.

3.0 Incoming Inmate Property/Clothing (Transfers)

3.1 Upon arrival of the inmate property/clothing the Property Deputy shall conduct an inventory; verifying:

Each inmate received the correct property/clothing.

The number of bags each inmate received are consistent with what is listed and
all bags appear to be present. Example: only one bag when labeled “1 of 2” is received.

3.2 If there is a discrepancy, the Property Deputy shall do the following:

- Check JIMS to see if any notes were entered stating property was released.
- Check the inmate’s file for a completed RSD Form 526 (Property/Clothing Release).
- Log the discrepancy in the inmate's classification notes using JIMS and on the incoming property log.
- Submit an Inmate Claim for Missing Property Form (RSD Form 506) with attached supporting documentation to the Classification Supervisor.

3.3 The Classification Sergeant shall verify that the report describes the lost property and the actions taken to locate the property. He/she will forward the completed report to the Classification Lieutenant and a copy to the inmate’s booking file. Refer to Department Policy 507.08 (Lost Property).

3.4 After inspection, the Property Deputy shall assign the inmate’s property a property location as previously described in section 2.0 in this procedure.

4.0 Outgoing Inmate Property/Clothing (Transfers)

4.1 The Classification Deputy will provide the Property Deputy with a list of outgoing transfers. Prior to sending the property to another facility, the Property Deputy shall conduct an inventory; verifying:

- The correct property/clothing is being sent for each inmate listed.
- The number of bags that are being sent for each inmate are consistent with what is listed, and all bags appear to be present. Example: only one bag when labeled “1 of 2.”
- The Property Deputy shall initial the outgoing transfer list acknowledging all property is being sent.
- If there is a discrepancy, the Property Deputy shall follow the procedure described above in section 3.0.

4.2 After inspection, the Property Deputy shall record and confirm that all property/clothing is accounted for either by visual inspection or completed lost property report and document on the “outgoing transfer log.”

4.3 No staff member shall store or leave inmate property/clothing unattended outside the secure storage area of the property room.

5.0 Deposit of Additional Inmate Property

5.1 If any staff member receives inmate property from the inmate, by mail, or from another staff member or agency, the staff member receiving the property will complete a Property Deposit Slip (RSD Form 509) and forward both the property and the form to the Property Deputy. The Property Deputy will sign as the
“depositing deputy” and update the JIMS computer system prior to placing the item(s) into the inmate’s property.

6.0 Access to Inmate Property/Clothing

6.1 All inmate personal property and clothing shall be kept within a locked property storage area.

6.1.1 No staff member, other than the assigned Property Deputy, shall add or remove any item of inmate property from a locked storage area.

6.1.2 The assigned Property Deputy shall keep the storage area locked at all times. The Property Deputy shall not loan their key to the storage area to other staff members.

6.1.3 The Property Deputy shall not allow other staff members, except under their direct supervision, to enter the storage area.

7.0 Record Keeping

7.1 Daily Records

7.1.1 All property and clothing for any inmate, housed within the Cois Byrd Detention Center, shall be logged on the “property box audit” report.

➢ The property box audit report is printed using the JIMS computer system. The assigned Property Deputy will print this report at the beginning of his/her shift.

7.1.2 The Property Deputy will file “property box audit” in the “property audit log book”, at the end of his/her assigned shift.

7.2 Monthly Audits

7.2.1 During the first week of each month, the night shift Property Deputies (on a rotating basis between each end of the week) shall conduct an audit of all inmate property/clothing at the Cois Byrd Detention Center.

7.2.2 The Property Deputy, using the JIMS computer, will print a “property box audit” report.

7.2.3 Upon completion of the audit. The Property Deputy shall forward the audit to the Classification Sergeant.

7.3 Unclaimed Property

7.3.1 After the facility has completed the quarterly audit of inmate property, a list of unclaimed property should be completed.

7.3.2 Facility personnel should attempt to locate the released inmate. If the released inmate is located, they may pick up their property at the facility.

8.0 Release of Inmate Property

IV-5 08/18/2021
8.1 Public

8.1.1 Upon request by the public, the Lobby Deputy shall:

- Verify the inmate is in custody at the Cois Byrd Detention Center.
- All inmate personal property, other than clothing, may be withdrawn by the public.
- Lobby deputy will contact the Property Deputy. Property Deputy will receive the property withdraw slip from the Lobby deputy.
- Property Deputy will take the property withdraw slip to the appropriate housing unit and have the inmate sign the release. Note: If inmate refuses to release property, Property Deputy will write, “refused” on the inmate signature line.
- The Property Deputy will retrieve the released items and deliver the items and the signed withdraw slip to the lobby.
- The Property Deputy shall have the person receiving the property sign the property withdraw slip, then release the property.
- The Property Deputy will update the JIMS computer and file the completed property release slip in the inmate’s booking file.

8.2 To Peace Officer or Prosecuting Agency

8.2.1 Upon request by peace officer or representative from a prosecuting agency, the lobby deputy shall:

- Verify the inmate is incarcerated in the Cois Byrd Detention Center.
- Verify the identification of the person requesting to pick up inmate property and contact the Property Deputy.

8.2.2 The Property Deputy shall verify the following:

- Every item(s) of property and/or clothing requested is listed on the inmate’s JIMS property receipt.
- Every item(s) of property and/or clothing requested has been in the continuous custody of the Sheriff’s Department since the inmate was booked into custody.
- The Property Deputy shall contact the Classification Sergeant or Intake Sergeant and inform them of the pending request and whether or not the property meets the conditions described above.
- RSD Form 409 (Property Receipt will be given to the business office to be placed in the inmate’s file.

RIVERSIDE COUNTY SHERIFF’S DEPARTMENT
BLYTHE JAIL PROCEDURES MANUAL

TITLE: Personal Property  NUMBER: 504.34

The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 504.34 (Personal Property) with the following procedural additions:

IV-5 08/18/2021
PROCEDURE

1.0 Classification Staff

1.1 Each shift’s classification staff member shall be responsible for proper handling, verification and documentation of all transferred inmate property.

1.2 The classification staff member shall verify all daily incoming and outgoing Blythe Jail transportation lists indicate inmate property locations.

1.2.1 The Daily Incoming and outgoing Blythe Jail transportation list shall be attached at the end of each day to the JIMS “inmate property box audit” for that day and shall be maintained in a file in the classification office.

2.0 Audit

2.1 At the end of each month, classification staff will conduct a property box audit. The audit as well as the previous month’s transportation logs and daily property box audits shall then be forwarded to the business office for archiving.

RIVERSIDE COUNTY SHERIFF’S DEPARTMENT
LARRY D. SMITH CORRECTIONAL FACILITY PROCEDURES MANUAL

TITLE: Pro Per Inmates/Pro Se Inmates NUMBER: 504.35

The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 504.35 (Pro-Per/ProSe Inmates) with the following procedural IV-5 08/18/2021
additions:

PROCEDURE

1.0 Court Orders

1.1 All court orders received at SCF, shall be processed through the Court Paperwork Station in the Business Office. Court paperwork identifying an inmate as “Pro Per” “Pro-Se” shall be handled as a court order.

1.2 The employee assigned to that station is responsible for copying the court order and forwarding the inmate’s file to the appropriate area of the Business Office. A copy of the court order will be forwarded to the Classification Sergeant who will in turn forward a copy to the Headcount Coordinator.

1.2.1 If an order needs clarification, the Headcount Coordinator will contact the court liaison at the appropriate court.
1.2.2 The original court order will be placed in the inmate’s file.
1.2.3 The Headcount Coordinator shall log all court orders in the “Court Order Tracking Log” which is maintained at the Headcount Coordinator’s desk and update the JIMS computer.

2.0 Court Orders forwarded to classification shall be routed to the Headcount Coordinator, who is responsible for the following:

2.1 Maintaining a “Court Order Notebook” with a hard copy of each court order.
2.2 Entering the information from the court order into the inmate’s class notes.
2.3 Notifying the other facility operations of court orders affecting their area of responsibility, such as floor operations, transportation, etc.

2.3.1 This can be accomplished by photocopying the court order, E-mail, departmental memorandum, or any combination of the above, to verify that the information is clear and accessible to the appropriated operation.

2.4 The Headcount Coordinator will follow up with the court order to verify compliance.

3.0 Legal Mail

3.1 Incoming legal mail

3.1.1 Legal mail will be opened and inspected in front of the inmate by the DNA/Mail deputy.

3.2 Outgoing legal mail

3.2.1 Legal mail will be sealed in front of the inmate after it is inspected by the deputy receiving the mail from the inmate.
3.2.2 After the deputy seals the envelope he or she shall put their initials and
department identification number on the sealed portion of the envelope to indicate it has been inspected.

4.0 Use of the Law Library

4.1 Refer to Department Policy 507.07 (Law Library).

5.0 Legal Supplies

5.1 Legal supplies that are provided by the inmate’s court appointed investigator.

5.1.1 All supplies provided will be inspected by a member of the Classification Unit within the facility.

5.2 Indigent inmates

5.2.1 Indigent inmates may be issued writing paper, envelope(s) and a pencil for legal correspondence only. Refer to Department Policy 507.09 (Mail)

5.2.2 Classification shall be responsible for the issuance of legal supplies to indigent inmates. The materials required shall be purchased through the inmate welfare fund.
PROCEDURE

1.0 Court Orders

1.1 The Classification Coordinator will be responsible for processing all court orders received. Court paperwork identifying an inmate as “Pro Per” “Pro Se” shall be handled as a court order.

1.1.2 The classification coordinator will be responsible for updating the inmate’s classification notes indicating the inmate is Pro Per/Pro Se.

1.1.3 The original court order will be placed in the inmate’s file.
PROCEDURE

1.0 Court Orders

1.1 All court orders received at RPDC, shall be processed through the Court Paperwork Station in the Business Office. Court paperwork identifying an inmate as “Pro Per” or referring to an inmate as “Pro Per” “Pro Se” status shall be handled as a court order.

1.2 The employee assigned to that station is responsible for updating the JIMS files, copying the court order, and forwarding the inmate’s file to the appropriate area of the Business Office.

1.2.1 If an order needs clarification the Court Paperwork Station employee will contact the Court Liaison at the Hall of Justice.
1.2.2 The original court order will be placed in the inmate’s file.
1.2.3 The Court Paperwork employee shall log all court orders in the “Court Order Tracking Log” which is maintained at the Court Paperwork Station.
1.2.4 Copies of the court order are given to the Business Office Lieutenant and other areas of the facility that may be affected by the order, such as transportation, classification, or floor operations.

1.3 Court Orders forwarded to classification shall be routed to the Inmate Worker Coordinators, who are responsible for the following:

1.3.1 Maintaining a “Court Order Notebook” with a hard copy of each court order.
1.3.2 Entering the information from the court order into the inmate’s class notes.
1.3.3 Notifying the other facility operations of court orders affecting their area of responsibility, such as floor operations, transportation, etc.
1.3.4 This can be accomplished by photocopying the court order, E-mail, departmental memorandum, or any combination of the above, to verify that the information is clear and accessible to the appropriate operation.

1.4 Follow-up to verify compliance with the court order to include:

1.4.1 Verifying that class notes document the steps taken to comply with the court order and when.
1.4.2 Verify compliance with the court orders, up to and including assisting or completing the tasks necessary for compliance.

2.0 Monthly Court Order Report

2.1 The Business Office Lieutenant will provide a monthly Court Order Report to the RPDC Commander and the Corrections Chief Deputy. This report will include the status of the order and whether or not the facility was able to comply with the order.

3.0 Law Library

3.1 Refer to Robert Presley Detention Center Procedure 507.07 (Law Library)
4.0 Visiting

4.1 Refer to Department Policy 507.20 (Official Visits) for more information.

5.0 Telephone Access

5.1 Access to telephone privileges will not be denied unless the phone is shut off for security or disciplinary reasons.

5.2 Due to the unique housing restrictions of inmates assigned to Administrative Housing, telephone privileges will be provided for the inmates on a regularly scheduled basis.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.35 (Pro Per/Pro Se Inmates) with the following procedural additions:

PROCEDURE

1.0 Classification DNA Deputy

   1.1 The Classification DNA Deputy is assigned to oversee all Pro Per/Pro Se inmates.
504.35 (Pro-Per Inmates) with the following procedural additions:

PROCEDURE

1.0 Classification Coordinator

1.1 The Classification Coordinator’s assigned to dayshift will oversee Pro Per inmates.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 504.36 (Inmate Communication).
Department Policy 504.36 (Inmate Communication).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.36 (Inmate Communication) with the following procedural additions:

**PROCEDURE**

1.0 Visiting Interception

1.1 A visiting cover will only be put in place in those instances where information exists indicating that an inmate is communicating with a visitor to breach or jeopardize the security of the jail, and/or safety of the staff. Examples are escape plans, conspiracies to smuggle drugs, weapons, or other types of contraband into a facility or, communicating plans/threats of violence or other criminal acts. *Absent a court order or search warrant, visiting covers will not be authorized for any other reason.*

1.2 The Facility Commander, or their designee, based upon the above criteria, may only approve visiting covers.

1.2.1 Visiting covers will remain in effect for no longer than 30 days without the continued authorization of the Classification Lieutenant or their designee. In the case of a court order the cover will remain in effect for time the order specifies. The Classification Supervisor will be responsible for maintaining a list of all active visiting covers within the facility.

1.2.3 A classification officer will document a visitation cover in the inmate’s class notes.

1.2.4 When a visiting cover is approved, the Classification Supervisor, or their designee, approving it will initiate a file, which includes a written justification for the visiting cover and any supporting documents. Supporting documents include letters, memorandums, etc. These recordings will be stored in the aforementioned file. An entry will be made in the JIMS inmate class notes that a visiting cover is in effect.

1.2.5 When a visiting cover is approved, a member of the classification staff will be assigned the responsibility of maintaining the cover. All the recordings collected under that cover would be directed to that staff member who will be responsible for the listening, analyzing and filing of the individual recordings. It is the responsibility of the staff member to forward any recordings requested by another agency to that respective agency.

1.2.6 All monitored conversations will be retained in a single file. **Access to the file will be limited to Classification or other personnel with a need to know.** Information relative to jail security obtained from the file may be distributed as needed.
1.3 Once a visiting cover has been concluded, the file will be stored in the classification office.

2.0 Inmate-to-Inmate Conversation

2.1 During the course of normal housing unit operations, staff assigned to pod control rooms may monitor inmate’s cells via the two-way intercom system. Also, they may monitor inmate’s conversations via intercoms located within the open dayroom areas and sally port slider doors.

2.1.1 Any information that may be of consequence to the security of the jail and/or the safety of staff will be forwarded to the on-duty floor supervisor.

2.1.2 Information of an on-going criminal activity, or information which may be of evidentiary value in the prosecution of the crime for which the inmate is in custody, will be forwarded to classification staff and the on-duty floor supervisor. Classification staff will in-turn notify the District Attorney’s Office or the appropriate investigating law enforcement agency.

2.2 Visitor monitoring should be conducted on a routine and random basis to insure the security of the facility. Such monitoring may be conducted by either floor operations, classification staff or investigative staff assigned to the facility.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.36 (Inmate Communication) with the following procedural additions:

PROCEDURE

1.0 Visiting Covers

1.1 Visiting covers will remain in effect for no longer than 30 days without the continued authorization of the Classification Lieutenant or his/her designee. In the case of a court order, the cover will remain in effect for time the order specifies. The Classification Supervisor will be responsible for maintaining a list of all active visiting covers within the facility.

1.2 When a visiting cover is approved, the Classification Supervisor, or his/her designee, will initiate a current list to ensure a 30-day review is conducted.

1.3 A member of the Classification staff will be assigned the responsibility of maintaining the cover. All digital recordings collected under that cover will be directed to that staff member who will be responsible for the listening, analyzing and filing of the individual recordings. It is the responsibility of that staff member to contact the respective agency and advise them of the findings. All agencies requesting the visiting cover will be responsible for providing a thumb drive for the recordings.

2.0 Mail Covers

2.1 Mail covers will remain in effect for no longer than 30 days without continued authorization of the Classification Lieutenant or his/her designee. The Classification Supervisor will maintain a list of all currently active mail covers in the facility.

2.2 The classification unit is responsible for coordinating and monitoring all active mail cover files. These files will be maintained in the Classification office.

2.3 When a mail cover is approved, a member of the Classification Unit will be assigned the responsibility for maintaining the cover. The Mail Room Deputy is responsible for all incoming mail for those inmates who have mail covers. The Mail Room Deputy will read, analyze and forward any important information found in the mail to Classification. All outgoing mail, for those inmates who have covers, will be forwarded and handled by Classification. All the outgoing mail collected under the cover will be directed to the Classification Deputy who will be responsible for reading, analyzing, and filing of the individual pieces of mail. It is the responsibility of Classification/Mail Room Deputy to notify the housing units regarding the placement of mail covers. A current list shall be maintained in housing units for outgoing mail.

2.4 Floor operations staff will be responsible for identifying all outgoing mail under mail covers and forward the mail to classification for screening. The Mail Room Deputy processing incoming mail will be responsible for identifying all incoming mail, which have mail covers.
2.5 Occasionally, it is necessary for an investigating law enforcement agency and/or the District Attorney’s Office, to request a mail cover. These requests will be made through the Classification supervisor or his/her designee and requires a court order or search warrant.

2.6 Once a mail cover has been concluded, the file will be stored in the classification office.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 504.36 (Inmate Communication).
Riverside County no longer conducts Morrissey Hearings inside their correctional facilities.
The Riverside County Sheriff’s Department no longer conducts Morrisey Hearings in the Correctional Facilities.
The Riverside County Sheriff’s Department no longer conducts Morrissey Hearings in Correctional Facilities.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.37 (Morrissey Hearings).
Riverside County no longer conducts Morrissey Hearings inside their correctional facilities.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 504.38 (Supervised Electronic Confinement Program) with the following Procedural additions:

PROCEDURE

1.0 Application for the SECP (P504.38 Attachment 1)

1.1 Inmates may obtain an application for electronic monitoring from the housing unit deputy.

1.2 Inmates shall complete the application in its entirety and give the application to the housing unit deputy who will forward the application to the SECP Office.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.38 (Supervised Electronic Confinement Program (SEC)).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.38 (Supervised Electronic Confinement Program) with the following procedural additions:

PROCEDURE

1.0 Application for the Supervised Electronic Confinement Program (P504.38 Attachment #1)

   1.1 Inmates may obtain an application for electronic monitoring from the housing unit/pod deputy or classification deputy.

   1.2 Inmates shall complete the application in its entirety and give the application to the housing unit/pod deputy who will forward the application to the classification headcount coordinator.

2.0 Processing of the SEC Application

   2.1 Upon receipt of the SEC application, the classification headcount coordinator shall, at a minimum, do the following:

      2.1.1 Check SEC applications for completeness.

      2.1.2 Return all SEC applications to inmates that are not complete.

      2.1.3 Check the charges the inmate is sentenced on.

      2.1.4 Screen the inmate’s classification notes and in custody behavior.

      2.1.5 Review the inmate’s file for holds, court paperwork indicating “No 4024 Programs”, open cases, disciplinary markers, etc.

      2.1.6 Check for release date, calculate percent of time served and days owed.

      2.1.7 Conduct a check through the CLETS computer for warrants (local and out of county), criminal history and driving record.

      NOTE: This is done because an inmate may qualify for SEC on current charges but will be denied if he/she has a history of violent charges.

      2.1.8 Interview the inmate.

      2.1.9 Forward all completed applications, with attachments, to the Supervised Electronic Confinement Program office.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.38 (Supervised Electronic Confinement Program) with the following procedural additions:

**PROCEDURE**

1.0 Application for Supervised Electronic Confinement Program (SECP)
   1.1 Inmates may obtain an application for electronic monitoring from the Housing Unit Deputy or Program Deputy.
   1.2 Inmates shall complete the application in its entirety and give the application to the Housing Unit Deputy for forwarding to the Program Deputy.

2.0 Processing of the SECP Application
   2.1 Upon receipt of the SECP application, the Program Deputy shall review the application for completeness.
   2.2 The Program Deputy will return all incomplete applications back to the inmate to complete.
   2.3 The Program Deputy shall forward all completed applications with attachments to the Riverside Alternative Sentencing Program (RASP).

3.0 Riverside Alternative Sentencing Program-Full Timer Arrest
   3.1 If it is determined that an arrestee is currently enrolled in RASP and has been arrested on new on-view charges, they will be booked as follows:
      - When the arrestee’s name appears in JIMS, the name should show as being in temporary release status.
      - Once the name appears on the JIMS temporary release status, the booking deputy will ask the inmate which facility, they were temporarily released from.
      - The booking deputy will contact the releasing facility’s Business Office and advise them of the inmate being back in custody.
      - The Business Office will bring the inmate back into custody from temporary release and transfer the inmate to the CBDC via JIMS.
      - The booking deputy will re-activate the terminated inmate in JIMS.
      - The searching intake deputy shall cut off the inmate’s ankle monitor and place it into the inmate’s property. The inmate is ultimately responsible for the ankle monitor equipment and its return to the program office.
      - The searching intake deputy may request a strip search of the inmate based on the circumstances of the inmate’s return into custody. Refer to Department Policy 502.11 (Strip Searches).
      - The Business Office lead or supervisor shall be responsible for notifying a RASP supervisor of the booking via telephone or email.
      - The original booking file from the facility where the inmate was temporarily released from will be forwarded to the current booking facility’s business office.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 504.38 (Supervised Electronic Confinement Program SECP).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 504.39 (Civil Inmates/Sexual Violent Predators).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.39 (Civil Inmates/Sexual Violent Predators).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.39 (Civil Inmates/Sexual Violent Predators).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.39 (Civil Inmates/Sexual Violent Predators (SVP)).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 504.39 (Civil Inmates/Sexual Violent Predators (SVP)).
Effective September 2, 2015, The Corrections Division discontinued the use of Security Booths.
Effective September 2, 2015, the Corrections Division discontinued the use of Security Booths.
Effective September 2nd 2015, the Corrections Division no longer uses Security Booths.
The Riverside County Sheriff’s Department does not utilize Security Booths.
Effective September 2, 2015, the Corrections Division discontinued the use of Security Booths.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 504.41 with the following procedural additions:

PROCEDURE

1.0 High-Profile Inmate Security Prior to Booking

1.1 Sworn Deputies at Perimeter One will not allow film crews (paparazzi), citizens and/or the media to enter and violate facility security.

2.0 High-Profile Inmate Movement

2.1 The high-profile inmate shall be removed from Intake as soon as possible and transferred to a facility that can accommodate their special housing needs. A sergeant will remain in Intake until the high-profile inmate is transferred or temporarily housed.

2.1.1 If the inmate cannot be transferred immediately or needs to be housed overnight, they will be temporarily housed in a separation cell for non-discipline housing only. This is not a punishment and the high-profile inmate will have access to the shower, phone and recreation area.

2.1.2 Each shift Sergeant will assign two deputies to be in charge of any movement of this inmate and the monitoring of this inmate. The same two deputies will be assigned to the high-profile inmate, until this inmate is transferred to another facility.

2.1.3 The two assigned deputies will escort the high-profile inmate from the separation cell to Intake to allow a phone call. Only the Sergeant and essential staff shall be present in Intake, while the high-profile inmate makes a phone call. The two deputies will escort the high-profile inmate back to the separation cell when the appropriate phone calls are made. The path from the separation cell to Intake shall be kept clear, while the movement of the high-profile inmate occurs.

2.1.4 Any other movement of the high-profile inmate will also include the two assigned deputies and the path of movement and the area the person is being moved to shall be kept clear of other inmates or staff that are not essential. The shift Sergeant will be notified every time the high-profile inmate is moved.

2.1.5 The two assigned deputies shall be positioned outside the high-profile inmate’s separation cell to directly monitor their behavior and safety. These deputies 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. This log will be reviewed by the Intake Sergeant and retained in the high-profile inmate’s booking file upon
release.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.41 (Booking and Housing of High Profile Inmates) with the following procedural additions:

PROCEDURE

1.0 High-Profile Inmate Security Prior to Booking

1.1 A rapid escort into the facility for the high-profile inmate will be provided. Central Control will monitor the movement of the high-profile inmate to Intake.

2.0 High-Profile Inmate Housing and Movement

2.1 The high-profile inmate shall be removed from Intake as soon as possible and transferred to a facility that can accommodate their special housing needs. A sergeant will remain in Intake until the high-profile inmate is transferred or temporarily housed.

2.1.1 If the inmate cannot be transferred immediately or needs to be housed overnight, they will be temporarily housed in a single man cell with access to a phone, shower and recreation.

2.1.2 Each shift, a sergeant will assign two deputies to oversee the movement and monitoring of this inmate. The same two deputies will be assigned to the high-profile inmate, until this inmate is transferred to another facility.

2.1.3 The two assigned deputies shall be positioned outside the high-profile inmate’s single man cell to directly monitor their behavior and safety. The deputies shall use (RSD Form 562, Housing Unit Pass-on Log) to document all activity in and around the cell. This log will be reviewed by a sergeant and retained in the high-profile inmate’s booking file.

2.1.4 Any movement of the high-profile inmate will be conducted by the two assigned deputies. Their path of movement and the area the person is being moved to shall be kept clear of other inmates or staff that are not essential. A sergeant will be notified every time the high-profile inmate is moved. The deputies shall document their movement on the Housing Unit Pass-on Log.
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.41 (Booking and Housing of High Profile Inmates) with the following procedural additions:

PROCEDURE

1.0 High Profile Inmate Booking Procedure
1.1 The Floor Sergeant shall evaluate the need for a full or modified lockdown of the facility to provide for the safety of the high-profile inmate.
1.1.1 If possible, a rapid escort of the high-profile inmate into the facility, via female intake pit, should be considered.
1.4.2 The deputy posted outside the cell shall not engage the inmate in conversation outside the normal scope of jail functions.
1.4.3 The deputy’s log shall be continuous, indicate the deputy on duty, and cover all events pertaining to the inmate actions and jail operations. The deputy shall use RSD Form 562 (Housing Unit Pass-on Log).

2.0 Movement/Transportation of a High-Profile Inmate
2.1 Unless otherwise directed by the facility commander, the movement of a high-profile inmate outside of their cell shall be videotaped. The video tapes shall be handled as outlined in policy.
2.2 When deputies move the inmate outside the cell, the escorting sergeant shall be responsible for continued completion of the cell log. Upon return to the cell, a deputy shall be posted, and the same log continued.

3.0 Release
3.1 When it comes to the attention of the business office a high-profile inmate will be released, they shall notify the Floor Sergeant, Classification and chain of command of the pending release.
3.2 Upon completion of the normal release protocol, the safety of the high-profile inmate shall be considered prior to the subject’s physical release.
3.3 The cell log shall be turned over to the floor sergeant, who will handle the log in the same manner as a video tape.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.41 (Booking and Housing of High Profile Inmates) with the following procedural additions:

PROCEDURE

1.0 High Profile Inmate Booking Procedure

1.1 Upon knowledge that a high-profile inmate is en-route to, or has arrived at, the facility for booking, the Intake Sergeant shall immediately make the required notifications.

1.2 Intake, movement, and housing of the person shall be conducted as outlined in Department Policy 504.41 (Booking and Housing of High Profile Inmates).

1.3 The deputy posted outside the cell shall not engage the inmate in conversation outside the normal scope of jail functions.

1.3.1 At the time of placing the inmate into a single man cell, the deputy shall post a Housing Unit Pass-on Log (RSD Form 562) on the outside of the door.

➢ The Housing Unit Log shall be continuous. It shall be used to document the on-duty deputy’s name and ID number and all events pertaining to the inmate’s actions and jail operations.

2.0 Movement/Transportation of a High-Profile Inmate

2.1 Unless otherwise directed by the facility commander, the movement of a high-profile inmate outside of their cell shall be recorded on DVR. Refer to Department Policy 504.41 (Booking and Housing of High Profile Inmates).

2.2 When deputies move the inmate outside the cell, the escorting sergeant shall be responsible for continued completion of the cell log. Upon return to the cell, a deputy shall be posted, and the same log continued.

3.0 Release

3.1 When it comes to the attention of the business office that a high-profile inmate will be released, they shall notify the Floor Sergeant, Classification and chain of command of the pending release.

3.2 Upon completion of the normal release protocol, the safety of the high-profile inmate

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shall be considered prior to the subject’s physical release.

3.3 The completed Housing Pass-on Log shall be turned over to the Floor sergeant.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 504.41 (Booking and Housing of High Profile Inmates).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 504.42 (Dayroom Management) with the following procedural additions:

PROCEDURE

1.0 Dayroom Rules and Guidelines

1.1 Prior to starting dayroom time, all inmates will be made aware of the dayroom rules via the overhead paging system.

1.2 Inmates are required to be fully dressed and have their wristbands on at all times during dayroom.

1.3 While in the dayroom inmates will be allowed to use the phone, shower, and watch TV.

1.4 Inmates are not permitted to work out inside the dayrooms.

1.5 Televisions and phones will not be turned on until all cell doors have been closed. (New Jail)

1.6 Televisions and phones will be turned off during meals and pill call.

1.7 There will be nothing covering lights.

1.8 There will be no clothes lines hanging.

1.9 No one will be allowed to gather near the cell doors during dayroom use. (New Jail)

1.10 No sitting on table tops allowed.

1.11 No communicating to other dayrooms.

1.12 No food or containers will be taken from the dayroom back to the cell or bunk after meals are served. Exceptions to this rule will be special diet, diabetic or pregnant meals.

1.13 Inmates are not allowed to go into another inmate’s cell. (New Jail)

2.0 Dayroom for Open Dorm Style Housing (Housing Unit 1-14 and RSAT)

2.1 Dayroom will begin when the housing deputies announce dayroom open. Refer to Department Policy 502.10 (Security Logs/Checks) while conducting security checks.

3.0 Dayroom for Tiered Housing Units (Housing Units 15-17)

3.1 Absent commander approval or classification issues within a dayroom, all inmates will be permitted out for dayroom at the same time. Once all inmates have exited their cells, all cell doors should remain closed until the dayroom time is completed.
3.2 Inmates will be reminded to bring everything they are going to need for dayroom time. It is preferred, for safety reasons that inmates not be allowed to return to their cells to retrieve personal items.

3.3 No inmates should be on the top tier unless using the shower.

3.4 No inmate will be allowed to go into another inmate’s cell.

3.5 Refer to Department Policy 502.10 (Security Logs/Checks) while conducting security checks in the new jail. Staff will ensure all inmates are secured inside their locked cells prior to entering the dayroom for security check purposes. Once the security check is complete, dayroom will reopen.

3.6 Mental health housing units will be fed on Styrofoam trays. Staff will pick up Styrofoam trays for disposal after meals are finished. Once disposal of trays are complete dayroom will reopen.

4.0 Attachment 1

4.1 Procedure 504.42s Attachment #1 lists many of the rules inmates should abide by in dayroom and will be read to the inmates on a daily basis prior to the opening of dayroom. This attachment will be posted in each dayroom in an area visible to all inmates.
All inmates will follow the rules set forth in the Inmate Orientation pamphlet with the addition of the following requirements:

1. Inmates will be in their jail issue shirts and pants when in the dayroom.
2. Wristbands will be worn at all times.
3. Televisions and phones will not be turned on until all cell doors have been closed. (New Jail)
4. Televisions and phones will be turned off during meals and pill call.
5. Lights, phones and televisions will be turned off at 2200 hours.
6. There will be nothing covering lights.
7. There will be no clothes lines hanging.
8. No one will be allowed on the top tier during dayroom use unless taking a shower. (New Jail)
9. No one will be allowed to gather near the cell doors during dayroom use. (New Jail)
10. No sitting on table tops allowed.
11. No communicating to other dayrooms.
12. No exercise workouts permitted in dayroom.
13. No food or containers will be taken from the dayroom back to the cell or bunk after meals are served. Exceptions to this rule will be inmates receiving special diet, diabetic or pregnant meals.
14. All inmates are to stay on their bunks after lights out except to use the restroom. (open dayrooms only)
15. Inmates will bring out all desired items with them during dayroom use. Any items left in the cell will remain in the cell until the end of dayroom use.
16. Inmates are not allowed to go into another inmate’s cell. (New Jail)

Failure to follow the rules will result in disciplinary action!

504.42b Attachment 1

RIVERSIDE COUNTY SHERIFF’S DEPARTMENT
JOHN J. BENOIT DETENTION CENTER PROCEDURES MANUAL

TITLE: Dayroom Management

NUMBER: 504.42

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The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.42 (Dayroom Management) with the following procedural additions:

PROCEDURE

1.0 Dayroom Rules

1.1 Inmates are always required to be fully dressed and have their wristbands on during dayroom.

1.2 Televisions and phones will not be turned on until all cell doors have been closed.

1.3 Televisions and phones will be turned off during meals and pill call.

1.4 While in the dayroom, inmates will be allowed to use the phone, shower, and watch TV.

1.5 Phones shall be turned off in all housing areas during events that may affect security of sheriff transportation operations or medical runs, significant criminal investigations, escapes attempts, escapes, dayroom disturbances, high profile bookings, inmate suicide, inmate homicide, hostage situation, bomb threat or fire in facility.

➤ Supervision may limit the scope of the phone restrictions based on the incident.

1.6 Inmates are not permitted to work out inside the dayrooms.

1.7 Clothes lines are not permitted in dayrooms or cells.

1.8 Inmates are not permitted to cover facility lighting.

1.9 Inmates are not permitted to cover facility ventilation.

1.10 Inmates will not be allowed to gather near the cell doors during dayroom use.

1.11 Inmates are not allowed to communicate with inmates in other dayrooms.

1.12 Inmates are not allowed to go into another inmate’s cell.

1.13 Inmates are required to clean their assigned cells.

1.14 Inmate workers assigned to the dayroom shall keep the dayroom, tables, and showers sanitary by cleaning after every meal.

1.15 Staff members supervising housing areas will coordinate and control the flow of activity, placing an emphasis on maintaining security and safety for staff members, volunteers and inmates.

1.16 Inmates will be allowed to use nail clippers inside of an unoccupied attorney booth or housing unit program room.
1.17 Prior to exiting their cells, inmates allowed dayroom will be reminded to take their personal hygiene items and other permitted items such as books with them into the dayroom. It is preferred, for safety reasons that inmates not be allowed to return to their cells to retrieve personal items.

1.18 No inmates should be on the top tier unless using the shower.

1.19 Inmates will be allowed to use nail clippers inside of the housing unit program room, attorney booth or under the immediate supervision of the housing unit deputy.

1.20 Inmates will be allowed to receive haircuts inside of the housing unit program room as allowed by the restrictions associated with their housing classification.

2.0 Dayroom for Tiered Housing Units (Mixed Classifications of Inmates)

2.1 Staff assigned to these housing areas will utilize the following methods to identify all inmate classifications within the housing area they manage and maintain its integrity/structural separations:

- Use of color-coded button tabs to label the differing classifications of cells within each dayroom.
- Review of classification notes for all inmates in their assigned dayrooms.
- Verifying the classification of any inmate prior to allowing him/her through a cell, dayroom, recreation, program room, visiting or attorney booth door.

2.2 Staff will adhere to Department Policy 502.10 (Security Logs/Checks) while conducting security checks. Staff will ensure all inmates are secured inside their locked cells prior to entering the dayroom for security check purposes. Once the security check is complete, dayroom will resume.

3.0 Dayroom for Administrative Housing

3.1 Exercise will only be allowed on the bottom tier of the dayroom. If for any reason there is a delay in the start time with this rotation, the pod deputy will be responsible to make an entry in the pod log with the reason why (for example; pill call, doctor call, maintenance, facility lockdown, etc.).

3.2 Inmates from different cells will not be allowed out together under any circumstances.

3.3 Televisions will be turned on at 0800 hours daily and off at 2300 hours Sunday through Thursday and 0000 hours Friday, Saturday and the night before court holidays. This schedule may only be altered or suspended with the approval of a supervisor.

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3.4 Due to the inaccessibility of the television controls by inmates, upon request staff will utilize the television remote to adjust television programming. Staff will accomplish this task during security checks. At no time will any inmate be allowed access to the television remote control.

3.5 Administrative Housing inmates will be allowed to use the nail clippers inside of the housing unit program room under direct supervision.

3.6 Administrative Housing Haircuts

- Inmates may cut their own hair inside of the housing unit program room with clippers provided by the pod runner. All haircuts will be monitored under direct supervision.
- JBDC staff will hire a barber and pay him/her from inmate welfare funds. Any barber allowed in the facility to cut inmate hair is subject to investigation to determine his/her suitability for employment within the facility. The barber serves at the discretion of the facility commander.
- For security and safety, Administrative Housing inmates receiving haircuts from the barber are to be handcuffed to the rear throughout the haircut.
- The barber will be allowed to use clippers, a comb, and one pair of scissors.
- Barber services will be offered at scheduled intervals, generally once a week.
- Inmates will be given priority for haircuts if they have court appearance within the next two weeks. Otherwise, inmates will be given haircuts on a first come, first served basis.
- Haircuts by the barber will be conducted in the pod program room, under the direct supervision of two deputies.

3.7 Staff will adhere to Department Policy 502.10 (Security Logs/Checks) while conducting security checks. Staff will ensure all inmates are secured inside their locked cells prior to entering the dayroom for security check purposes. Once the security check is complete, dayroom rotation will resume.
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.42 (Dayroom Management) with the following procedural additions:

PROCEDURE

1.0 Dayroom Start Time Delay or Interruption

1.1 Delays to dayroom time will be documented on the Housing Unit Activity Log.

1.2 Staff assigned to oversee housing areas will notify the Housing Sergeant of delays/interruptions to dayroom time.

2.0 Dayroom Rules

2.1 Inmates are required to be fully dressed and have their wristbands on at all times during dayroom.

2.2 Televisions and phones will not be turned on until all cell doors have been closed.

2.3 Televisions and phones will be turned off during meals and pill call.

2.4 While in the dayroom, inmates will be allowed to use the phone, shower, and watch TV.

2.5 Phones shall be turned off in all housing areas during events that may affect security of sheriff transportation operations or medical runs, significant criminal investigations, escape attempts, escapes, dayroom disturbances, high profile bookings, inmate suicide, inmate homicide, PREA investigation, hostage situation, bomb threat, or fire in the facility.

- Sheriff’s Supervisors may limit the scope of the phone restrictions based on the incident.

2.6 Inmates are not permitted to work out inside the dayrooms.

2.7 Clothes lines are not permitted in dayrooms or cells.

2.8 Inmates are not permitted to cover facility lighting.

2.9 Inmates are not permitted to cover facility ventilation.

2.10 Inmates will not be allowed to gather near the cell doors during dayroom use.

2.11 Inmates are not allowed to communicate with inmates in other dayrooms.

2.12 Inmates are not allowed to go into another inmate’s cell.

2.13 Inmates are required to clean their assigned cells.
2.14 Inmate workers assigned to the dayroom shall keep the dayroom, tables, and showers sanitary by cleaning after every meal.

2.15 Staff members supervising housing areas will coordinate and control the flow of activity, placing an emphasis on maintaining security and safety for staff members, volunteers, and inmates.

2.16 Staff will adhere to Department Policy 502.10 (Security Logs/Checks) while conducting security checks. Staff will ensure all inmates are secured inside their locked cells, prior to entering the dayroom for security check purposes. Once the security check is complete, dayroom will resume.

3.0 Dayroom for Inmates of Same Classifications

3.1 Dayroom will begin when the housing deputies announce dayroom open.

3.2 Inmates will be allowed to use nail clippers inside of an unoccupied attorney booth or housing unit program room.

3.3 Inmates will be allowed to receive haircuts inside of the housing unit program room.

3.4 Staff will adhere to Department Policy and facility procedure 502.10 (Security Logs/Checks) while conducting security checks.

4.0 Dayroom for Tiered Housing Units Containing Mixed Classifications of Inmates

4.1 Maintaining structural separation of inmate classifications within mixed housing dayrooms is an essential element of staff and inmate safety. These housing areas should be staffed and managed by tenured employees, capable of overseeing the complexities associated with managing mixed classifications of inmates within a common housing area. Staff assigned to these housing areas will utilize the following methods to identify all inmate classifications within the housing area they manage and maintain its integrity/structural separations:

- Use of color-coded button tabs to label the differing classifications of cells within each dayroom.
- Review of classification notes for all inmates in their assigned dayrooms.
- Verifying the classification of any inmate, prior to allowing him/her through a cell, dayroom, recreation, program room, visiting, or attorney booth door.

4.2 Dayroom time for inmates housed in mixed classification dayrooms will be conducted by letting out single cells or groupings of cells of like classifications, as listed here:

- Administratively separated inmates housed in the dayroom will be let out and locked down one cell at a time. Refer to Department Policy 504.01 (Administrative Housing)
- Protective custody inmates will be allowed dayroom with inmates within that classification. Inmates from both tiers are allowed out during dayroom rotation for this classification.
- General population inmates will be allowed dayroom with inmates within that classification. Inmates from both tiers are allowed out during dayroom rotation for this classification.

4.3 Prior to exiting their cells, inmates allowed dayroom will be reminded to take their personal hygiene items and other permitted items, such as books, with them into the dayroom. It is preferred, for safety reasons, that inmates not be allowed to return to their cells to retrieve personal items.

4.4 No inmates should be on the top tier, unless using the shower.

- The 5B1, 5B2, and 6B2 dayrooms are constructed in a way that allows separation of inmates on each tier. Staff members overseeing these dayrooms may run dayroom on the upper and lower tiers, simultaneously, as long as the upper and lower stairwell gates are secured.

4.5 Inmates will be allowed to use nail clippers inside of the housing unit program room, attorney booth, or under the immediate supervision of the housing unit deputy.

4.6 Inmates will be allowed to receive haircuts inside of the housing unit program room, as allowed by the restrictions associated with their housing classification.

5.0 Dayroom for Administrative Custody Housing

5.1 The Corrections Intelligence Bureau (CIB) will determine which cell(s) are authorized to be out in dayroom together.

5.2 Dayroom clarification:

5.2.1 A single man cell, being given access alone, will have their cell door remain open during dayroom time.

5.2.2 A two-man cell, being given given dayroom access alone, will have their cell door remain closed during dayroom time.

5.2.3 Multiple cells, regardless of the number of occupants, shall have their cell doors closed during dayroom time.

5.2.4 All inmates shall be fully dressed during dayroom time.

5.3 Due to the inaccessibility of the television controls by inmates, upon request, staff will utilize the television remote to adjust television programming. Staff will accomplish this task during security checks. At no time will any inmate be allowed access to the television remote control.

5.4 Administrative Custody inmates will be allowed to use the nail clippers inside of the housing unit program room under direct supervision.

5.5 Administrative Custody Haircuts

- Inmates may cut their own hair inside of the housing unit program room with clippers provided by the pod runner. All haircuts will be monitored under direct
supervision.

- RPDC staff will hire a barber and pay him/her from inmate welfare funds. Any barber allowed in the facility to cut inmate hair is subject to investigation to determine his/her suitability for employment within the facility. The barber serves at the discretion of the facility commander.

- The barber will be allowed to use clippers, a comb, and one pair of scissors.
- Barber services will be offered at scheduled intervals, generally once a week.
- Inmates will be given priority for haircuts if they have court appearance within the next two weeks. Otherwise, inmates will be given haircuts on a first come, first served basis.

Haircuts by the barber will be conducted in the pod program room, under the direct supervision of two deputies.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 504.42 (Dayroom Management) with the following procedural additions:

PROCEDURE

1.0 Dayroom Rules

1.1 Inmates are required to be fully dressed and have their wristbands on at all times during dayroom.

1.2 Televisions and phones will not be turned on until all cell doors have been closed.
   
   1.2.1 All cell doors, including inmate worker doors (dayroom trustees), shall remain closed and locked during dayroom and cleaning.

1.3 Televisions and phones will be turned off during meals, pill call and during cleaning of dayroom.

1.4 While in the dayroom, inmates will be allowed to use the phone, shower, and watch TV.

1.5 Inmates are not permitted to work out inside the dayrooms.

1.6 Inmates will not be allowed to gather near the cell doors during dayroom use.

1.7 Inmates will not be permitted to communicate with other dayrooms.

1.8 Inmates are not allowed to go into another inmate's cell.

1.9 Inmates will be allowed to use nail clippers inside of the housing unit sallyport or the housing unit program room.

1.10 Inmates will be allowed to receive haircuts inside of the housing unit program room. If the program room is not readily available, inmates will be allowed to receive haircuts in the recreation yards.

2.0 Dayroom for Open Dorm Style Housing

2.1 Dayroom will begin when the housing deputies announce dayroom open.

3.0 Dayroom for Tiered Housing Units

3.1 Dayrooms with 16 cells or less will receive dayroom time with both top and bottom tiers together. Dayroom time for dayrooms with more than 16 cells will be conducted on a tier rotation. One tier (top or bottom) will be allowed out of their cells for dayroom at a time.

3.2 Prior to exiting their cells, inmates will be reminded to take their personal hygiene items and other permitted items such as books with them into the dayroom. It is
preferred, for safety reasons that inmates not be allowed to return to their cells to retrieve personal items.

3.3 No inmates should be on the top tier unless using the shower.

4.0 Dayroom for Administrative Housing

4.1 Dayroom time will be determined by the dayroom schedule, which is located in the pod office. Each inmate is to receive 30 minutes of dayroom at a time. This rotating schedule will begin at 0700 hours, and at 1900 hours following shift change. Dayroom rotation will be continuous, following the respective start times and not limit the inmate to only one dayroom session per 24-hour period. Exercise will only be allowed on the bottom tier of the dayroom. If for any reason there is a delay in the start time with this rotation, the pod deputy will be responsible to make an entry in the pod log with the reason why (for example; pill call, doctor call, maintenance, facility lockdown, etc.).

4.2 Inmates from different cells will not be allowed out together under any circumstances.

4.3 Televisions will be turned on at 0700 hours daily and off at 2300 hours Sunday through Saturday. This schedule may only be altered or suspended with the approval of a supervisor.

4.4 Due to the inaccessibility of the television controls by inmates, upon request staff will utilize the television remote to adjust television programming. Staff will accomplish this task during security checks. At no time will any inmate be allowed access to the television remote control.

4.5 Administrative Segregation inmates will be allowed to use the nail clippers inside of the housing unit program room under direct supervision.

4.6 Administrative Segregation Haircuts

➢ Refer to Department Policy and facility procedure 504.01 (Administrative Housing).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 504.42 (Dayroom Management) with the following procedural additions:

PROCEDURE

1.0 Housing Unit Guidelines

1.1 While in the dayroom inmates will be allowed phone, shower, and television access.

1.2 Inmates are required to have their identification wristbands on at all times.

1.3 There will be nothing covering lights.

1.4 There will be no clotheslines hanging.

1.5 No inmates will be allowed to gather near the housing unit door.

1.6 No communicating to other housing units.

1.7 Inmates will be required to stay behind red lines, unless otherwise directed by staff.

2.0 Housing Units AF00, BF00, DF01-03 and EF01-02: (open housing units).

2.1 Dayroom time will begin when the housing deputies announce dayroom open.

2.2 When dayroom time ends all inmates are to remain on their bunks (exceptions: use the restroom or as otherwise directed by staff).

3.0 Housing Unit CF00 (cells 1-3): (tiered housing unit).

3.1 Staff shall allow inmates to pass between their cells and the dayroom periodically throughout the day (hourly when practical).

3.2 When dayroom time ends, all inmates will be directed back to their respective cells.

4.0 Housing unit FF00 (cells 1-10) (individual cells with common dayroom).

4.1 Staff shall allow inmates to exit their cells and enter the dayroom (when security concerns warrant, cells may be placed on a dayroom rotation).

4.2 When dayroom time ends, all inmates will be directed back to their respective cells.

5.0 Staff Requirements

5.1 The staff member assigned to “Headcount”, shall update the pass-on log to reflect the beginning, ending and/or interruption of dayroom time for all housing units.

5.2 Staff will adhere to Department Policy and Procedure 502.10 (Security Logs/Checks) while conducting security checks.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 505.01 (Critical Incidents) with the following procedural additions:

PROCEDURE

1.0 Notifications

1.1 In the event of an inmate death, or escape, the arresting agency whose officer arrested the inmate shall be notified.

1.2 If suspension of any jail operation, service, or function becomes necessary or is anticipated to contain and control any emergency or disorder, the facility commander shall notify the division chief.

2.0 Facility Disaster Reporting

2.1 In the event of a major disaster, the facility watch commander will designate personnel to assess the facility for any structural damage and other issues which may affect continuity of operations and/or the facility’s ability to maintain normal levels of service. The watch commander will forward the following information to the Department’s SERT Lieutenant and Smith Correctional Facility Administrative staff via e-mail, telephone, radio or other available means.

- Injured staff and inmates
- Structural damages
- Status of all utilities (gas, water, electric)
- Status of Emergency back-up generators
- Status of cell phone, hard-line and radio communications
- Number of on-duty sworn staff, correctional staff, and classified staff
- Specify number/availability of medical staff at facility
- The state of the facility’s security
- Local area roadway and/or community damage that may hinder access to and from the facility
- Status of the fleet service fuel pumps located at the facility
- Number of inmates at the facility
- Number of inmates outside facility (court, transport etc.)

2.1.1 Power Outages - Refer to 505.01b attachment #1 for a quick reference guide for power outages at the Smith Correctional Facility.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 505.01 (Critical Incidents).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 505.01 (Critical Incidents) with the following procedural additions:

PROCEDURE

1.0 Notifications

1.1 If suspension of any jail operation, service, or function becomes necessary or is anticipated to contain and control any emergency or disorder, the facility commander shall notify the division chief.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 505.01 (Critical Incident Notification).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 505.01 (Critical Incidents).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 505.02 (Destructive Devices and Explosive Materials) with the following procedural additions:

PROCEDURE

1.0 Jail staff Response to a Bomb Threat
1.1 The Watch Commander shall notify the Fire Department, Ambulance and other police agencies for standby or response, as needed.
1.2 The watch commander or supervisor shall order all staff members to shut off their radios and cellular phones (these radios and telephones broadcast even when they are not “keyed”). This notification should be done by telephone.
1.3 The watch commander shall order central control to shut off all components of the radio system.
1.4 The watch commander shall also ensure communications radios in the area are turned off. Radios in the briefing room shall also be checked.
1.4.1 A staff member shall ensure the radios and mobile data terminals (MDT) are turned off in jail vehicles. (Transport vans, ERT truck, meal van, supply vehicles, etc.)
1.4.2 Another staff member shall immediately notify fleet services (in person or by phone) to turn off all their radios. If fleet services is closed, a staff member should be assigned to check to ensure all radios are off.
1.4.3 A staff member shall make the following notifications, by phone or in-person, and request all radios and cellular phones be shut off, if the incident occurs during a work day:
   - Site-B
   - RASP/HMU
   - Landscape
   - Kitchen
   - Maintenance

2.0 Immediate Jail Response
2.1 The watch commander shall assign a staff member to notify all jail staff of the threat and the need to watch for a hazardous device. This staff member should be careful not to allow inmates to become aware of the threat.
2.2 The facility shall assume a total lockdown posture.
2.3 Civilians in the facility shall be required to leave, including “OR” staff.
   - Business Office staff may remain only long enough to retrieve inmate records and money. This shall only be done if reasonably safe to do so. This shall be at the direction of the watch commander or supervisor.
2.4 The entrance and exit gates shall be closed. Those persons in the lobby shall be asked to
2.5 Visiting shall be terminated.

2.6 All inmates shall be returned to their housing units.

2.7 Food service will be suspended or modified as the watch commander chooses.

2.8 No new bookings will be accepted.

2.8.1 Local agencies will be notified of this if possible.

2.8.2 Inmates in court should be held in the courthouse holding cells and supervised by court service personnel.

2.8.3 Evacuation of inmates and staff from a suspected area shall only occur at the direction of the watch commander or supervisor.

3.0 Notification of Agencies

3.1 Central Control staff or other designated staff member(s) shall notify the following agencies to shut off their radios, cellular phones, and MDTs if they come in the area of the facility.

- Sheriff's communications
- Cabazon Patrol Station
- California Highway Patrol
- Banning Police Department
- Riverside County Fire Department

3.2 The watch commander, if he/she feels it is appropriate, may also have the central controller or other designated staff member telephone the following entities with the same request.

- City of Banning
- Telephone Companies
- Any construction company working in the immediate area
- Local television cable companies
- Other local and federal agencies

3.2.1 The area in which two-way radios should be turned off is any area within a four-block radius.

4.0 Preliminary Search

4.1 The watch commander and a jail staff member shall conduct a preliminary search of the jail and immediate area.

4.1.1 Staff shall develop a plan of searching before any search is done.

4.1.2 If available, a plot plan should be obtained, and areas assigned.

4.1.3 Staff may utilize personnel familiar with the area(s) to be searched, in the search.

4.1.4 Staff shall be advised NOT to pick up, touch or move any suspected device found.

4.1.5 If the watch commander is busy with other matters related to the bomb threat, he may designate two staff members to conduct the search.
4.1.6 Staff members should not reveal the bomb threat to the inmates.

4.1.7 Search officers should not open doors, cabinets, or drawers. For practical purposes, this restriction should not apply to doors continually in use which have been monitored by staff members.

4.1.8 Search officers should not use light switches (use a flashlight).

4.1.9 Search officers shall conduct a thorough search.

4.1.10 The searching officers should search the facility interior (including the lobby).

4.1.11 If appropriate, the watch commander may have the search team search inmate housing areas with the assistance of jail staff.

    In such a case, the inmates shall be moved from the housing unit.

4.1.12 If no device is found in the searched housing area, the inmates should be returned to that housing area.

4.1.11 The watch commander may also have the search team search the exterior nearby vehicles. This will include maintenance, fleet services, etc.

4.1.12 Upon completion of the search, the search team shall report in person or by telephone to the watch commander the results of the search.

4.1.13 If no device is found, the watch commander shall call the HDT and tell a team member no device was found but not every area was checked.

4.1.14 Upon consultation with HDT, the HDT member may authorize a more in-depth search to include opening doors and drawers.

4.1.15 If a second, in-depth search is conducted, the watch commander should notify the HDT of the results of that search.

4.1.16 If no device is found, the HDT and the watch commander should discuss the situation and decide if HDT should respond.

4.1.17 If no device is found and the watch commander feels the searches were thorough, HDT and the watch commander may cancel the threat and consider the facility "clear."

5.0 Suspected Device Found

5.1 If a device or suspected device is found, the searching officers shall not go near the item and shall notify the watch commander of the object by telephone or in-person.

5.1.1 If the suspected device is found on the person of an inmate being booked, the device shall be handled in the same manner as outlined below. Staff members should be especially careful of military munitions in these cases as static electricity may trigger the device.

    EXCEPTION: If a person being booked is found carrying a device with a fuse, there is less likelihood of the device igniting by mere touch. The watch commander may place the device in an unoccupied office with the door closed.

5.1.2 The watch commander shall notify the HDT of the finding of the suspected device and describe the item, and its location.

    The watch commander should seek further instructions from HDT.

    The watch commander should also tell HDT that he/she is going to start a limited evacuation of inmates. (If appropriate).
5.1.3 The watch commander or a staff member shall notify the Fire Department of the finding of a suspected device and shall ask them to stand by with fire and rescue equipment, at a location no closer than 300 feet.

5.1.4 The watch commander shall notify the jail commander via chain of command that a possible hazardous device has been found.

6.0 Evacuation

6.1 The watch commander shall ensure there is sufficient staff for the evacuation of inmates and may have the following additional personnel respond as needed.

- Off-duty jail staff
- Cabazon Patrol Station
- RPDC
- CBDC
- California Highway Patrol

6.2 Refer to Department Policy 505.04 (Evacuation Plan), and Fire/Life Safety Manual, for additional information.

7.0 Explosion of Destructive Device

7.1 The explosion of a destructive device shall be handled in the same manner as a fire as outlined in the Fire/Life Safety Manual.

7.2 The watch commander or his/her designate shall notify the HDT who shall respond to the scene and assume control of the immediate scene.

7.3 Jail staff shall isolate the explosion site pending completion of HDT's post-blast investigation.

8.0 Reporting

8.1 Incident Report

8.1.1 A SCF jail deputy should be assigned to write the initial incident report.

8.1.2 If follow-up investigation is warranted, further investigation shall be handled by HDT and/or Cabazon Station investigations.

8.1.3 If no follow-up is required, the reporting officer shall send a copy (“information only”) of the report to HDT, and Cabazon Station investigations.
The John Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 505.02 (Destructive Devices and Explosive Materials) with the following procedural additions:

PROCEDURE

1.0 Custody Staff Response to Bomb Threat

   1.1 The Sergeant shall order all staff, in-person or by landline telephone, including the central control deputy and Larson Justice Center (LJC) staff to shut off all radio’s, central control radio consoles, and mobile data terminals (MDT).

   1.2 If the threat occurs during regular business hours, the staff member notifying court services shall request that Court Services insures that all Court Services radios, vehicle radios, MDT’s and cellular phones are turned off.

   1.3 If the threat occurs during non-business hours, a deputy will respond to the Court Services Office shall ensure all court services radio equipment and cellular phones are off.

   1.4 If possible, the designated staff member should check each court services vehicle and ensure each radio and MDT is off.

   1.5 Immediate jail response.

       1.5.1 The jail shall be locked down, and new bookings diverted.
       1.5.2 Persons in the jail lobby shall be sent out and the lobby locked.
       1.5.3 Inmate workers shall be returned to their housing units except as noted.
       1.5.4 Food service will be suspended or modified at the Sergeant’s discretion.
       1.5.5 Inmates in court should be held in the courthouse holding cells and supervised by court service personnel.

   1.6 Notification of agencies.

       1.6.1 Central Control or other designated staff member(s) shall notify the following agencies to shut off their radios, cellular phones, and MDTs if they come in the vicinity of JBDC. The notification should be in the order listed:

           ➢ Sheriff's Communications (EMC East) RSO Dispatch
           ➢ Indio Police and fire
           ➢ California Highway Patrol
           ➢ Palm Springs Police Department
           ➢ Cathedral City Police Department
           ➢ State Parole
           ➢ California Department of Corrections (CDC) Transportation Unit (if CDC is expected to be at the John Benoit Detention Center)
           ➢ Riverside County Fire Department
1.6.2 If the Sergeant feels it is necessary, they may have the Central Control or other designated staff telephone the following entities with the same request:

- City of Indio Public Works
- Coachella Valley Water District
- Telephone companies
- Imperial Irrigations District
- Any construction company working in the immediate area
- Local television cable companies
- Other local and federal agencies

1.6.3 The area in which two-way radios should be turned off is designated by the following borders:

- Miles Avenue on the north.
- Dr. Carreon Boulevard on the south.
- Sage Street/ Marilyn Street (3 blocks east of Jackson Street) on the east.
- Rubidoux Street on the west.

1.6.4 The Sergeant shall notify the RSD Hazardous Device Team (HDT) and await their response.

2.0 Preliminary Search

2.1 The Sergeant shall designate jail staff to conduct a preliminary search of the jail and immediate area.

2.2 Staff members should not reveal the bomb threat to the inmates.

2.3 Staff involved in searching should not open doors, cabinets, or drawers. For practical purposes, this restriction should not apply to doors continually in use, which have been monitored by staff members.

2.4 Staff should not use light switches (use a flashlight).

2.5 Staff should search the jail interior (including the jail lobby) first.

2.6 If appropriate, the Sergeant may have Housing Units searched.

2.7 Staff shall then search the remainder of the exterior including the roof and air conditioning control rooms.

2.8 Upon completion of the search, staff shall report findings in person or by telephone to the Sergeant.

3.0 Suspected Device Found

3.1 Staff shall secure the scene and advise the Sergeant of the finding and location of the suspected device.
3.2 The Sergeant shall notify the HDT of the finding of the suspected device and describe the item, its location, and await further instructions from the HDT.

4.0 Evacuation

4.1 If eminent threat exists and evacuation is deemed necessary, the Sergeant shall ensure there is sufficient staff for the evacuation of inmates.

4.2 The Sergeant shall evacuate those Housing Units likely to be affected by the suspected device if the device were to explode.

4.3 Upon completion of the evacuation, jail staff shall take no further action until the arrival of the HDT.

5.0 Reporting

5.1 A deputy should be assigned to write the initial report.

5.1.1 If follow-up investigation is warranted, further investigation shall be handled by HDT or Jail Investigations.

5.1.2 If no follow-up is required, the reporting officer shall send a copy ("information only") of the report to:

- HDT
- Jail Investigations
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 505.02 (Destructive Devices and Explosive Materials) with the following procedural additions:

PROCEDURE

1.0 Jail Staff Response to Bomb Threat

1.1 The watch commander, by the public-address system, shall order all staff members to shut off their radios and cellular phones (these radios and telephones broadcast even when they are not "keyed").

1.2 The watch commander shall order the central control person to shut off all components of the central control radio system.

1.3 The watch commander shall also ensure communications radios in the area of the outside RPDC are turned off.

1.3.1 A staff member shall ensure the radios and mobile data terminals (MDT) are turned off in jail vehicles.

1.3.2 Another staff member shall immediately notify court services, in person, to turn off all their radios.

1.3.3 A staff member shall make the following notifications, by phone or in-person, to the Robert Presley Hall of Justice and adjoining courts, the Criminal Justice Building (which houses Probation and Sheriff's Administration) and the Riverside Police Department and request all radios and cellular phones be shut off if the incident occurs during a work day.

1.3.4 Deputies shall be posted, as indicated on the daily assignment roster, outside RPDC.

2.0 Immediate Facility Response

2.1 The watch commander shall assign a staff member to notify all jail staff of the threat and the need to watch for a hazardous device. This staff member should be careful not to allow inmates to become aware of the threat.

2.2 The jail shall be locked down and all inmate telephones shall be turned off.

2.3 Civilians in the jail will be required to leave, including probation staff and business...
office staff.

2.4 Persons in the jail lobbies shall be sent out and the lobbies locked.

2.5 Visiting shall be suspended.

2.6 Inmate workers shall be returned to their housing units except as noted below.

2.7 Food service will be suspended or modified as the watch commander chooses.

- The watch commander may make a cursory search of the kitchen and if he/she feels it is safe, may allow food preparation and delivery to continue with a small crew of inmate workers.
- The kitchen staff may choose to prepare and distribute sack lunches if doing so would take less time and personnel.

2.8 If recreation is in progress, the watch commander may choose to have staff members conduct a search of the housing unit of those inmates attending recreation.

2.9 If practical, inmates at recreation should be rehoused in their housing areas as soon as possible.

2.10 No new bookings will be accepted.

2.11 Local agencies will be notified of this at the same time they receive the notification regarding radio traffic.

2.12 Inmates in court should be held in the courthouse holding cells and supervised by transportation deputies.

3.0 Notification of Agencies

3.1 The central control deputy or other designated staff member(s) shall notify the following agencies to shut off their radios, cellular phones, and MDTs if they come in the area of RPDC. The notification should be in the order listed:

- Sheriff’s communications, who will notify all RSD stations
- Riverside Police and fire
- California Highway Patrol
- State Parole
- California Department of Corrections (CDC) transportation unit (if CDC is expected at RPDC)
- Riverside County Fire Department

3.2 A four block area encompassing RPDC should be the area that two-way radios are turned off.

3.3 The watch commander shall notify the RSD Hazardous Device Team (HDT) and await their response.
4.0 Preliminary Search

4.1 A supervisor shall designate a search team or teams to conduct a preliminary search of the jail and immediate area.

4.2 Staff members should not reveal the bomb threat to the inmates.

4.3 Searching officers should not open doors, cabinets, or drawers. For practical purposes, this restriction should not apply to doors continually in use which have been monitored by staff members.

4.4 Searching officers should not use light switches (use a flashlight).

4.5 The searching officers should search the jail interior, including the jail lobby, then the dock and outdoor recreation yard.

4.6 If appropriate, the watch commander may have the search team(s) search inmate housing areas with the assistance of jail staff.

   - In such a case, the inmates shall be moved from the housing unit.

4.7 If no device is found in the searched housing area, the inmates should be returned to that housing area.

4.8 The searching officers shall then search the sally port area and the remainder of the RPDC exterior and immediate parking areas.

   - The watch commander may also have the search team search the exterior nearby vehicles.

4.9 Upon completion of the search, the search team shall report in person or by telephone to the watch commander the results of the search.

4.10 If no device is found, the watch commander shall call the HDT and tell a team member no device was found but not every area was checked.

4.11 Upon consultation with HDT, the HDT member may authorize a more in-depth search to include opening doors and drawers.

4.12 If a second, in-depth search is conducted, the watch commander should notify the HDT of the results of that search.

4.13 If no device is found, the HDT and the watch commander should discuss the situation and decide if HDT should respond.

4.14 If no device is found and the watch commander feels the searches were thorough, HDT and the watch commander may cancel the threat and consider the jail “clear.”

5.0 Suspected device found.
5.1 If a device or suspected device is found, the searching officers shall not go near the item and shall notify the watch commander of the object by telephone or in-person.

5.2 If the suspected device is found on the person of an inmate being booked, the device shall be handled in the same manner as outlined below. Staff members should be especially careful of military munitions in these cases as static electricity may trigger the device.

- EXCEPTION: If a person being booked is found carrying a device with a fuse, there is less likelihood of the device igniting by mere touch. The watch commander may place the device in an unoccupied office with the door closed.

5.3 The watch commander shall notify the HDT of the finding of the suspected device and describe the item, and its location.

- The watch commander should seek further instructions from HDT.
- The watch commander should also tell HDT that he/she is going to start a limited evacuation of inmates.

5.4 The watch commander or a staff member shall notify the Riverside Fire Department of the finding of a suspected device and shall ask them to stand by with fire and rescue equipment.

5.5 The watch commander shall notify the jail commander via chain of command that a possible hazardous device has been found.

6.0 Evacuation

6.1 The watch commander shall ensure there is sufficient staff for the evacuation of inmates and may have the following additional personnel respond as needed:

- Off-duty jail staff including transportation.
- RSD Riverside, Moreno Valley, and/or Perris Station.
- California Highway Patrol.
- Riverside Police Department.
- San Bernardino County Sheriff
- Orange County Sheriff
- California Department of Corrections

6.2 The watch commander shall evacuate those housing units likely to be affected by the suspected device if the device were to explode.

6.3 The evacuation plan should follow the evacuation procedures outlined in the RPDC Evacuation Procedures.

6.4 The watch commander or his/her designate should coordinate with other facilities to receive evacuated inmates if necessary.

6.5 Upon completion of the evacuation, jail staff shall take no further action until the arrival of the HDT.

6.6 The watch commander shall brief the HDT members upon their arrival and appoint
necessary jail staff to assist the HDT.

6.7 The HDT shall assume control of the immediate scene of the suspected device until the incident is over.

7.0 Explosion of destructive device

7.1 Jail staff shall isolate the explosion site pending completion of HDT's post-blast investigation.

8.0 Reporting

8.1 Incident Report

8.1.1 An RPDC deputy should be assigned to write the initial incident report.

8.1.2 If follow-up investigation is warranted, further investigation shall be handled by HDT and RPDC facility investigator.

8.1.3 If no follow-up is required, the reporting officer shall send a copy ("information only") of the report to HDT, and Jurupa Valley Station Investigations.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 505.02 (Destructive Devices and Explosive Materials) with the following procedural additions:

PROCEDURE

1.0 Safety Precautions

1.1 The watch commander shall order the central control person to shut off all components of the central control radio system.

1.2 The watch commander shall also ensure communications radios in the area outside of CBDC are turned off.

1.2.1 A staff member shall ensure the radios and mobile data terminals (MDT) are turned off in facility vehicles.

2.0 Immediate Jail Response

2.1 The watch commander shall assign a staff member to notify all jail staff of the threat and the need to watch for a hazardous device. This staff member should be careful not to allow inmates to become aware of the threat.

2.2 The jail shall be locked down and all inmate telephones shall be turned off.

2.3 Civilians in the jail may be required to leave, including "OR" staff and business office staff.

2.4 Persons in the jail lobbies shall be sent out and the lobbies locked.

2.5 Visiting shall be suspended.

2.6 Inmate workers shall be returned to their housing units except as noted below.

2.7 Food service may be suspended or modified as the watch commander chooses.

- The watch commander may make a cursory search of the kitchen and if he/she feels it is safe, may allow food preparation and delivery to continue with a small crew of inmate workers.

- The kitchen staff may choose to prepare and distribute sack lunches if doing so would take less time and personnel.

2.8 If recreation is in progress, the watch commander may choose to have staff members conduct a search of the tank of those inmates attending recreation.

2.8.1 If practical, inmates at recreation should be rehoused in their housing areas as soon as possible.

2.9 No new bookings will be accepted.

2.9.1 Local agencies will be notified of this at the same time they receive the notification.
regarding radio traffic.

3. Notification of Agencies

3.1 The central control deputy or other designated staff member(s) shall notify the following agencies to shut off their radios, cellular phones, and MDTs if they come in the area of CBDC. The notification should be in the order listed:

- Sheriff's communications, who will notify all RSD stations and local law enforcement agencies
- Southwest Patrol Station
- Riverside County Fire Department
- Robert Presley Detention Center (Transportation Units)

3.2 A four-block area encompassing CBDC should be the area that two-way radios are turned off.

3.3 The watch commander shall notify the RSD Hazardous Device Team (HDT) and await their response.

4. Preliminary Search

4.1 A supervisor shall designate a search team or teams to conduct a preliminary search of the jail and immediate area.

4.2 Staff members should not reveal the bomb threat to the inmates.

4.3 Searching officers should not open doors, cabinets, or drawers. For practical purposes, this restriction should not apply to doors continually in use, which have been monitored by staff members.

4.4 Searching officers should not use light switches (use a flashlight).

4.5 The searching officers should search the jail interior, including the jail lobby, then the dock and outdoor recreation yard.

4.5.1 If appropriate, the watch commander may have the search team(s) search inmate housing areas with the assistance of jail staff.

- In such a case, the inmates shall be moved from the housing unit.

4.5.2 If no device is found in the searched housing area, the inmates should be returned to that housing area.

4.5.3 The searching officers shall then search the sally port area and the remainder of the CBDC exterior and immediate parking areas.

- The watch commander may also have the search team search the exterior of nearby vehicles.

4.6 Upon completion of the search, the search team shall report in person or by telephone to
4.6.1 If no device is found, the watch commander shall call the HDT and tell a team member no device was found but not every area was checked.

4.6.2 If no device is found, the watch commander shall call the HDT and tell a team member no device was found but not every area was checked.

4.6.3 Upon consultation with HDT, the HDT member may authorize a more in-depth search to include opening doors and drawers.

4.6.4 If a second, in-depth search is conducted, the watch commander should notify the HDT of the results of that search.

4.6.5 If no device is found, the HDT and the watch commander should discuss the situation and decide if HDT should respond.

4.6.6 If no device is found and the watch commander feels the searches were thorough, HDT and the watch commander may cancel the threat and consider the jail "clear."

4.7 Suspected Device Found

4.7.1 If a device or suspected device is found, the searching officers shall not go near the item and shall notify the watch commander of the object by telephone or in-person.

4.7.2 If the suspected device is found on the person of an inmate being booked, the device shall be handled in the same manner as outlined below. Staff members should be especially careful of military munitions in these cases as static electricity may trigger the device.

- EXCEPTION: If a person being booked is found carrying a device with a fuse, there is less likelihood of the device igniting by mere touch. The watch commander may place the device in an unoccupied office with the door closed.

4.7.3 The watch commander shall notify the HDT of the finding of the suspected device and describe the item, and its location.

- The watch commander should seek further instructions from HDT.

- The watch commander should also tell HDT that he/she is going to start a limited evacuation of inmates.

4.7.4 The watch commander or a staff member shall notify the Riverside County Fire Department of the finding of a suspected device and shall ask them to stand by with fire and rescue equipment.

4.7.5 The watch commander shall notify the jail commander via chain of command that a possible hazardous device has been found.

4.8 Evacuation

4.8.1 The watch commander shall ensure there is sufficient staff for the evacuation of inmates and may have the following additional personnel respond as needed:

- Robert Presley Detention Center staff, including transportation
- RSD Southwest, Lake Elsinore, and/or Hemet
- California Highway Patrol
- Murrieta Police Department
- San Bernardino County Sheriff
4.8.2 The watch commander shall evacuate those housing units likely to be affected by the suspected device if the device were to explode.

4.8.3 The evacuation plan should follow the evacuation procedures outlined in the CBDC Evacuation Procedures.

4.8.4 The watch commander or his/her designate should coordinate with other facilities to receive evacuated inmates if necessary.

4.8.5 Upon completion of the evacuation, jail staff shall take no further action until the arrival of the HDT.

4.8.6 The watch commander shall brief the HDT members upon their arrival and appoint necessary jail staff to assist the HDT.

4.8.7 The HDT shall assume control of the immediate scene of the suspected device until the incident is over.

5.0 Explosion of Destructive Device

5.1 The explosion of a destructive device shall be handled in the same manner as a fire as outlined in the CBDC fire-life-safety guidelines.

5.2 The watch commander or his/her designate shall notify the HDT who shall respond to the scene and assume control of the immediate scene.

5.3 Jail staff shall isolate the explosion site pending completion of HDT's post-blast investigation.

6.0 Reporting

6.1 Incident Report

6.1.1 A CBDC deputy should be assigned to write the initial report.

6.1.2 If follow-up investigation is warranted, further investigation shall be handled by HDT and/or Southwest Station investigations.

6.1.3 If no follow-up is required, the reporting officer shall send a copy ("information only") of the report to HDT and Southwest Station Investigations.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 505.02 (Destructive Devices and Explosive Materials) with the following procedural additions:

PROCEDURE

1.0 Jail Staff Response to Bomb Threat

1.1 The watch commander, by the public-address system, shall order all staff members to shut off their radios and cellular phones (these radios and telephones broadcast even when they are not "keyed").

1.2 The watch commander shall order the central control person to shut off all components of the central control radio system.

1.3 The watch commander shall also ensure communications radios in the county administrative center are turned off:

1.3.1 The tank housing officers shall immediately go to the television and telephone control panels and turn both off.

1.3.2 A staff member shall ensure the radios and mobile data terminals (MDT) are turned off in jail vehicles.

1.3.3 A staff member shall immediately notify patrol and court services - in person- to turn off all their radios.

    If the threat occurs during a regular business day the staff member notifying patrol and court services shall ask the patrol and court services supervisors to have someone check all the vehicles to ensure the radios, cellular phones, and MDTs are off.

    If the threat occurs when no court services staff are on duty, the deputy responding to the court services office shall ensure all court services radio equipment and cellular phones are off.

    This includes hand-held radios and cellular phones.

    If possible, the designated staff member should get the court services vehicle keys and check each court services vehicle and ensure each radio and MDT is off.

1.3.4 A staff member shall make the following notifications, by phone or in-person, in the county administrative center and request all radios and cellular phones be shut off if the incident occurs during a work day:

    County communication (trailer east of fire station, north of jail).

    District Attorney’s Bureau of Investigation

    Other county departments using two-way radios and/or cellular phones (such as probation).

    Bureau of Land Management.

    Blythe Police Department.

    Riverside County Fire Department.
2.0 Immediate Jail Response

2.1 The watch commander shall assign a staff member to notify all jail staff of the threat and the need to watch for a hazardous device. This staff member should be careful not to allow inmates to become aware of the threat.

2.2 The jail shall be locked down.

2.3 Civilians in the jail will be required to leave.

2.4 Persons in the jail lobby shall be sent out and the lobby locked.

2.5 Visiting shall be terminated.

2.6 Inmate workers shall be returned to their housing units except as noted below.

2.7 Food service will be suspended or modified as the watch commander chooses.

     The watch commander may make a cursory search of the kitchen and if he/she feels it is safe, may allow food preparation and delivery to continue with a "skeleton" crew of inmate workers.

     The kitchen staff may choose to prepare and distribute sack lunches if doing so would take less time and personnel.

2.8 If recreation is in progress, the watch commander may choose to have staff members conduct a search of the tank of those inmates attending recreation.

     If practical, inmates at recreation should be rehoused in their housing areas as soon as possible.

2.9 No new bookings will be accepted.

     Local agencies will be notified of this at the same time they receive the below listed notification regarding radio traffic.

2.10 Inmates in court should be held in the courthouse holding cells and supervised by court service personnel.

3.0 Notification of Agencies

3.1 The central controller or other designated staff member(s) shall notify the following agencies to shut off their radios, cellular phones, and MDTs if they come in the county administrative center (see boundaries below). The notification should be in the order listed:

     Sheriff's communications
     Blythe Police and fire
     California Highway Patrol
     U.S. Border Patrol
     California Department of Corrections (CDC) transportation units from Ironwood and Chuckawalla State Prisons
3.2 The watch commander, if he/she feels it is appropriate, may also have the central controller or other designated staff member telephone the following entities with the same request:

- City of Blythe Public Works
- Palo Verde Valley Water District
- Telephone companies
- Southern California Edison
- Any construction company working in the immediate area
- Local television cable companies
- Other local and federal agencies

3.3 The area in which two-way radios should be turned off is designated by the following borders:

- Tenth Avenue on the north
- Interstate 10 on the south
- Lovekin Street on the west
- Seventh Street on the east

4.0 Evacuation

4.1 The watch commander shall ensure there is sufficient staff for the evacuation of inmates and may have the following additional personnel respond as needed:

- Off-duty jail staff
- RSD Blythe Station
- Blythe Police Department
- RSD personnel from outside Palo Verde Valley
- California Highway Patrol

4.2 Jail staff shall shut off all inmate phones before evacuation.

4.3 The watch commander shall evacuate those tanks likely to be affected by the suspected device if the device were to explode.

4.4 The evacuation plan should follow the evacuation procedures outlined in the Blythe jail fire-life-safety plan.

4.5 The watch commander or his/her designate should coordinate with other facilities to receive evacuated inmates if necessary.

4.6 Upon completion of the evacuation, jail staff shall take no further action until the arrival of the HDT.

4.6.1 The watch commander shall brief the HDT members upon their arrival and appoint necessary jail staff to assist the HDT.
5.1 The explosion of a destructive device shall be handled in the same manner as a fire as outlined in the Blythe Jail Fire Life Safety Manual.

5.2 The watch commander or his/her designate shall notify the HDT who shall respond to the scene and assume control of the immediate scene.

5.3 Jail staff shall isolate the explosion site pending completion of HDT's post-blast investigation.

6.0 Documentation

6.1 A supervisor shall assign a deputy to write the initial report but may be referred to Blythe Station.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 505.03 (Emergency Suspension of Standards).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 503.03 (Emergency Suspension of Standards or Requirements).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 505.03 (Emergency Suspension of Standards).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 505.03 (Emergency Suspension of Standards).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 505.03 (Emergency Suspension of Standards).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 505.04 (Evacuation Plan).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 505.04 (Evacuation Plan).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 505.04 (Evacuation Plan) with the following procedural additions:

PROCEDURE

1.0 Evacuation

1.1 The watch commander shall ensure there is sufficient staff for the evacuation of inmates and may have the following additional personnel respond as needed:

- Off-duty jail staff including transportation
- RSD Riverside, Moreno Valley, and/or Perris Station
- California Highway Patrol
- Riverside Police Department
- San Bernardino County Sheriff
- Orange County Sheriff
- California Department of Corrections

1.2 The watch commander will determine which areas need to be evacuated and the order of evacuation.

2.0 Hall of Justice

2.1 If evacuation from the HOJ holding area becomes necessary, and the inmates need to be taken up into the Hall of Justice, the Intake Sergeant will be responsible for coordinating this with Court Services.

- The inmates will be taken up to the main floor via the stairwell, and then walked back to the jail.
- If the evacuation can be accomplished through the tunnel, the Intake Sergeant will coordinate this with the Transportation Staff.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 505.04 (Evacuation Plan).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 505.04 (Evacuation Plan) and the facility Fire/Life Safety Manual.
SCF Procedure 505.05 (Fire and Life Safety Staff) has been merged with SCF Procedure 505.06 (Fire Life Safety Suppression and Preplanning.) SCF Procedure has been renamed to Fire Life Safety Suppression and Preplanning.
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.
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.
Cois Byrd Detention Center (CBDC) Procedure 505.05 (Fire and Life Safety Staff) has been merged with CBDC Procedure 505.06 (Fire Suppression Preplanning). CBDC Procedure 505.06 has been renamed to Fire Life Safety Suppression and Preplanning.
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.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 505.06 (Fire Life Safety Suppression and Preplanning) as well as the SCF Fire Life Safety Manual, with the following procedural additions:

PROCEDURE

1.0 Suppression

1.1 Automated sprinkler systems are located in several areas throughout the facility. These sprinklers are designed to activate when exposed to extreme heat produced by a fire.

1.1.1 Automated sprinklers are located in the kitchen, visiting hall, housing units 8 - 14, housing units 15-17, Intake and Programs Buildings A, B, C, D, E, F and G.

1.1.2 If automated systems should fail, staff shall give first priority to evacuation of inmates or staff in the fire area. After evacuation, and only if reasonably safe to do so, staff should try to extinguish the fire.

1.2 If a fire has been extinguished by facility sprinkler systems or by a facility fire response team, the fire department will continue to respond for a facility fire inspection report.

2.0 Perimeter One Responsibilities

2.1 The Perimeter One Deputy shall record arrival times for all responding agencies to assist Central Control with record keeping information. The Perimeter One Deputy shall maintain an accurate listing of outside agencies arriving. (i.e., time of arrival, department affiliation, ranking supervisor, location directed within the facility, or any other emergency functional tasks required by the Incident Commander.)
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 505.06 (Fire Safety Suppression and Preplanning) with following procedural additions:

**PROCEDURE**

1.0 Support Services

1.1 Staff assigned to Support Services will be assigned 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.

1.2 Quarterly, staff assigned to Support Services will perform a detailed inspection of the respirators. This shall be completed using the SCBA Maintenance Check List (P505.06 Attachment 2).

1.3 Staff assigned to Support Services will perform a monthly fire prevention inspection.
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 505.06 (Fire Suppression Preplanning) with the following procedural additions:

PROCEDURE

1.0 Respirator Protection Program Administrator

1.1 The Compliance Unit is the Respirator Protection Program Administrator responsible for being familiar with the OSHA Respiratory Protection standard, the application of respirators within RPDC, and has the necessary training and experience with the respirators used within RPDC.

2.0 General Guidelines

2.1 The Riverside City Fire Department shall be notified by Central Control whenever there is a fire in RPDC or the HOJ court holding areas, regardless of the type of fire. When the fire department arrives, the jail and court holding staff are to follow the directions of the fire department in matters related to fighting the fire. The movement of inmates and the security of the jail/court holding facility are still the responsibility of the jail/court holding staff.
2.7 All inmates shall be evacuated from any area affected by a fire before jail/court holding staff enters the area to extinguish the fire. Inmate movement shall be conducted in a safe manner. In no case shall the number of inmates being moved out of a secure area exceed the number of staff at that specific location.

2.8 Staff shall not make any statements to the press regarding a jail/court holding facility fire emergency. A supervisor, PIO, or higher -ranking employee shall handle all press releases.

3.0 Traffic Control

3.1 A Sergeant, as needed, shall assign sworn personnel to the following locations for traffic control and facility security.

- 10th & Lemon
- 11th & Lemon
- 10th & Main - Lobby Deputy

3.2 A Sergeant shall assign personnel to the Fire Suppression Team, which may include the following:

- Floor Runners
- B Pod Officers, as needed
- Medical Car (if available)

3.3 In addition to a fire suppression team, the following support positions shall also be staffed.

- Fire Dept. Liaison
- Fire Equipment/ERT Cart

4.0 Supervisor Duties

4.1 The Sergeant responsible for the area where the incident is located shall respond to the location of the fire to take command of the situation.

4.2 One Sergeant responds to the ERT/Fire Equipment room and oversees the fire team and ERT suit up for the response to the fire.

4.3 One Sergeant responds to Central Control to ensure that the Critical Incident log is maintained and shall supervise/assist Central Control personnel.
shall include the time each staff member was contacted and the time the staff member was relieved of duty.

5.0 Central Control Duties

5.1 Confirm the location, size, and type of fire; broadcast this information to the staff over the public-address system and radio.

5.2 Announce 10-33 traffic and complete lockdown of the Facility. Repeat the above broadcast a second time.

5.3 Dial “911” and have Riverside City Fire respond.

5.4 Advise Riverside City Fire of the current status and location of the fire, request that they respond at least one ambulance to standby, and ask the dispatcher to advise the Jurupa Station and the Riverside Police Department dispatchers of the situation.

5.5 Start the Critical Incident log.

5.6 The triage location is determined by the on-scene Sergeant/Incident Commander.

5.7 Notify the Watch Commander (Lieutenant) of the situation.

5.8 Contact maintenance and have them standby in the basement area in the event they are needed.

6.0 Emergency Response Team

6.1 When the ERT members arrive, the on-scene sergeant will have them begin any evacuations that are necessary and/or assign them tasks as deemed necessary.

6.2 At the direction of the sergeant, the Fire Suppression Team will respond to the location of the fire and begin to suppress it.

6.3 The Sergeant who oversaw the fire team suit up, will then become the liaison with the Fire Department when they enter the Facility.

6.4 Once the Fire Department is on scene, they will take over command of the fire, and the facility staff will be under their direction in regard to extinguishing the fire.

6.5 If a fourth Sergeant is on duty, they will take command of the evacuation and triage areas. They will also work with the Classification Sergeant or Deputy with the re-housing of inmates displaced/evacuated by the fire.

7.0 Self-Contained Breathing Apparatus (SCBA)

7.1 A detailed inspection of the SCBA must be documented by day shift on the first day of each month using the SCBA Maintenance Check List (P505.06 Attachment 2). This shall be completed when a new monthly inspection check-off list is started. The
floor deputy shall turn in to the Compliance Deputy the completed prior month daily check off sheet along with the completed SCBA Maintenance Check List at the beginning of each month.

7.2 If the pressure in the cylinder falls below 90% or 2000 PSI (below the green area), the cylinder needs to be taken out of service and recharged. When recharging the cylinder, it needs to be drained and then filled—not just “topped off.” Ideally, the cylinder should be charged to 2200 PSI.

- When a deputy takes an SCBA out of service, they shall complete SCBA Maintenance Check List. The form and complete SCBA apparatus shall be exchanged with a spare SCBA located in the loading dock hallway, right of the SCBA room. The defective SCBA shall be tagged “out of service” and the Compliance Unit notified. An entry shall be made on the monthly sign off sheet indicating the SCBA has been replaced. The spare SCBA must be inspected before being placed into service.

7.3 Maintenance of SCBA

7.3.1 Each SCBA will have an identification number and will be certified through an annual performance test. The following will be documented, and the documentation will be retained by the Compliance Office.

- Date of Inspection
- Name of person who conducted inspection
- The findings of inspection and any required remedial action

7.4 Repairing of SCBA

7.4.1 SCBAs that fail an inspection or are otherwise found to be defective (through daily checks, monthly inspections, etc.) shall be removed from service to be repaired or discarded.

7.4.2 Repairs and adjustments to SCBAs are only to be made by appropriately trained and certified personnel who shall only use Survivair NIOSH-approved parts that are specifically designed for the Cougar SCBA.

7.4.3 Any repairs shall be made according to Survivair recommendations and specifications for the type and extent of repairs to be performed.

- Reducing and admission valves, regulators, and alarms shall be adjusted or repaired by Survivair personnel or a technician trained by Survivair.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 505.06 (Fire Suppression Preplanning and the Cois Byrd Detention Center “Fire/Life Safety Manual”).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 505.06 (Fire Suppression and Preplanning).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 505.07 (Riot/Facility Disturbance) with the following procedural additions:

PROCEDURE

1.0 Facility Lock-Down

1.1 Staff shall not leave unless permitted by the on-duty sergeant.

1.2 All inmates shall be returned to their housing units or alternate holding areas away from the disturbance.

- Housing unit televisions and telephones shall be turned off
- Water may be turned off to prevent flooding
- Lights/electricity may be turned off only if needed or directed by a supervisor

1.3 Visiting will be discontinued.

1.4 The on-duty supervisor may divert bookings, with the approval of the facility commander.

1.5 All other inmate activity will be discontinued, and all inmates shall be secured in an area away from the disturbance.

2.0 Inmate Meals

2.1 Unless the disturbance makes feeding impossible, inmates in housing units not involved in the disturbance shall receive regular meals.

2.2 A sergeant may direct the kitchen to serve "sack lunches" instead of the regular meal if necessary.

3.0 Sergeant Duties

3.1 Shall appoint a staff member to conceal the disturbance area from the view of other inmates; covering windows for example.

3.2 If the disturbance exceeds four hours and can be isolated to a specific confined area, such as one housing unit, a sergeant shall try to restore normal jail operations in the remainder of the jail.

3.3 If the incident warrants, an Incident Command Post (ICP) should be established.

3.3.1 The ICP should be in an area with sufficient telephone access. The mobile command boards should be utilized. It should be setup near the affected area to help coordinate more effectively. However, it should not be setup too close because doing so may require it to be moved if the incident progresses past the originally affected area.
3.4 Shall contact the RSD Public Information Officer (PIO) and brief him/her so they may handle questions from the media services.

3.5 Shall establish a primary and secondary command post location and make staff aware of these locations.

3.6 Shall make all attempts to gather intelligence regarding the disturbance. This shall include but may not be limited to the following:

3.6.1 Size of disturbance
3.6.2 Number of involved inmates
3.6.3 Criminal history on involved inmates
3.6.4 Reactions of participants

- Hostage situation
- Refusing to obey directions
- Destructive actions
- Verbal actions
- Passive refusal

3.6.5 Anticipated or forecasted actions

4.0 Actions

4.1 All law enforcement agencies (and courts if necessary) in the area will be notified of the disturbance at the facility. The facility will not accept any bookings or transports until further notice.

4.2 A sergeant is to determine if additional staff is needed to control the disturbance.

4.3 If staffing is not sufficient to control the disturbance, a sergeant may call in additional personnel, at the direction of the jail commander.

5.0 Emergency Response Team

5.1 A sergeant shall assemble an Emergency Response Team (ERT) from assigned staff and other available personnel. This may include personnel from the transportation, classification, support services, business office, administration, training, Riverside Alternative Sentencing Program (RASP), supply, Site B, etc.

5.1.1 If there should be more than one sergeant on duty at the time, one shall respond to Central Control to assist with the coordination of notifications or response of support personnel. They shall ensure the following is accomplished.

- Chain of command notifications are made
- Support needs notifications are made (fire, ambulance, allied agencies)
- Medical services (staff and inmates) are established
- A Critical Incident Log is kept

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 Form responding assistance and assign appropriate tasks
 Start intelligence gathering
 Ensure the security of central control

6.0 Special Enforcement Bureau (SEB)

6.1 A sergeant may request the RSD Special Enforcement Bureau (SEB) with approval of the facility commander, if jail staff determines the situation cannot be handled with these procedures or a hostage situation develops.

6.1.1 In any cases involving the taking of hostages (civilian or correctional), jail staff shall not negotiate with inmates. This shall only be done by Hostage Negotiations Team (HNT).

7.0 Conclusion of Disturbance

7.1 A sergeant shall ensure that medical attention is given to the injured.

7.2 The sergeant should ensure the housing unit/area is treated as a crime scene and that every attempt is made to preserve evidence.

7.2.1 The sergeant may authorize the use of Forensic Technicians(s).

8.0 Reporting.

8.1 A sergeant shall assign a staff member to investigate the incident and prepare a police report.

 A sergeant may assign other staff members as needed to assist in the investigation.
 A sergeant may request RSD Cabazon Station assign an investigator or investigators to assist in the investigation.
 The deputy preparing the incident report shall route a copy of all reports to the jail commander.

9.0 Debriefing

9.1 As soon as possible and practical, a debriefing of the incident shall be conducted with all involved personnel.
11.0 Civil Disturbances Outside the Facility

11.1 Jail personnel shall notify a sergeant or other supervisor of any civil disturbance or demonstration discovered occurring in the vicinity of the facility, or that impedes normal access to the facility.

11.2 All law enforcement agencies in the area will be notified of the event. An appropriate request for assistance will be made based on the circumstances.

11.3 The jail shall be locked down. Staff shall not leave unless permitted by the on-duty sergeant(s).

11.4 All inmate activity will be discontinued, and all inmates secured in an area away from the disturbance. Exceptions necessary to continue vital operations shall be approved by the on-duty sergeant(s).

11.5 Facility staff may be reassigned to monitor/secure areas of the facility affected by the event.

11.6 Facility staff shall not interact with those involved in the disturbance except as needed to ensure facility/inmate security.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 505.07 (Riot/Facility Disturbance) with the following procedural additions:

PROCEDURE

1.0 Housing Deputy Duties

1.1 All inmates shall be returned to their housing units or alternate holding areas away from any disturbance.

   1.1.1 Housing unit televisions and telephones shall be turned off.
   1.1.2 Water shall be turned off to prevent flooding.
   1.1.3 Lights/ electricity may be turned off with a supervisor approval

1.2 Visiting will be discontinued.

2.0 Supervisor Duties

2.1 A supervisor may authorize the lock down of the facility.

2.2 A supervisor may divert or limit bookings during a facility disturbance.

2.3 A supervisor shall assemble an Emergency Response Team (ERT) from assigned staff and other available staff.

2.4 An available supervisor shall respond to Central Control to assist with the coordination of notifications and response of support personnel. He/she shall ensure the following is accomplished:

   ➢ Chain of command notifications are made.
   ➢ Ensure notifications are made to allied agencies, fire, ambulance.
   ➢ Medical are notified and staged in a designated area.
   ➢ A Critical Incident Log is kept.
   ➢ Form responding assistance and assign appropriate tasks.
   ➢ Start intelligence gathering.
   ➢ Ensure the security of Central Control.

2.0 Emergency Response Team (ERT)

2.1 Team members shall respond to the ERT Locker Room to don protective gear. Team members shall be assigned weapon systems and tasks. The ERT team will assemble close to the disturbance area, awaiting further instruction from the ERT Supervisor.

3.0 Conclusion of Disturbance

3.1 A supervisor shall ensure that medical attention is given to the injured.
3.2 The supervisor shall ensure the housing unit/area is treated as a crime scene and that every attempt is made to preserve evidence.

3.3 Any staff member receiving a request from the media regarding an incident shall direct them to the RSD Public Information Officer (PIO).

4.0 Debriefing

4.1 As soon as possible and practical, a debriefing of the incident shall be conducted with all involved personnel.
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 505.07 (Riot/Facility Disturbance) with the following procedures additions:

PROCEDURE

1.0 Facility Lock-down

1.1 The jail and court holding shall be locked down.

1.2 All trustees shall be secured in holding cells away from the disturbance or returned to their housing units.

1.2.1 Visiting and attorney visits will be discontinued.

1.2.2 No new bookings will be accepted.

1.2.3 All court appearances will be discontinued.

1.2.4 All other inmate activity, such as recreation, will be discontinued and all inmates shall be secured in an area away from the disturbance.

1.2.5 Staff shall turn off televisions in the involved housing unit.

1.2.6 Staff shall turn off telephones in the involved housing unit.

1.2.7 Staff may turn off water to prevent flooding.

1.2.8 Staff may turn off lights/electricity.

2.0 Inmate Meals

2.1 Unless the disturbance makes feeding impossible, inmates in housing units and court holding cells not involved in the disturbance shall receive regular meals.

2.2 The watch commander shall allow the kitchen to serve "sack lunches" instead of the regular meal if necessary.

2.3 If the disturbance exceeds four hours and can be isolated to a specific confined area, such as one housing unit, the watch commander shall try to restore normal jail and or court operations in the remainder of the jail and courts.

3.0 Watch Commander

3.1 Assess if disturbance can be resolved peacefully.

3.2 Make effort to resolve disturbance/riot in a reasonable manner.

3.3 Give inmates the opportunity to disburse or separate themselves from those inmates wishing to continue the disturbance.

3.4 Re-assess disturbance/riot situation.

3.5 Notify jail commander, via the chain of command, and provide an assessment of disturbance/riot.
3.6 Appoint a staff member to conceal the disturbance area from the view of other inmates, covering windows and closing maximum security doors, for example.

4.0 Actions

4.1 Facility staff shall notify all law enforcement agencies (and courts if necessary) in the area of the disturbance at the facility.

4.1.1 The facility will not accept any bookings or transports until further notice.

4.2 The watch commander shall give inmates in the disturbance area another opportunity to disburse or separate themselves from those inmates wishing to continue the disturbance.

4.3 The watch commander shall determine if additional manpower is needed to control the disturbance.

4.4 If manpower is not sufficient to control the disturbance, the watch commander may call in additional personnel, at the direction of the jail commander.

5.0 Special Enforcement Bureau (SEB)

5.1 The watch commander may request Special Enforcement Bureau (SEB) via the facility commander if the jail staff is unable to handle the situation.

5.2 SEB shall control the situation until relieved.

5.3 The watch commander or an SEB member shall offer inmates in the disturbance area another opportunity to disburse or separate themselves from those inmates wishing to continue the disturbance.

5.3.1 Jail Emergency Response Team members assigned to assist the SEB shall be under the command and control of the SEB until relieved.

6.0 Conclusion of Disturbance

6.1 The watch commander shall ensure those requiring medical attention receive it.

6.2 The watch commander and jail staff shall return the jail and courts to normal operations as soon as possible.

6.2.1 Trustees and/or inmates from the involved housing unit shall clean and restock that housing unit as necessary.

6.2.2 A classification officer shall house inmates identified as agitators in the event or those likely to create another disturbance in another housing unit within RPDC or at another facility once the “lock-down time period has been completed.

6.2.3 The reclassification/re-housing shall occur, if possible, after they are interviewed by the investigating officer.
7.0 Reporting

7.1 The watch commander shall assign a staff member to investigate the incident and prepare an incident report.

7.1.1 The watch commander may assign other staff members as needed to assist in the investigation.

7.1.2 The watch commander may request Jurupa Valley Station assign an investigator or investigators to assist in the investigation.

7.2 The officer preparing the police report shall route a copy to the facility commander and ask assisting officers and investigators to forward copies of all supplemental reports to the facility commander.

8.0 Riot Stages

8.1 First Stage - Some event occurs triggering inmate violence and property destruction. Inmates are still disorganized, and their violence and destruction appears to be purposeless. An inmate leader has not yet been established. Immediate and forceful action at this stage, if staffing levels permit may end the disturbance.

8.2 Second Stage - If staffing levels or logistical needs do not permit immediate containment, inmates may use this time to organize. Often an inmate leader will emerge. Inmates will use this time to fortify their position. Uninvolved inmates may be intimidated into participating in the riot.

8.3 Third Stage - This stage involves some form of interaction between inmates and corrections staff. This interaction includes negotiation, threat of force and the actual use of force. Generally, concessions should not be made during negotiations. The focus of negotiation should be the release of hostages and uninvolved inmates.

8.4 Fourth Stage - This is the collapse of the riot, either by the inmates surrendering or by the use of force by corrections staff.

8.5 Fifth Stage - This includes an investigation into the cause of the riot, identification and prosecution of rioters, providing medical treatment to the injured staff and inmates, and taking steps to restore the jail to normal operation.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 505.07 (Riot/Facility Disturbance) with the following procedural additions:

PROCEDURE

1.0 Facility “Lock Down”

1.1 In the event of a Riot/Facility disturbance, the facility shall be “locked down.”

1.2 All inmates shall be secured in holding cells away from the disturbance or returned to their housing units.

1.3 Visiting will be discontinued, and the facility lobby cleared and closed.

1.4 No new bookings will be accepted.

1.5 All other inmate activity, such as recreation, will be discontinued and all inmates shall be secured in an area away from the disturbance.

1.6 Staff shall turn off televisions and telephones in the housing units.

1.7 Staff may turn off water to prevent flooding.

1.8 Staff may turn off lights/electricity.

2.0 Inmate Meals

2.1 Unless the disturbance makes feeding impossible, inmates in housing units not involved in the disturbance shall receive regular meals.

2.2 The on-duty supervisor shall allow the kitchen to serve "sack lunches" instead of the regular meal if necessary.

2.3 If the disturbance exceeds four hours and can be isolated to a specific confined area, such as one housing unit, the watch commander shall try to restore normal jail operations in the remainder of the jail.

3.0 On-Duty Supervisor

3.1 Give inmates the opportunity to disperse or separate themselves from those inmates wishing to continue the disturbance.

3.2 Re-assess disturbance/riot situation.

3.3 If needed, direct the assembly of the Emergency Response Team (ERT).
3.4 Notify facility commander, via the chain of command, and provide an assessment of disturbance/riot.

3.5 If the incident warrants, an Incident Command Post (ICP) should be established.

4.0 Actions

4.1 Central Control shall notify Dispatch and RPDC (and courts if necessary) of the disturbance at the facility.

   4.1.1 The facility will not accept any bookings or transports until further notice.
   4.1.2 Southwest Station and RPDC shall be put on “standby.”

4.2 The on-duty supervisor shall give inmates in the disturbance area another opportunity to disburse or separate themselves from those inmates wishing to continue the disturbance.

4.3 The watch commander shall determine if additional manpower is needed to control the disturbance.

4.4 If manpower is not sufficient to control the disturbance, the watch commander may call in additional personnel, at the direction of the jail commander.

5.0 RSD Emergency Services Team (EST)

5.1 The watch commander may request the RSD Emergency Services Team (EST) via the facility commander, if the jail staff is unable to handle the situation.

5.2 If the EST is brought in, the jail ERT will function as back up to assist with the handcuffing and removal of inmates or as directed by the EST supervisor.

6.0 Special Enforcement Bureau (SEB)

6.1 Jail ERT members assigned to assist SEB shall be under the command and control of SEB until relieved.
7.0 Civil Disturbance Outside of Facility

7.1 In the event that a civil disturbance takes place near the facility, the on-duty supervisor shall clear and close the facility lobby.

7.2 He or she shall contact dispatch and request the services of the Southwest Station to address the disturbance.

8.0 Conclusion of Disturbance

8.1 The on-duty supervisor shall ensure those requiring medical attention receive it.

8.2 The on-duty supervisor should ensure the housing unit/area is treated as a crime scene and that every attempt is made to preserve evidence.

8.2.1 The on-duty supervisor may authorize the use of Forensic Technician(s).

8.3 The on-duty supervisor and jail staff shall return the jail to normal operations as soon as possible.

8.3.1 Trusties and/or inmates from the involved housing unit shall clean and restock that housing unit as necessary.
8.3.2 A classification officer shall identify agitators in the event or those likely to create another disturbance.

➢ All inmates shall be returned to the housing unit/area and remained “locked down” for a time period determined by the watch commander or his or her designee.
➢ After the “lock down” period has been completed, the necessary reclassification/rehousing shall occur.

9.0 Reporting

9.1 The on-duty supervisor shall assign a staff member to investigate the incident and prepare an incident report.

9.1.1 The watch commander may assign other staff members as needed to assist in the investigation.
9.1.2 The watch commander may request RSD Southwest Station assign an investigator or investigators to assist in the investigation.

9.2 The officer preparing the incident report shall route a copy to the facility commander and ask assisting officers and investigators to forward copies of all supplemental reports to the facility commander.
10.2 Second Stage - If staffing levels or logistical needs do not permit immediate containment, inmates may use this time to organize. Often an inmate leader will emerge. Inmates will use this time to fortify their position. Uninvolved inmates may be intimidated into participating in the riot.

10.3 Third Stage - This stage involves some form of interaction between inmates and corrections staff. This interaction includes negotiation, threat of force and the actual use of force. Generally, concessions should not be made during negotiations. The focus of negotiation should be the release of hostages and uninvolved inmates.

10.4 Fourth Stage - This is the collapse of the riot, either by the inmates surrendering or by the use of force by corrections staff.

10.5 Fifth Stage - This includes an investigation into the cause of the riot, identification and prosecution of rioters, providing medical treatment to the injured staff and inmates, and taking steps to restore the jail to normal operation.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 505.07 (Riot/Facility Disturbance) with the following procedural additions:

PROCEDURE

1.0 Facility Lock-down

1.1 All inmate workers shall be secured in holding cells away from the disturbance or returned to their housing units.

1.2 Visiting will be discontinued.

1.3 No new bookings will be accepted.

1.4 All other inmate activity, such as recreation, will be discontinued and all inmates shall be secured in an area away from the disturbance.

1.5 Staff shall turn off televisions and telephones in the involved housing unit.

1.6 Staff may turn off water to prevent flooding.

1.7 Staff may turn off lights/electricity.

2.0 Inmate Meals

2.1 Unless the disturbance makes feeding impossible, inmates in housing units not involved in the disturbance shall receive regular meals.

2.2 The on-duty supervisor shall allow the kitchen to serve "sack lunches" instead of the regular meal if necessary.

2.3 If the disturbance exceeds four hours and can be isolated to a specific confined area, such as one housing unit, the watch commander shall try to restore normal jail operations in the remainder of the jail.

3.0 On-Duty Supervisor

3.1 Give inmates the opportunity to disburse or separate themselves from those inmates wishing to continue the disturbance.

3.2 Re-assess disturbance/riot situation.

3.3 Notify facility commander and provide an assessment of the disturbance/riot.

3.4 Appoint a staff member to conceal the disturbance area from the view of other inmates, covering windows for example.
4.1 Jail staff shall notify all law enforcement agencies (and courts if necessary) in the area of the disturbance at the facility.

4.2 The on-duty supervisor shall give inmates in the disturbance area another opportunity to disburse or separate themselves from those inmates wishing to continue the disturbance.

4.3 The watch commander shall determine if additional manpower is needed to control the disturbance.

4.4 If manpower is not sufficient to control the disturbance, the watch commander may call in additional personnel, at the direction of the facility commander.

4.5 The watch commander may request the RSD Special Enforcement Bureau (SEB) via the facility commander if the jail staff is unable to handle the situation.

4.6 If the SEB is brought in, the jail ERT will function as backup to assist with the handcuffing and removal of inmates or as directed by the SEB supervisor.

4.7 SEB shall control the situation until relieved.

5.0 Emergency Response Team Action

5.1 Jail Emergency Response Team members assigned to assist the SEB shall be under the command and control of the SEB until relieved.

6.0 Conclusion of Disturbance

6.1 The on-duty supervisor shall ensure those requiring medical attention receive it.

6.2 The on-duty supervisor and jail staff shall return the jail to normal operations as soon as possible.

6.3 Inmate workers and/or inmates from the involved housing unit shall clean and restock that housing unit as necessary.

6.4 A classification officer shall house inmates identified as agitators in the event or those likely to create another disturbance in another housing unit within the Blythe Jail or at another facility.

6.5 The reclassification/re-housing shall occur, if possible, after they are interviewed by the investigating officer or after Dayroom Modification is completed.

7.0 Reporting

7.1 The on-duty supervisor shall assign a staff member to investigate the incident and prepare an incident report.
7.2 The watch commander may request RSD Colorado River Station assign an investigator or investigators to assist in the investigation.

7.3 The officer preparing the incident report shall route a copy to the facility commander and ask assisting officers and investigators to forward copies of all supplemental reports to the facility commander.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 505.08 (Portable Bunks) with the following procedural additions:

PROCEDURE

1.0 Approved Locations

1.1 Housing Units pre-designated for the use of portable bunks at the Smith Correctional Facility are limited to:

- Housing Unit 12, dayrooms A, B, C, D, and E.
- Housing Unit 14, dayrooms C, D, E, F, and G.

1.1.1 No more than two portable bunks may be used in each of the above specified dayrooms at any given time.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 505.08 (Portable Bunks).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 505.08 (Portable Bunks) with the following procedural additions:

PROCEDURE

1.0 Use of the Portable Bunks

1.1 Classification officers shall ensure they have explored all other options prior to the use of portable bunks, which include:

- Re-housing inmates
- Contacting/transferring inmates to other facilities
- Re-aligning of housing units

2.0 Designated Housing Areas for Portable Bunks

2.1 Portable bunks are only authorized in the following areas:

2.1.1 3A dayroom 1 – one in each cells 1 & 2
      3A dayroom 3 – one in each cells 43 & 44
      3B dayroom 1 – one in each cells 45, 46, 47, & 48
      3B dayroom 2 – one in each cells 81, 82, 83, & 84

2.1.2 4A dayroom 1 – one each in cells 1 & 2
      4A dayroom 3 – one each in cells 43 & 44
      4B dayroom 1 – one each in cells 45, 46, 47, & 48
      4B dayroom 2 – one each in cells 81, 82, 83, & 84

2.1.3 5A dayroom 1 – one in each cells 1 & 2
      5A dayroom 3 – one in each cells 43 & 44

2.1.4 6A dayroom 1 - one each in cells 1 & 2
      6A dayroom 3 - one each in cells 43 & 44
      6B dayroom 1 - one each in cells 45, 46, 47, & 48
      6B dayroom 2 - one each in cells 81, 82, 83, & 84

2.1.5 7Th Floor - one each in cells 7E01, 7E02, 7E06, 7E08, 7E09, 7E11, 7E12, 7E14, 7E15, & 7E17.

3.0 Storage of Portable Bunks

3.2 Portable bunks shall be removed from a housing area and returned to storage when there is no inmate assigned to it.

3.3 Prior to being returned to storage all portable bunks shall be inspected for damage.
4.0 Inmate Services/Programs

4.1 Inmates assigned to portable bunks shall be included in all inmate services and programs of the assigned dayroom or cell.

4.2 Inmates assigned to portable bunks shall receive standard linen and clothing issue and exchange these items with the rest of the dayroom, housing unit, or cell.

4.3 Inmates assigned to portable bunks shall follow the same dayroom, housing unit, or cell schedule for commissary, visiting, recreation, telephones, and showers.

5.0 Documentation and Tracking

5.1 The Classification deputy shall note the inmate's placement on the portable bunk in JIMS in addition to the Portable Bunk Log (P505.08 att. 1).

5.1.1 The inmates' stat card shall indicate if the inmate is on a portable bunk.

5.2 When a regular bunk becomes available, inmates assigned to portable bunks will be given housing/movement priority over other inmates.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 505.08 (Portable Bunks) with the following procedural additions:

PROCEDURES

1.0  Designated Housing Areas for Portable Bunks

1.1  Portable bunks are only authorized to be used in the "open dayroom" housing units (C pod Dayroom 4 and D pod Dayroom 1), where toilets and sinks are accessible to all inmates.

1.2  The bunks shall be placed on the lower tier, at the foot of and parallel to the existing bunks. The bunks shall not be placed in close proximity to the showers or toilets.

1.2.1  The bunks shall not block fire doors or be placed within three feet of the telephones.

1.3.1  Each time the bunks are issued or returned to storage they must be inspected for damage.

2.0  Considerations

2.1  Each open dayroom has seating for ten additional inmates, by utilizing the upper tier tables and the telephone tables. These additional seats shall be accessible during meals. If more than ten inmates are using portable bunks, meals may be served in shifts to allow all inmates access to eat their meal at a table.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 505.08 (Portable Bunks).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 506.01 (Accepting/Process Bail Bonds, Bail and Fine).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.02 (Bail Schedule) with the following procedural additions:

PROCEDURE

1.0 Cash Bail

1.1 Cash bail is accepted for all bail and fines. Items accepted for cash bail are cash/currency, cashier’s checks, and postal money orders.

1.1.1 The person posting the bail (bailor) has the option of allowing the bail money to be applied to the fine in the case if a fine is imposed and will be asked whenever cash bail is used.

1.1.2 If the bailor is willing to allow the bail money to be used for the fine, the employee accepting the bail shall stamp the back of RSD Form 523 (Bail and Fine Receipt) with a stamp allowing the use of the money for the fine. The bailor must then specify the amount of money they are willing to allow for the payment of fines and sign the line indicated by the stamp.

1.1.3 The employee will make a copy of the form and the identification card of the person posting the cash bail and place it in the inmate booking file as court paperwork.

1.2 The bailor shall receive a copy of the receipt. A copy of the receipt shall be placed on the outside of envelope containing the money received for bail. The remaining copies of the receipt shall be placed inside the envelope containing the money. The envelope containing the cash bail shall be placed in the safe by a supervisor.
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.01 (Accepting/Processing Bail Bonds, Bail and Fine).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.01 (Accepting/Processing Bail Bonds, Bail and Fine).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 506.01 (Accepting/Processing Bail Bonds, Bail and Fine).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 506.02 (Bail Schedule).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.02 (Bail Schedule).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.02 (Bail Schedule)
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.02 (Bail Schedule).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 506.02 (Bail Schedule) with the following procedural additions:

PROCEDURE

1.0 Request to Increase Bail (1269 PC)

1.1 The petitioning officer must receive judicial approval per 1269 PC within eight hours of booking.

1.2 Custody staff receiving the completed form shall give the form to business office where staff shall enter the authorized bail amount in the JIMS computer file.

1.3 A copy of the approved Bail Increase Form shall be placed in the inmates file.

1.4 The increased bail amount shall remain in effect until the jail receives court paperwork showing a change in bail amount.

2.0 Examination of Bail Funds (1275 PC)

2.1 If the arresting officer believes that bail has been or may be obtained by felonious means, the arresting officer can provide the booking officer with a copy of a 1275/1269 form, Declaration in Support of Examination of Bail pursuant to Section 1275.1 P.C.

2.2 Once a copy of the 1275 form has been given to the booking officer, the inmate may not be released on bail for twenty-four (24) hours.

2.3 The arresting officer has twenty-four (24) hours to obtain Magistrate approval.

2.3.1 If no Magistrate approved 1275 form is provided to the booking officer within twenty-four (24) hours of the initial booking, then the defendant may be released should appropriate bail be posted.

2.4 If a Magistrate approves the 1275 application, the defendant may not be released except upon the order of a Judge.

2.4.1 As case information is entered into the J.I.M.S. computer, the comments block shall reflect "1275 P.C. IN EFFECT".

2.4.2 After the inmate has appeared in court, court paperwork shall be received indicating if the 1275 PC is still in effect or not. JIMS case information must be updated to reflect the status of 1275 PC after the court appearance.

2.4.3 Only after court paperwork indicates “1275 met” is the inmate allowed to be released on bail.

RIVERSIDE COUNTY SHERIFF’S DEPARTMENT
LARRY D. SMITH CORRECTIONAL FACILITY PROCEDURES MANUAL

IV-5 08/18/2021
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 506.03 (Bond Surrenders and Forfeitures).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.03 (Bond Surrenders/Forfeitures) with the following procedural additions:

PROCEDURE

1.0 Bond Surrenders/Forfeitures

1.1 The bond agent making the arrest shall deliver the arrestee to the facility lobby in handcuffs.

1.2 Staff assigned to the lobby shall provide the arresting bond agent a jail receiving sheet for completion. The bond agent must provide the necessary surrender/forfeiture or affidavit paperwork before the arrestee will be accepted.

➤ Only bond surrenders/forfeitures and affidavits with Riverside County cases will be accepted.

2.0 Business Office

2.1 Once the booking is completed at Intake and the file is given to the Business Office, staff shall ‘run’ the arrestee through CLETS to determine if the arrestee has any active warrants and/or holds prior to completing the JIMS portion of the booking.

2.2 If the arrestee has an active warrant, Business Office staff shall check the court system to verify whether the bond surrender and the warrant are for the same case. If so, the warrant will be abstracted to the jail and used to book the arrestee. The case number, bail amount and charges listed on the warrant will be used for that case.

2.3 If there is no warrant, the booking is then handled as a ‘bail surrender on-view’ arrest.

➤ All bond surrenders must be arraigned within 48 hours regardless of the court date listed on the bond surrender

2.4 Penal codes 1300 or 1301 are only used as the bondsman’s authorization to arrest and book. They are not chargeable offenses and should not be entered in JIMS.

2.5 The Business Office staff will email the bond surrender to the court. The original bond surrender will be placed in the booking file for reference. The bonding agency is responsible for returning their arrest documentation to the court.

2.6 All bond surrenders/forfeitures and affidavit arrests can bail or be cite released if they meet criteria outlined in Department Policy 504.16 (Misdemeanor Cite and Release).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.03 (Bond Surrenders and Forfeitures).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.03 (Bond Surrenders/Forfeitures) with the following procedural additions:

PROCEDURE

1.0 Bonding Agency

1.2 The bonding agency who arrests the defendant on a bond surrender or forfeiture will present their State of California Insurance Commission License card at the time of booking. The arresting bond agent will complete a receiving sheet and supply a court certified copy of the bond surrender, forfeiture or affidavit.

2.0 Bond Surrender/Forfeiture

2.1 Use the case number, court and charges listed on bond when adding a bond surrender or forfeiture to J.I.M.S.

2.2 All incoming bail surrenders are to be booked as "on-view bail surrenders."

2.3 The inmate must be sent to court within two days for arraignment regardless of the court date listed on the bail bond.

2.4 If a bond surrender or forfeiture is accompanied by a warrant for the same case, the warrant will be booked into J.I.M.S. and the surrender or forfeiture will be kept in the booking file for reference only. You do not need to book both. Do not book in charges of 1300 or 1301 of the Penal Code on bond surrenders or forfeitures. The bondsman has the authorization to arrest and book per 1300 and 1301 of the Penal Code.

3.0 Receipt of Acknowledgment

3.1 The bonding agency completes a receipt of acknowledgment on all surrenders and forfeitures as proof of incarceration for the courts.

3.2 The booking officer will sign this form.

3.3 The bondsman will retain the original and a copy will be placed in the defendant’s booking file.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 506.03 (Bond Surrenders/Forfeitures) with the following procedural additions:

PROCEDURES

1.0 Receiving Bail Surrender

1.1 The bond agent making the arrest shall deliver the arrestee to the business office lobby in handcuffs.

1.1.1 Once the bail surrender is brought into the jail, the booking staff completing the file will determine if the inmate was arraigned during the previous custody period on the case(s) relating to the bond surrender. This can be determined by the presence of a court case number on the original bond.

1.1.2 If the inmate was not arraigned during the original custody period, the arresting agency will be told it is their responsibility to meet last day arraignment requirements; this may require the arresting agency contacting the District Attorney to see if the reports have been filed. The original arresting agency can be located in the JIMS computer records. This will avoid problems created by the arresting agency not being aware the defendant is back in custody and last day arraignments time limits must be met.

1.1.3 If the inmate was previously arraigned, make sure the original court case number from the bail bond is entered in JIMS. Court staff will then note the “BSOV” (bail bond surrender on view) notation and court case number on the Jail Court List the first court day following the bail bond surrender.

1.1.4 Staff will make appropriate notifications that the person is in custody.
The Larry D. Smith shall follow and adhere to the guidelines outlined in Department Policy 506.04 (Booking File Organization).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.04, (Booking File Organization) with the following procedural additions:

**PROCEDURE**

1.0 Business Office Supervisor

1.1 B.O. Supervisor or designee shall generate and post file audit assignments for staff in two-week segments by pay-period.
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.04 (Booking File Organization).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.04 (Booking File Organization) with the following procedural additions:

1.0 Assigned Files

1.1 Each employee will be assigned to audit files by the team’s SCAII or Corporal.

1.2 Employees will be responsible for reviewing and checking for accuracy on their assigned audit files.

1.2.1 If discrepancies are noted, the employee checking the file will attempt to correct the discrepancy. If the discrepancy is beyond the employee’s scope to correct, it will immediately be brought to a supervisor’s attention for review and direction.

1.3 Court paperwork employees shall audit the pre-arraignment and new-book files weekly on Wednesday.

1.4 In extenuating circumstances (i.e. special assignment, sick leave, vacation, training etc.) where an employee could not complete their assigned files within the pay period, they will forward a memo to the team’s SCAII or Corporal outlining the problem.

1.5 If the team’s SCAII or Corporal determines there is a legitimate reason why and employee cannot complete their assigned file audits, they may assign another person to audit an employee’s assigned files.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 506.04 (Booking File Organization).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 506.05 (C.L.E.T.S.).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.05 (C.L.E.T.S.).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.05 (C.L.E.T.S).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.05 (C.L.E.T.S.).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 506.05 (C.L.E.T.S.) with the following procedural additions:

PROCEDURE

1.0 C.L.E.T.S. Issues

1.1 Staff assigned to "desk" shall be responsible for CLETS issues in the absence of on duty business office staff.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 506.05 (Corrections Activity Report) with the following procedural additions:

PROCEDURE

1.0 Admission and Release Report

1.1 Each day, the assigned Business Office staff shall make one copy of the Jail Information Management System admission and release report. The report shall be distributed accordingly:

1.1.1 One to the accounting assistant to process the monthly activity report.
1.1.2 One to the break down/roll up desk to be processed with the probable cause statements.

2.0 Corrections Activity Report

2.1 The accounting assistant will process the Corrections Activity Report (RSD Form 536) and will add the monthly statistics on this report.

2.1.1 The accounting assistant shall archive the Corrections Activity Report on the facility ‘g’ drive.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.06 (Corrections Activity Report) with the following procedural additions:

**PROCEDURE**

1.0 Business Office

1.1 The Business Office night shift shall assign an employee to forward the Admissions/Release report to Administrative Clerical daily.

1.2 At the end of every shift, a copy of the JIMS booking sheet and the corresponding pink copy of the receiving sheet for each completed booking shall be forwarded to the Administrative Clerical.

2.0 Administrative Clerical

2.1 Administrative Clerical staff will be responsible for completing the monthly Corrections Activity and other statistical reports. This information shall consist of, but not limited to the following information:

- Number and type of bookings - male/female, misdemeanor/felony,
- Bail Bonds, cash bail and fines.
- Disturbances in the facility.
- Transportation Mileage

2.2 The monthly statistical reports shall be provided no later than the fifth of each month, for the preceding month.

2.3 The monthly activity report shall be completed by the tenth of each month, for the preceding month, and copies routed as follows:

- John J. Benoit Detention Center Administration
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.06 (Corrections Activity Report/Monthly Statistics).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.06 (Corrections Activity Report/Month Statistics) with the following procedural additions:

PROCEDURE

1.0 Admission and Release Report

1.1 Each day, the assigned Business Office staff shall make one copy of the Jail Information Management System admission and release report. The report shall be distributed accordingly:

1.1.1 One to the accounting assistant to process the monthly activity report.
1.1.2 One to the break down/roll up desk to be processed with the probable cause statements.

2.0 Corrections Activity Report

2.1 The accounting assistant will process the Corrections Activity Report (RSD Form 536) and will add the monthly statistics on this report.

2.1.1 The accounting assistant shall forward the Corrections Activity Report to Jail Administration.

2.2 The assigned Jail Administration staff shall compile the amount of disturbances, suicide attempts, etc. Monthly reports shall be submitted to the assigned jail administration staff by the following:

2.3 Assigned Classification Officer (federal release information as provided.)
2.4 Jail Accounting and Finance (billable housing fees etc.)
2.5 All information pertaining to the Corrections Activity Report shall be processed and submitted to Jail Administration no later than the fifth of each month, for the preceding month.

2.6 The assigned staff shall type the Corrections Activity Report and make two copies. The copies will be distributed as follows:

2.6.1 Copy - Captain of the facility
2.6.2 Original - Assigned Jail Administration staff completing the report.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 506.05 (Corrections Activity Report).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 506.07 (Court Paperwork).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.7 (Court Paperwork).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.11 (Inmate Trust Account) with the following procedural additions:

PROCEDURE

1.0 Court Documents/Calendar

1.1 Assigned staff receiving court documents shall time stamp all court documents received. The time stamp will be checked each morning to verify the time reads correctly and legibly. Court documents will be stamped on a clear area on the face of the document.

1.2 Court documents will be placed in a designated location for review and marking off the daily court calendar.

1.3 Staff assigned for processing the court calendar shall match the paperwork with the inmate’s name on the court list

1.3.1 Receipt of court documents shall be indicated on the court calendar by a mark or slash through the case number for each matched case received.

1.3.2 At the end of the business day, a review of the court calendar shall be completed to verify all court documents were received.

1.4 Assigned staff shall update each case received in the Jail Information Management System (JIMS).

1.4.1 Staff updating JIMS shall stamp and initial the court document.

1.4.2 For continued cases, a second person will verify paperwork was entered correctly, and stamp and initial the court document.

1.5 Court documents will be placed in the inmate’s booking file after completion as outlined in Department Policy 506.04 (Booking File Organization).

1.6 Court ordered releases shall be processed before all other paperwork.

2.0 Processing Releases with Other Cases Pending

2.1 Update JIMS indicating released case/s.

2.3 The file will be returned to the filing cabinet.

3.0 Processing Releases with No Other Cases Pending

3.1 Update JIMS indicating released case/s.

3.2 The file will be placed at the C.L.E.T.S. workstation to conduct a warrant check and process the inmate’s file for release.
4.0 Processing Court Continuances

4.1 Update the charges, bail amount, and next court date in JIMS for each case.

5.0 Processing Inmate’s Sentenced to County Time

5.1 Complete time computation the same day the paperwork is received as indicated by Department Policy 506.20 (Time Computations).

5.2 Update JIMS, including remarks indicating sentencing information, and enter the release date.

6.0 Processing Inmate’s Sentenced to State Prison

6.1 Verify all cases are adjudicated.

6.2 Update JIMS with appropriate sentencing information, including remarks.

6.3 If any cases are sentenced to county time, RSD Form 535 (Detainer) will be completed.

6.4 The inmate’s will be placed file in the state prison section of the filing cabinet to await the prison packet from the court, and transfer to state prison.

7.0 Questions/Discrepancies

7.1 If there are any questions, discrepancies, or confusion about any court paperwork, staff shall check the court systems and contact the court for verification.

7.2 All contact with the court that requires clarification will be done via email.

7.3 Staff shall also notify a supervisor of any discrepancies in court paperwork.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.07 (Court Paperwork) with the following procedural additions:

**PROCEDURE**

1.0 Court Calendar

1.1 The court calendar is automatically printed out by the JIMS computer system after midnight, on the morning of the court date. The night team is responsible for checking the calendar for accuracy and preparing the appropriate copies for Transportation, Medical and for the Business Office employees processing the court paperwork.

2.0 Marking off the Court Calendar

2.1 Place the court calendar in order, first by each consolidated court (Riverside, Southwest, Banning, etc.), and then by the departments in each court. These will be used to confirm that court paperwork was received for every inmate who went to court.

2.2 Remove the Jail Minute Orders (JMOs) from the court printer and put them in numerical order by court and department.

2.3 Match the name and case number on the JMO with the name and case number on the court calendar. When matched, mark through the case number and housing location on the corresponding name on the calendar. Check to make sure the booking number is correct on the JMO. If you are unable to locate the case on the calendar, check in the Jail Information Management System (JIMS) to see if the inmate was seen in another department other than the one indicated on the JMO. If the case is not found in JIMS, then the court is adding the case. An “add case” (A/C) should be noted in the upper, right-hand corner of the JMO. (To confirm this case belongs to this person, match DOB on JMO with DOB in JIMS.) It is very important to match the full name on a JMO to the full name on the calendar. If the JMO has an A.K.A. as the full name, then write the booked name on top of JMO (for filing purposes). Add the name from JMO as an AKA to the JIMS booking system.

2.3.1 JMOs needing time computations will go to the time comp tier and will be completed by one of the court update employees.

2.4 Arraignment paperwork can come in from all court departments. It usually has a letter “I” next to the department number. Check all arraignment paperwork by looking at the arraignment section of each consolidated court. Match the name on the calendar to the paperwork and make sure the agency case number on the JMO matches the agency case number on the calendar.
3.0 Updating Jail Minute Orders (JMOs)

3.1 Review all JMOs prior to updating; insure the name and case numbers match JIMS. Scan each JMO for information the mark off person may have missed.

3.2 Enter the following into JIMS: future court date, the court and department inmate is scheduled to be seen in and note if it is for preliminary hearing, further proceeding, trial, etc.

3.2.1 If the inmate had a 1269 PC motion at the time of arrest, the amount of bail shown on the JMO will become the new bail amount. If there is a drastic change in the amount of bail, from the 1269 PC motion compared to the JMO, and no other mention of the 1269 PC motion is within the body of the JMO, contact the court to confirm the current bail amount.

3.2.2 If the inmate has a 1275 PC motion, the motion will stay until such time the court lifts the motion. This information will be contained within the body of
the JMO, so it is important that those updating cases with 1275 PC motions keep a watch for such information.

3.3 If defendant is in trial, review JMO to see if the defendant has been ordered to wear civilian clothing. If the Judge has ordered the defendant to wear civilian clothing, type a “Y,” (which means yes) in the appropriate area after court date entry, and before entering the number of the department.

4.0 Arraignments

4.1 Arraignment paperwork is updated by first assuring that the defendant’s name and the agency case number on the JMO matches the information in JIMS.

4.2 In JIMS, access the case information screen for the defendant/inmate. Line up the cursor on the appropriate case number and hit enter. Type “filed” next to each charge the DA filed on and “NF” (not filed) next to each charge the DA did not file on.

4.3 On the next screen, enter the case disposition. Enter the case number the court assigned and update the bail amount set on the case, if it has changed.

4.4 Enter the next court date, including time and court department.

4.5 If there is an “A/C” in the upper right hand corner, add this case through the JIMS added case menu. The first date entered for the court date is the date it was added from court, then update the case as outlined above.

5.0 Releases

5.1 When the court orders a defendant released on a case, the JMO information must be updated in JIMS. Update releases as you would other court paperwork, insuring that the release type and date that the case was adjudicated is noted on the “Comments” line in the JIMS Case Information screen.

5.2 Defendants that are required to register with the state.

5.3 If DNA testing is required and the inmate is staying in custody, complete the “collection needed” portion of the tracking worksheet and place it in the pending DNA tray. If the inmate is being released, complete the “collection needed” portion of the worksheet; leave the DNA tracking worksheet in the file and process the file as a release file.

5.4 If a defendant is released on local charges and has a hold, such as USBP or SPAR, update the local case in JIMS and pull the inmate-booking file. Complete a yellow transfer form and attach it to the outside of file. If there is a transportation run going
to RPDC, the file will go to CLETS to be ran and prepared for transfer. If no run is going to RPDC, the file will go to Breakdown, pending the next RPDC transport.

5.5 If the inmate has a felony out-of-county warrant, update the local case in JIMS. Pull the inmate-booking file, complete a yellow transfer form and attach it to the outside of the file and place the inmate-booking file at the CLETS station for a teletype, to make the inmate available to the other county.

5.6 If the inmate has a California Youth Authority (CYA) hold, update the local case in JIMS. Pull the file, complete a yellow transfer form and attach it to the outside of the file. Take the inmate file to the Breakdown Desk, where it will be placed in the appropriate tray pending transfer to CYA.

5.7 If the inmate is released on local charges, and has a fugitive case, update the local case in JIMS. In addition, update the fugitive case and schedule the case to be heard in our local court, on the next court date.

6.0 State Prison Commitments

6.1 If a defendant is sentenced to state prison, while updating JIMS, a state prison screen will appear. Enter the case number the inmate was sentenced on. On the appropriate line, type in the charge they were convicted on and California Department of Corrections number, if it is available.

6.2 Inmates sentenced to State Prison by Southwest Justice Court

 Write the inmate's name on the "awaiting commitment list." The list will be faxed to the State Chain desk at RPDC (5-4592). The inmate-booking file will then be placed with the other Southwest State Commitment files, located in the filing tiers.

6.3 Inmates sentenced to State Prison by the Riverside Court

 Complete transportation form and attach it to the outside of the inmate-booking file. Monday through Wednesday, the file will be given to the employee working the CLETS Desk, to be ran and insure that the inmate has no other pending warrants. Thursday and Friday, the inmate-booking file will be given to the employee working the Breakdown Desk, who will place the file in the appropriate tray.

7.0 Release per 825 PC

7.1 Per 825 of the Penal Code, all defendants must be arraigned within two court days after arrest. After all the JMOs have been received from the court on any given day, the court calendar must be scanned for cases where JMOs were not received.
8.0 Time Computations

8.1 Court paperwork employees are responsible for completing all time computations ordered through the court on that day - excluding stays of execution or transfer files from other facilities.

8.2 Time computations need to be completed and updated in JIMS prior to JIMS printing the calendar for the next court day.

9.0 Court Problems

9.1 Those employees assigned to court paperwork need to address court problems that have arisen during the processing of JMOs. Once all JMOs have been processed and all necessary research has been conducted, one of the court paperwork employees will email the courts and explain any court related problems found during that day. Most of these problems are resolved the next morning when the courts email answers back to the court paperwork employees.

10.0 Stays of execution / Book and Release

10.1 When a case is adjudicated by means of sentencing, the judge has the option of allowing a stay of execution. This refers to a defendant that is to serve a prescribed amount of time, but is allowed to wait until a future date, designated by the judge, to surrender himself for custody.

10.1.1 The court may also choose to send a defendant over to the jail for booking purposes only. The court paperwork would be received in the same manner as all other paperwork.
10.2 The court shall send an original or certified copy of the JMO to the Business Office. Generally, these JMOs will appear on the court printer in the Business Office. When received, the JMOs are kept in a marked folder at the Breakdown Desk. When the Business Office receives "stay of execution" paperwork it shall be time stamped and placed in the folder, in ascending date order.

10.3 When a defendant arrives at the facility to surrender him or herself, a Business Office employee shall check the folder and locate the JMO. If the JMO cannot be found, a Business Office employee will access the Genesis computer system in attempt to locate the JMO on the defendant and print it out.

If a JMO cannot be found on the individual trying to surrender him or herself, attempt to contact someone from the court of adjudication. If that fails, advise the individual to contact the court, preferably in person, to resolve the issue.

10.4 The booking process for a "stay of execution" is the same as a court remand. The court paperwork serves as justification for the booking process.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 506.07 (Court Paperwork).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 506.08 (Detainers) with the following procedural additions:

PROCEDURE

1.0 Business Office Process
1.1 If the agency is accepting custody of the inmate from the Robert Presley Detention Center, the file will be processed as a transfer file.
1.2 If the agency is accepting custody of the inmate from the Cois Byrd Detention Center, the following will be completed:
1.3 Two copies of the detainer will be processed.
   1.3.1 The white copy will be given to the other agency.
   1.3.2 The yellow copy will be placed in the front of the inmate file.
1.4 After the inmate has been released to the other agency, the file will be returned to the Business Office. The file will be placed in an area designated for sign out files, on the shelves where the other booking files are located. (DO NOT SEND THE FILE TO RECORDS)
1.5 If a sign out appears on the A.M. release list, Business Office staff will final release the booking file and give it to the CLETS station. The CLETS station will send a teletype to the agency that picked up the inmate advising them that we no longer have a hold on the subject.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.08 (Detainer).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.08 (Detainers).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.08 (Detainers).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 506.08 (Detainer) with the following procedural additions:

PROCEDURE

1.0 Detainers

1.1 When a Riverside County inmate has not completed their sentence in Riverside County and is to be transferred to another agency, jail staff shall complete RSD Form 535 (Riverside County Detainer).

1.1.1 Jail staff shall note the release in the jail information management system (JIMS) as a "TEMPORARY RELEASE."

1.1.2 Jail staff shall note the name of the agency receiving the inmate in the remarks section of JIMS.

2.0 Inmate Transporting/Transferring to Other Agency

2.1 If the requesting agency picks up the inmate at our facility, the transporting officer shall sign each of the copies of the detainer.

2.1.1 The transporting officer receives one copy of the detainer.

2.1.2 The second copy shall be stapled to the front of the inmate file.

2.2 If Riverside County Transportation is transporting the inmate to the requesting agency, the transporting officer shall take two copies of the detainer on the transportation run.

2.2.1 When transportation arrives at the requesting facility, the Blythe jail staff member coordinating the transportation shall have the receiving officer sign both copies of the detainer.

2.2.2 One copy of the detainer shall be left at the requesting facility.

2.2.3 The other copy shall be attached to the inmate file and returned to our business office with the inmate's file.

2.3 Once the inmate is transferred and the file is returned to the business office, business office staff shall place the file in the sign out/stay file area.

2.4 If the inmate is still in custody with another jurisdiction when the end of their Riverside County sentence date is reached, staff shall process the file for release.

2.5 If the inmate returns to our custody before the end of sentence date, staff shall reactivate the file.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 506.09 (Extraditions) with the following procedural additions:

PROCEDURE

1.0 Fugitive Warrants

1.1 If an inmate is in custody on an arrest warrant from a state other than California, the inmate is entitled to a court hearing before being extradited to the state issuing the warrant.

1.1.2 The inmate may waive his right to this hearing.

1.2 All extradition proceedings are coordinated by Riverside Warrants and the hearings occur in the Riverside Courts.

1.3 All inmates in custody on out-of-state cases must either have a valid warrant abstract and/or "hit confirmation" in order to book the inmate. Refer to 1551.1 PC

1.4 A "hit confirmation" is the teletype from the requesting state, advising that based on information provided by our department, the subject in custody is wanted by their state.

1.7 Notify the originating agency, via teletype, and informing them that the inmate is in custody.

1.8 There is no bail on out-of-state warrants until such time the inmate appears in court on the fugitive matter and a bail is set by the local judge.

1.9 All local charges should normally be adjudicated prior to sending the inmate to Riverside for an extradition hearing.

1.10 The District Attorney may choose to dismiss local charges if the out-of-state charges are of a serious nature.
1.10.1 Business Office staff shall notify RSD Warrants section if the inmate has local charges pending and is not being sent immediately to Riverside for an extradition hearing.

2.0 Interstate Parole Holds

2.1 If a person is arrested on a parole hold and the CDC number starts with an “I” it is an Interstate Parole Hold. An extradition hearing is not required. The staff member assigned to the JIMS Desk will:

2.1.1 Book in the hold as a state parole hold
2.1.2 Enter the “I” number as the hold number
2.1.3 Enter 11177.1 PC as the hold description
2.1.4 Call the Parole Agent supervising the inmate. The agent is responsible for setting up a good cause hearing for the inmate.
2.1.5 Note the date, time and the agent contacted in the booking file.

2.2 After the booking is entered into JIMS, the staff member assigned to the JIMS Desk will fax the following to Information Services Bureau (ISB Records/Extraditions).

2.2.1 A fax cover sheet – Note the date/time the parole agent was contacted on fax cover.
2.2.2 The parole hold
2.2.3 Original receiving sheet
2.2.4 JIMS generated booking sheet

2.3 Get the fax confirmation report. Place it and all the faxed documents in the booking file. Put the booking file in a red folder and place it in the new book tray located at the Breakdown Desk.

2.4 The staff member assigned to the Breakdown Desk will roll the file per procedure.

2.4.1 Forward the file to the DNA Desk for processing. The staff member assigned to the DNA Desk will complete the DNA requirements for the inmate and have a supervisor or team lead check the file.

2.5 The completed booking file will be on the placed in the fugitive section of the filing tier.

2.5.1 The staff member assigned to roll the fugitive files will follow up on all Interstate Parole Holds by contacting Extraditions for an update on the inmate’s status.

2.6 Note the update in the inmates booking file.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.09 (Extraditions).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.09 (Extraditions).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.09 (Extraditions).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 506.09 (Extraditions) with the following procedural additions:

PROCEDURE

1.0 Warrant Abstracts

1.1 The jail must receive a valid warrant abstract for the suspect in order for Riverside County to hold an inmate on an out-of-state case.

1.2 Immediately after booking a suspect on an out-of-state warrant, jail staff shall send a copy of the booking and warrant abstract by facsimile (“FAX”) to RSD Riverside Warrants / Extraditions.

1.3 There is no bail on out-of-state warrants unless a local judge sets bail.

1.4 In order for a local judge to set bail, the inmate must appear in court on the fugitive matter.

1.5 In most cases, all local charges should be adjudicated before sending the inmate to court for an extradition hearing.

1.6 The Riverside County District Attorney’s Office may choose to dismiss local charges if the out-of-state charges are of a serious nature.

3.0 Other Out of State Warrants

3.1 All other out of state extradition hearings shall be heard in Riverside.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 506.10 (Hold Orders).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.10 (Hold Orders).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.10 (Hold Orders) with the following procedural additions:

PROCEDURE

1.0 Placing a Hold Order

1.1 The law enforcement agency may place a hold in the form of a valid warrant / warrant abstract or hold order.

1.2 Upon receiving a cause to hold, staff shall complete RSD Form 521 (Hold Order) along with the following:

   1.2.1 Update the inmate’s case information in the Jail Information Management System (JIMS) to show the added case and charges.
   1.2.2 Teletype the requesting agency to confirm the hold has been placed.

2.0 Removing a Hold Order

2.1 To release a hold, the agency requesting the hold must provide a signed release hold order or send a teletype request to drop their hold.

   2.1.1 Jail staff shall update JIMS indicating the hold was dropped, sign off on the hold order.
   2.1.2 The inmate will be processed for release if there are no other cases are pending adjudication.

3.0 Transfer of Inmate to Requesting Agency

3.1 When a hold order is on file for an inmate and all local charges on the inmate have been adjudicated, a jail staff member shall teletype the agency requesting the hold and notify the agency the inmate is available for pickup.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.10 (Hold Orders).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 506.10 (Hold Orders) with the following procedural additions:

PROCEDURE

1.0 Placing a Hold Order

1.1 The law enforcement agency placing the hold must either come to the jail and sign the hold order or teletype the request, normally in the form of an arrest warrant abstract.

1.2 Holds may be placed for either on-view or warrant arrests.

2.0 Removing a Hold Order

2.1 To release a hold, the agency requesting the hold must either sign the hold order or send a teletype request.

2.2 Jail staff shall update JIMS indicating the hold was dropped and process the inmate for release if no other charges are pending.

3.0 Transfer of Inmate to Requesting Agency

3.1 When a hold order is on file for an inmate and all local charges on the inmate have been adjudicated, a jail staff member shall teletype the agency requesting the hold and notify the agency the inmate is available for pickup.

3.2 Generally, inmates withhold orders are transferred to Robert Presley Detention Center (RPDC) for pickup unless the agency placing the hold requests pickup from the Blythe jail.

3.3 Arraignment times also apply to arrests from out-of-county agencies. However, the arraignment time does not begin until local charges have been adjudicated.

3.3.1 For example, if an inmate is released on local charges after 30 days in our custody, the time for arraignment would begin that day.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 506.11 (Inmate Trust Account/Cash Register).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.07 (Court Paperwork) with the following procedural additions:

PROCEDURE

1.0 Inmate Money

1.1 All inmates who are booked shall have their money placed into the Business Office cash register. Once the cash in the register reaches an amount determined by the Commander, funds more than that amount will be deposited to the inmate trust account.

1.2 Once each month, accounting staff shall send a copy of the Inmate Trust Account check register, including all bank deposits and checks, to Corrections Accounting at the Robert Presley Detention Center.

2.0 Inmate Worker Wages

2.1 The classification coordinator shall process inmate worker payroll each week.

2.2 The day shift register person shall deposit inmate worker wages earned into the inmate workers’ individual accounts.
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.11 (Inmate Trust Account/Cash Register).
PROCEDURE

1.0 Cash Drawer

1.1 The employee assigned to the register will count and balance the register cash drawer at the beginning and end of their shift.

1.1.1 If the employee assigned to the register needs to be relieved prior to the end of shift, they shall conduct a pre-clear. The person taking over the register will verify the currency in the cash drawer matches the amounts listed, initial, Department ID# and date the “preclear” report and place it in the register tray.
4.0 Bank Deposits

4.1 Transportation

4.1.1 The Accounting Assistant at CBDC will contact the Intake Sergeant to arrange a time for transportation of the deposits to the bank on at least a weekly basis.

4.1.2 When transporting the deposit to the bank, the Accounting Assistant will be accompanied by an armed sworn staff member at all times. Only Department vehicles will be used.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 506.11 (Inmate Trust Account/Cash Register/Inmate Payroll) with the following procedural additions:

PROCEDURE

1.0 Inmate Deposits

1.1 Postal Money Orders received through the mail shall be issued an Official Deposit Receipt [redacted] and deposited to the inmates account.

1.2 The deposit amount shall be verified by both the receiving deputy and register deputy for correctness. After the deposit amount is verified, the money and receipt booklet shall be turned over to the register deputy for deposit to the inmate’s account.

2.0 Inmate Payroll

2.1 All Inmate worker wages will normally be paid weekly on Wednesdays. Inmates are only paid for days actually worked. Day’s not worked due to illness or other reasons are not paid.

2.2 Inmate Workers shall have all wages earned deposited into their trust account.

2.3 The classification coordinator shall process inmate workers payroll each week.

2.4 Inmate worker’s wages earned shall be deposited into the inmate’s individual accounts by the day shift register person.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 506.12 (J.I.M.S. Bookings and Releases).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.12 (J.I.M.S. Booking and Releases).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.12 (J.I.M.S. Bookings and Releases).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.12 (J.I.M.S. Booking and Releases).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 506.12 (J.I.M.S. Booking and Releases).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 506.13 (Probable Cause Statement Form).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.13 (Probable Cause Forms) with the following procedural additions:

PROCEDURE

1.0 Submission E-mail Addresses

1.1 For all days the court is open, staff shall send probable cause statements to the court email address: [REDACTED] for magistrate review.

1.2 Probable cause statements that will be submitted on weekends and holidays will be sent to the court email address: [REDACTED] for review, unless otherwise requested by the on-call magistrate.
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.13 (Probable Cause Statement Forms).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.13 (Probable Cause Statement Form).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 506.13 (Probable Cause Statement Forms), with the following procedural additions:

PROCEDURE

1.0 Probable Cause Statement Log (Attachment #1)

1.1 Once the PC statement is accepted by the intake deputy, the deputy shall document it on the Probable Cause Statement Log (Blythe Procedure 506.13 attachment #1), and then place the original PC form on the clipboard located at the booking desk.

1.1.1 A copy of the PC statement shall be placed in the inmate’s file.

2.0 “Desk” Position Responsibility

2.1 On regular business days, when the Blythe Court is open, the staff member assigned to the desk position shall scan and send the PC forms and the PC log to the Blythe Superior Court Clerk at PCS_Blythe@riverside.courts.ca.gov at 0800 hours, using the BLYBO@riversidesheriff.org email address.

2.1.1 On holidays and weekends, the staff member assigned to the desk position shall scan and send the PC forms and the PC log to pcstatements@riverside.courts.ca.gov at 0800 hours for judicial review, using the BLYBO@riversidesheriff.org email address.

2.2 A copy of the PC log shall be maintained on the clipboard until the PC forms are returned.

2.3 Verify PC statements are scanned correctly and sent in the order they are listed on the cover sheet.

3.0 Approved PC Statements

3.1 After the magistrate has reviewed the forms they will be returned to the jail.

3.1.1 The custody staff shall use the PC statement log to ensure all PC statements listed were reviewed by the magistrate and returned by 1600 hours each day.

   ➢ If a PC statement is missing, a supervisor will take steps, in concert with court staff, to locate the missing statement.

3.2 Custody staff shall place approved PC statements in the inmates’ files.

4.0 Rejected PC Statements

4.1 If a PC statement is rejected by the magistrate, Custody staff shall immediately notify the arresting agency of the following:
The PC statement has been rejected.
It is the arresting agency’s responsibility to get a magistrate to approve a PC statement or the inmate will be released in four hours.

4.2 If an approved PC statement is not obtained within the time limit, the inmate is to be released.

5.0 Archiving/Distribution

5.1 The completed PC statement log shall be filed in the business office.

5.2 All PC statements shall be emailed to HMU and Pre-trial services as they are accepted.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 506.14 (Purging of Records).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.14 (Purging of Records) with the following procedural additions:

**PROCEDURE**

1.0 **Collection of Documents**

1.1 Documents will be scanned for all required signatures prior to being turned into the REDS mail box located in the Sergeants Office.

1.2 Release files ready for scanning will be placed in designated location in the Business Office.

2.0 **Scanning of Documents**

2.1 Office Assistants shall scan/upload the following documents into REDS daily (or as soon as they occur).

- Citation
- Citizen Complaint *(Flag as Confidential)*
- Citizen Complaint handled as Grievance (Forward to PSB)
- Court Calendar
- Critical Incident Log
- Daily Headcount Report
- Housing (Cell) Search Log
- Incident Report (Permanent) *(Flag as Confidential for 187 P.C.)*
- Incident Report (Non-permanent)
- Incident Report (DA Paperwork)
- Incident Report (Misc. Paperwork)
- Incident Report (Request/Release)
- Incident Report (Results)
- Incident Report (Vehicle Paperwork)
- Jail Tour
- Recreation Log
- Release (booking) file *(Flag as Confidential for 187 P.C.)*
- Shift Schedule / Daily Line-up
- Shift Training Log
- Sobering Cell Log

2.1.1 Citations labeled above are those issued by sworn John J. Benoit Detention Center staff during the enforcement activity outside of the jail.

2.2 Office Assistants shall scan/upload the following document into REDS monthly.

- Administrative Segregation Log
- Criminal Information Inquiry (CII) Log
- Corrections Activity Report
- Employee Roster
- Housing Unit Pass on Log
- Housing Unit Security Check Log
- Inmate Sign-out and Return Log
- Juvenile Confinement Log
- Kitchen Knife Log
- Law Library Log
- Maintenance Log
- Property Room Log
- Transportation Log
- Visiting or Mail Cover

2.2.1 Monthly documents will be uploaded on the first working day of the following month.

2.3 Any document, required to be scanned as previously mentioned, which does not exist during the previous month, needs to be annotated and uploaded into REDS indicating no documents exist for that reporting period. For example, if no inmates were signed in or out, the Inmate Sign-out and Return Log would be blank. In that case a blank copy of the log will be uploaded after having been annotated "No Logs for the month of "_____". The Supervisor making the annotation shall place their signature, Sheriff’s ID number and date signed below the annotation.

3.0 Audits

3.1 Quarterly, the Administrative Sergeant and/or Administrative Lieutenant will conduct random audits to ensure compliance with policy.
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.14 (Purging of Records) with the following procedural additions:

PROCEDURE

1.0 RPDC Administration Office

1.1 The RPDC Administration Office will be responsible for uploading the following documents into the Retention of Electronic Documents System (REDS) on the specified basis as listed below. The Supervising Office Assistant and/or Administrative Sergeant will be responsible for verifying all the following documents have been uploaded prior to the 7th day of the following month.

1.2 The following documents will be uploaded daily (or as they occur):

- Civilian Complaint *(flag as confidential)*
- Incident Report - Non-permanent
- Incident Report - Permanent

1.3 The following documents will be uploaded monthly (shift schedules will be uploaded two pay periods at a time), if applicable:

- Employee Roster
- Housing (Cell) Search Logs
- Facility Tours
- Shift Schedule for Administrative Personnel
- Shift Training Logs

1.4 Civilian Complaints handled as Grievances will be forwarded to the Professional Standards Bureau (PSB) for handling.

2.0 Business Office

2.1 The RPDC Business Office will be responsible for uploading the following documents into REDS on the specified basis as listed below. The Business Office Supervisors will verify all the following documents have been uploaded prior to the 7th day of the following month.

2.2 The following documents will be uploaded daily (or as they occur):

- Court Calendar (master) RPDC only
- Release (booking) file - 187 PC
- Release (booking) file - Non-187 PC

2.3 The following documents will be uploaded monthly (shift schedules will be uploaded two pay periods at a time):

- Criminal Information Inquiry (CII) Logs (All CLETS Terminals)
- Corrections Activity Report (facility specific)
- Daily Line-up for Business Office Personnel
- Grievance Forms (if not already included in an uploaded booking file)
- Inmate Accident Reports (if not already included in an uploaded booking file)
- Safety Cell Log (if not already included in an uploaded booking file)
- Shift Schedule for Business Office Personnel (schedules shall be uploaded by the 14th of the following month)
- Special Housing Log
- Writ (of habeas corpus) (if not already included in an uploaded booking file)

3.0 Classification and Gang Intelligence Unit

3.1 The RPDC Classification and Gang Intelligence Unit will be responsible for uploading the following documents into REDS on the specified basis as listed below. The Classification and Gang Intelligence Unit Supervisors will verify all the following documents have been uploaded prior to the 7th day of the following month.

3.2 The following documents will be uploaded monthly (shift schedules will be uploaded two pay periods at a time):

- Administrative Custody Log (if in paper format and not otherwise stored in JIMS)
- Daily Line-ups for Classification and GIU personnel
- Property Room Log
- Recreation Log
- Shift Schedules for Classification and GIU personnel (shall be uploaded by the 14th of the following month)
- Visiting or Mail Covers
- Visiting Log

4.0 Compliance and Support Services Units

4.1 The RPDC Compliance and Support Services Units will be responsible for uploading the following documents into REDS on the specified basis as listed below. The Compliance and Support Services Units Supervisors will verify all the following documents have been uploaded prior to the 7th day of the following month.

4.2 The following documents will be uploaded daily (or as they occur):

- Housing Unit Pass-On Log if in paper/handwritten format
- Sobering Cell Log

4.3 The following documents will be uploaded monthly (shift schedules will be uploaded two pay periods at a time):

- Daily Line-ups
- Maintenance Log
- Shift Schedules for Compliance and Support Services Personnel

4.4 The following documents are maintained in JIMS and are therefore not scanned and uploaded into REDS unless a paper version is utilized due to JIMS unavailability. In
the event a hard copy log is utilized; these documents will be uploaded daily:

- Housing Unit Security Check Log

5.0 Floor Operations Teams

5.1 The RPDC Floor Operations Teams will be responsible for uploading the following documents into REDS on the specified basis as listed below. The Floor Operations Administrative Sergeant, for their respective teams, will verify all the following documents have been uploaded prior to the 7th day of the following month.

5.2 The following documents will be uploaded daily (or as they occur) by the graveyard administrative sergeant:

- Daily Headcount Report

5.3 The following documents will be uploaded daily (or as they occur) by the graveyard administrative sergeant, working on the first day of each month:

- Daily Lineup (prior month upload for all floor operations shifts)

5.4 The following documents will be uploaded monthly (shift schedules will be uploaded two pay periods at a time) and are the responsibility of the dayshift floor operations administrative sergeant on-duty on the first day of each month. Shift schedule uploads are the responsibility of each team’s administrative sergeant.

- Inmate Sign-out and Return Log
- Kitchen Knife Log
- Shift Schedule for Floor Operations personnel

6.0 Programs Coordinator

6.1 The RPDC Programs Coordinator will be responsible for uploading the following documents into REDS monthly. The Classification Unit Supervisors will be responsible for verifying all the following documents have been uploaded prior to the 7th day of the following month.

- Law Library Log
- Volunteer Activity Log

7.0 Transportation Unit

7.1 The RPDC Transportation Unit will be responsible for uploading the following documents into REDS on the specified basis as listed below. The Transportation Unit Supervisors will verify the following documents have been uploaded prior to the 7th day of the following month.

7.2 The following documents will be uploaded daily (or as they occur):

- Court Calendar (facility specific)
7.3 The following documents will be uploaded monthly (shift schedules will be uploaded two pay periods at a time):

- Daily Lineups for Transportation personnel
- Shift Schedules for Transportation personnel
- Transportation Unit Logs

7.4 The Juvenile Confinement Log is not applicable to RPDC as the Transportation Unit no longer transports juveniles into RPDC and transfers custody directly to/from custody personnel at Juvenile Hall and Sheriff’s Court Services personnel at the Riverside Superior Court.

8.0 Audits and Discrepancies

8.1 Any document, required to be scanned as previously mentioned, which does not exist during the previous month, needs to be annotated and uploaded into REDS indicating no documents exist for that reporting period. For example, if no inmates were signed in or out, the Inmate Sign-out and Return Log would be blank. In that case a blank copy of the log will be uploaded after having been annotated “No Logs for the month of ______”. The supervisor making the annotation shall place their signature, Sheriff’s ID number and date signed below the annotation.

8.2 The RPDC Administrative Sergeant and/or Administrative Lieutenant will conduct random audits to confirm compliance with policy.
The Cois Byrd Detention Center personnel shall follow and adhere to the guidelines outlined in Department Policy 506.14 (Purging of Records) with the following procedural amendments:

PROCEDURE

1.0 REDS Retention

1.1 The CBDC Administration Office will be responsible for uploading the following documents into REDS on the specified basis listed below. The Supervising Office Assistant and/or Administrative Sergeant will be responsible for ensuring the following documents have been uploaded prior to the 7th day of the following month.

1.2 The following documents will be uploaded on a daily basis (or as they occur):

- After Action Reports
- Critical Incident Logs
- Housing/Cell Search Logs
- Incident Reports
- Inmate Sign-Out and Return Logs
- Jail Tour Forms
- Juvenile Confinement Logs
- Property Room Logs
- Shift Training Logs
- Sobering Cell Logs
- Transportation Logs
- Use of Force Reports
- Visiting or Mail Covers

1.3 The following documents are saved on the “G” drive and they will be uploaded on a monthly basis:

- Administrative Segregation Logs
- Corrections Activity Reports
- Court Calendars
- Criminal Information Inquiry Logs
- Daily Headcount Reports
- Housing Unit Pass-on Logs
- Employee Rosters
- Loss of Visiting Logs
- Maintenance Logs
- Recreation Logs
- Shift Schedule / Daily Lineups
- Visiting Logs
- Kitchen Knife Logs
- Volunteer Activity Logs
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 506.14 (Purging of Records) with the following procedural additions:

PROCEDURE

1.0 REDS (Retention of Electronic Documents)

1.1 Business office staff shall be responsible for the review (auditing) of and uploading of all required documents into the REDS system.

1.2 Business office staff shall upload all required documents into REDS no later than 7 days after the end of the month.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 506.15 (Registrants- Notice to Register) with the following procedural additions:

PROCEDURE

1.0 Business Office Responsibility

1.1 It will be the responsibility of the staff member doing the time computation and court releases to initiate the Notice of Registration form. This will generally be the Court Paperwork person or the Breakdown Person.

1.2 The staff member will complete the sections entitled “Personal History Information” and “Conviction Information” of the Notice of Registration form.

1.3 The staff member will then attach the form to the inmate’s file and the inmate will sign the form during the release process.

2.0 Release Duties

2.1 It will be the responsibility of custody staff assigned to male or female release to process the form for distribution.

2.2 Custody staff assigned to Release will have the inmate(s) requiring notification fill out the section entitled “Release Information.”

2.3 Custody staff will complete the section as follows:

2.3.1 Obtain the address where the inmate intends to reside upon their release (this may be different than the address given at the time of booking).

2.3.2 Custody staff shall read the “Notification Statement” to the inmate assuring the inmate is told they must report, upon release, to the law enforcement agency within their jurisdiction for registration. Five (5) working days (sex), or thirty (30) days (arson, narcotic), DD #00-007.

2.3.3 Have inmate sign and date the applicable section and obtain a print of the inmate’s right thumb on each page of the form in the space provided.

2.3.4 Complete the section entitled “Statement of Notifying Officer”.

2.3.5 The fourth copy will be given to the inmate upon release (White).

2.3.6 Place the form in the completed release file and return the file to the Business Office.

3.0 Notification Form Distribution

3.1 Business Office staff will remove the form from the release file and verify the form has been completed properly.

3.2 Copies of the form shall be routed by the Corporal in the Business Office as follows:

3.2.1 The first copy to D.O.J. (290 PC-goldenrod, 11590 H&S-blue, 457.1-salmon).

3.2.2 The second copy to Law Enforcement agency having jurisdiction over the
3.2.3 The third copy will be placed in the miscellaneous paperwork section of the inmate’s file (Pink).
3.2.4 The fourth copy was given to the inmate upon release (White).
3.2.5 The fifth copy of the 290 PC/form #SS-8047 and 11590 H&S/form #SS-8048 to the prosecuting agency (290 PC-blue, 11590 H&S-green).
3.2.6 The fifth copy of the 457.1 PC/form #SS-8049 form to the chief fire official having jurisdiction over the address (Blue).
3.2.7 The sixth copy of the 457.1 PC/form #SS-8049 form to the prosecuting agency (green).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.15 (Registrants – Notice to Register) with the following procedural additions:

PROCEDURE

1.0 Business Staff

1.1 Staff assigned to process court paperwork in the business office shall review each commitment order to determine if the person convicted falls under the notification requirements.

1.2 Staff shall complete the sections titled “Personal History Information” and “Conviction Information” on the Notice of Registration forms.

1.3 The original will be maintained on the left-hand side of the file throughout the life of the booking file.

1.4 Upon release, the assigned custody staff shall have the inmate requiring notification review the form(s) and complete the section titled “Release Information.” The custody staff will complete the section as follows:

- Obtain the address where the inmate intends to reside upon his/her release (this may be different that the address given at the time of booking).
- The custody staff shall read the “Notification Statement” to the inmate and have him/her sign and date the section.
- Obtain a print of the inmate’s right thumb on each page of the form in the space provided.
- Complete the “Statement of Notifying Officer” section.
- Provide the inmate a copy of their Notice to Register.

1.5 The custody staff will place the completed form with the release file and return it to the business office after checkout.

1.6 The assigned business office staff member accepting the completed form shall verify that it has been completed properly.

1.6.1 Copies shall be made and distributed as follows: A copy to the Law Enforcement Agency having jurisdiction over address, a copy to Prosecuting Agency.

- A copy should have been provided to the inmate prior to release.

1.6.2 The original document will be sent to D.O.J.
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.15 (Registrants, Notice to Register).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.15 (Registrants- Notice to Register) with the following procedural additions:

**PROCEDURE**

**1.0 Registrant Requirements**

1.1 A Notice of Registration Requirement Form (CJIS 8047 for 290 PC, or CJIS 8049 for 457.1 PC) will be completed when an inmate is convicted of one or more of the listed charges in the policy guidelines and is sentenced to Riverside County Time.

1.2 The staff member assigned to process time computations in the business office shall search each commitment order to determine if the person convicted falls under the notification requirements pursuant to California Penal Code Sections 290 or 457.1. This will generally be the court paperwork person.

1.3 This person will then forward the form to the person assigned to the break down/roll up desk.

**2.0 Business Office Responsibility**

2.1 It will be the responsibility of the person assigned to break down/roll up desk to process the form for distribution after making the appropriate number of copies.

2.2 The staff member will complete the sections entitled Personal History Information and Conviction Information.

2.3 The staff member will then attach the form to the inmate’s file and the inmate will sign the form during the release process.

**3.0 Release Duties**

3.1 It will be the responsibility of custody staff assigned to Release to process the form for distribution.

3.2 Custody staff assigned to Release will have the inmate(s) requiring notification fill out the section entitled “Release Information.”

3.3 Custody staff will complete the section as follows:

3.3.1 Obtain the address where the inmate intends to reside upon their release (this may be different than the address given at the time of booking).

3.3.2 Custody staff shall read the “Notification Statement” to the inmate assuring the inmate is told they must report, upon release, to the law enforcement agency within their jurisdiction for registration. Five (5) working days (sex), or thirty (30) days (arson), DD #00-007.

3.3.3 Have inmate sign and date the applicable section and obtain a print of the inmate’s right thumb on each page of the form in the space provided.

3.3.4 Complete the section entitled “Statement of Notifying Officer”.
3.3.5 The fourth copy will be given to the inmate upon release (White).
3.3.6 Place the form in the completed release file and return the file to the Business Office.

4.0 Notification Form Distribution

4.1 Business Office staff will remove the form from the release file and verify the form has been completed properly.

4.2 Copies of the form shall be routed in the Business Office as follows:

4.2.1 The first copy to D.O.J. (290 PC- goldenrod, 457.1 PC-salmon)
4.2.2 The second copy to Law Enforcement agency having jurisdiction over the address (Canary).
4.2.3 The third copy will be placed in the miscellaneous paperwork section of the inmate’s file (Pink).
4.2.4 The fourth copy was given to the inmate upon release (White).
4.2.5 The fifth copy of the 290 PC/form #CJIS 8047 to the prosecuting agency (290 PC-blue).
4.2.6 The fifth copy of the 457.1 PC/form #CJIS 8049 form to the chief fire official having jurisdiction over the address (Blue).
4.2.7 The sixth copy of the 457.1 PC/form #CJIS 8049 form to the prosecuting agency (green).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 506.15 (Notice of Registration).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 506.16 (Reports and Distribution) with the following procedural additions:

PROCEDURE

1.0 Court Calendar
   1.1 Upon completion of the court calendar, it shall be distributed to the Business Office Court Paperwork desk.

2.0 Daily Distribution of the In-custody list (alpha list)
   2.1 Business Office (Each staff member)
   2.2 Chaplain
   2.3 Counseling Staff
   2.4 Classification

3.0 Daily Distribution of the Transfer lists
   3.1 Transportation
   3.2 Intake
   3.3 Medical
   3.4 Property (Classification)
   3.5 Each housing unit that contains at least one inmate being transported
   3.6 Business Office
   3.7 Mental Health

4.0 Daily Admissions and Releases
   4.1 Automatically generated from JIMS (Jail Information Management System) to the Register Desk printer.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.16 (Reports and Distribution) with the following procedural additions:

PROCEDURE

1.0 Daily Reports

   1.1 Business Office staff shall print the following reports daily at 0100 hours using the jail information management system (JIMS) computer:

   1.2 Admissions and releases for the last 24 hours (from the JIMS “reports” menu).

   1.3 Court calendar for the next court day. This report is generated on all days holding court, Monday through Friday, excluding holidays and weekends.
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.16 (Reports and Distribution).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.16 (Reports and Distribution).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 506.16 (Reports and Distribution) with the following procedural additions:

PROCEDURE

1.0 Booking Desk Responsibilities

1.1 Custody staff shall print the following reports daily at 0100 hours using the jail information management system (JIMS) computer:

1.1.1 Admissions and releases for the last 24 hours (from the JIMS "reports" menu).
1.1.2 Court calendar for the next court day. This report appears Monday through Friday and does not appear on weekends and holidays.

2.0 Distribution of Reports

2.1 Court Calendar

2.1.1 Blythe Consolidated Court; Blythe Sheriff’s Station Liaison Officer; Blythe Probation Office; Blythe District Attorney; Blythe Court Services Deputy; Blythe Jail.

2.2 Admissions and Releases

2.2.1 Blythe Jail Commander; Blythe Sheriff’s Business Office; Blythe Probation Office; Blythe Mental Health-Alcohol Abuse Program; Blythe District Attorney; Blythe Superior Court; Blythe Sheriff’s Station Commander.

2.3 All other reports shall be printed at the direction of jail supervision on an as needed basis.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 506.17 (Request for Speedy Trial).
The John J. Benoît Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.17 (Request for Speedy Trial).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.17 (Request for Speedy Trial: In State / Out of State).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.17 (Request for a Speedy Trial).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 506.17 (Request for Speedy Trial) with the following procedural additions:

PROCEDURE

1.0 Classification Duties

1.1 When Business Office staff are not on duty at the Blythe Jail, the responsibilities outlined in Department Policy will be the responsibility of the on-duty classification deputy or most senior staff member, at the Watch Commander’s discretion.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 506.18 (State Prison Commitments) with the following procedural additions:

PROCEDURE

1.0 Court Responsibility

1.1 The court is responsible for producing all state prison commitment packages and sending them to the jail upon completion.

2.0 Transportation to RPDC

2.1 SCF inmates sentenced to state prison shall be transported as soon as possible to the Robert Presley Detention Center to await transportation to prison. Once sentenced to state prison the inmate will be transferred regardless if all cases are adjudicated or not.

2.2 The Business Office shall assemble the file of an inmate sentenced to prison as soon as the person is sentenced to state prison time. The file will be assembled according to the file guidelines outlined in Department Policy 506.04 for release files.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.18 (State Prison Commitments) with the following procedural additions:

PROCEDURE

1.0 State Chain Coordinator

1.1 The State Chain Coordinator at RPDC maintains a list of all inmates awaiting completed state prison paperwork (Abstracts of Judgment/State Prison Packets) from the court.

1.2 Court Paperwork assigned staff shall send a list of newly state sentenced inmates processed to RPDC at the end of the court day.

1.3 Court Paperwork assigned staff shall compile a list once a week of all state sentenced inmates housed at the facility still pending transfer to state prison and forward it to the State Chain Coordinator.

1.4 The court is responsible for producing all state prison paperwork. Business Office assigned staff will retrieve state prison paperwork from court once each court day.

1.5 When state prison paperwork is retrieved by jail staff, it shall be logged and forwarded to the State Chain Coordinator at RPDC.

2.0 Notification to Transfer

2.1 When the Notification to Transfer List is received from the State Chain Coordinator the following shall be completed.

2.2 Assigned staff shall review the booking file to ensure all Riverside County cases have been adjudicated.

2.2.1 Inmates with pending Riverside County criminal cases shall be held in Riverside County until all cases are adjudicated. The State Chain Coordinator will be advised of open cases via email.

2.3 If all cases have been adjudicated, the following shall be completed by assigned staff:

2.3.1 The file will be audited and assembled following the release file guidelines outlined in Department Policy 506.04 (Booking File Organization).

2.3.2 The inmate will be ran through CLETS for local warrants only. Any warrants from other counties booked prior to sentencing will have teletypes completed, notifying those counties of the inmates pending transfer to state prison.

3.0 Release to State Prison

3.1 John J. Benoit Detention Center inmates cleared for “release” to state prison shall be transported to the Robert Presley Detention Center to await transportation to
prison.

4.0 Sentenced to Death

4.1 When an inmate is sentenced to death, they are to be delivered to state prison within ten days from the date of sentencing.

4.1.1 The following documents must accompany the inmate to prison:

- Commitment Judgment of Death/Court Death Commitment
- Probation Officer’s Report
- Abstract of Judgment (A.O.J.) for death or DSL Commitment
- Information
- Sentencing Transcript
- Judgment of Abstract
- 2 Certified Copies of all forms
The Robert Presley Detention Center shall adhere to the guidelines of Department Policy 506.18 (State Prison Commitments).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.18 (State Chain Commitments) with the following procedural additions:

PROCEDURE

1.0  Sentenced Inmates

   1.1  All inmates sentenced to state prison will be transferred to R.P.D.C.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 506.18 (State Prison Commitments) with the following procedural additions:

PROCEDURE

1.0 Classification Responsibilities

1.1 The classification coordinator shall maintain a list of all inmates awaiting completed state prison commitment files (packages) from the court.

1.2 The list is generated from the jail information management system (JIMS) reports menu and list all inmate awaiting transportation to state prison.

1.3 The classification coordinator or acting classification coordinator shall check with the court once a week to learn the status of pending state prison packages.

1.4 The court is responsible for producing all state prison commitment packages and sending them to the jail upon completion.

2.0 State Prison Commitment Package

2.1 When a state prison commitment package is received at the Jail, jail staff shall place it in the inmate’s booking file.

2.2 Jail staff shall review the booking file to ensure all Riverside County cases have been adjudicated.

2.2.1 Inmate with pending Riverside County criminal cases shall be held in Riverside County until all cases are adjudicated.

2.2.2 The classification coordinator shall assemble the file of an inmate sentenced to prison for “release” when the following criteria have been met:

    2.2.1 The court has forward the complete prison package.
    2.2.2 The inmate has no pending criminal cases in Riverside County (as a defendant).

2.3 The staff member assembling the file shall follow the release file guidelines outlined in Department Policy 506.04 (Booking File Organization).

2.3 Inmates cleared for “release” to state prison shall be transported to the Robert Presley Detention Center to await transportation to prison.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 506.19 (Telephones- Business Office).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.19 (Telephones) with the following procedural additions:

PROCEDURE

1.0 Incoming Telephone Calls

1.1 Staff shall answer all telephone calls in a business-like manner.

1.2 Staff shall be professional and business-like in their on-duty phone conversations.

1.3 All department telephones are for official use only. Personal telephone calls on county telephone equipment shall only be with the consent of the watch commander.

1.4 If more information is demanded than can be released, Staff may direct the inquiry to the supervisor on duty.

1.5 Staff shall never provide information about any department member unless the caller is a department member and the person receiving the call can verify the caller's identity.

1.6 If caller asks about making a personnel complaint, Staff shall forward the call to the watch commander.

1.7 Staff receiving an emergency call or message for an employee shall notify the employee as soon as possible.
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.19 (Telephones – Business Office).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.19 (Telephones-Business Office).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 506.19 (Telephones).
The Larry D. Smith Correctional facility shall follow and adhere to the guidelines outlined in Department Policy 506.20 (Time Computations).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.20 (Time Computation).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.20 (Time Computations).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.20 (Time Computations).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 506.20 (Time Computation).
Riverside County Correctional Facilities no longer provide fingerprinting for the general public.
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Riverside County Correctional Facilities no longer provide fingerprinting for the general public.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 506.22 (Stalking/Domestic Violence - Notification).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.22 (Stalking/Domestic Violence-Notification).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.22 (Stalking/Domestic Violence – Notification).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.22 (Stalking/Domestic Violence – Notification) with the following procedural additions:

PROCEDURE

1.0 Intake Responsibilities

2.1 The booking deputy is responsible for checking the receiving sheet for the domestic violence notification.

2.2 If the domestic violence notification section on the receiving sheet has “Yes” circled, and the appropriate charges are present, (646.9 PC, 273.6 PC, 273.5 PC, or 422 PC) the booking deputy is responsible for attaching the RSD Form 569 to the receiving sheet.

2.2.1 The booking deputy will assure the arresting officer fills out the “person to be notified,” in the area that states, “Notification address,” prior to putting the form in the inmates file.

2.3.1 After the form is filled out, the booking deputy will attached RSD Form 569 (Notification of Release) to the inmate receiving sheet.

2.3.2 There will be a separate RSD Form 569 for each person to be notified.

NOTE: All requests for notification will be accepted and documented on an RSD Form 569, to include: Public requests received through the mail or via telephone. Once request is received, we will follow the same telephonic and certified mail notification as any other request.

3.0 Business Office JIMS Station Responsibility

3.1 Once the JIMS station employee receives the inmate file, they will check for the following information:

- Verify the inmate’s file has an RSD Form 569 (Notification of Release)
- The domestic violence notification section on the receiving sheet has “Yes” circled.
- The appropriate charges are present, (646.9 PC, 273.6 PC, 273.5 PC, or 422 PC)

3.2 Once the need for notification is determined, the victim notification list of names will be printed by the Business Office.

- The Business Office designated staff will check the inmate’s status in JIMS and will make a note on the “Victim Notification Release” list, (i.e. SPAR, USBP, Sign Out, RTOA). If the inmate has not been released, the day shift business office will make notification in one of the following manners.

4.0 Telephonic Notification

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4.1 It is the responsibility of the day shift Business Office designated staff to make telephonic notifications of convicted inmates who are still in custody.

4.2 Once notification is determined, the file will be pulled with the RSD–Form 569 (Release Notification)

4.2.1 A telephonic notification will be made by calling the person listed on the RSD Form 569 (Notification of Release) in the block that says, “person to be notified.”

NOTE: If an inmate is released early, (i.e. TS, 825, CTRL, Bail, OR) and has not been convicted or is convicted of a misdemeanor, but notification was requested, the telephonic notification procedure still applies, and notification will be made by Release deputies prior to the inmate being released.

4.3 After completing the notification, the person making notification will fill out the RSD Form 569 (Notification of Release) by placing a check mark in the box for CBDC, writing the person’s name who they gave telephonic notification too, dating, signing, and “time stamping” the form.

4.4 The RSD Form 569 (Notification of Release) will be placed inside the inmate’s file.

5.0 Certified U.S. Mail Notification

5.1 In the event telephonic notification could not be completed, it is the responsibility of the dayshift Business Office designated staff to address, pack, and seal the envelope with the completed RSD Form 569 (Notification of Release).

5.2 When the certification is returned to the business office, it shall be stapled to the corresponding RSD Form 569 (Notification of Release).

6.0 Purging/Record Keeping

6.1 The RSD Form 569 (Notification of Release) (yellow copy) is placed in the inmate’s file where it will be scanned and retained for ten years along with the file.

6.2 It is the responsibility of the Business Office to be in charge of the storage/record room to purge all files at the end of the suspense date. Refer to Department Policy 506.14 (Purging of Records).
The Blythe Jail shall follow and adhere to the guidelines outlines in Department Policy 506.22 (Stalking/Domestic Violence – Notification) with the following procedural additions:

PROCEDURE

1.0 Booking Deputy

1.1 The booking deputy is responsible for checking the receiving sheet for the domestic violence notification.

1.2 It is the responsibility of the booking deputy to update the JIMS system to include the need for domestic violence notification.

1.3 The classification deputy is responsible for printing a daily release list of inmates who are eligible for release. Once the release list is printed, the employee will look for a secondary list to print, which will read, “Victim notifications required.” If the victim notifications required list is present, the classification deputy will pull the file(s) belonging to the inmate(s) who name(s) appear on the list.

2.0 Public Requests for Notification after Booking

2.1 Any staff member may handle notification requests received in person or via telephone. The request shall be handled in the same manner as any other notification request. This includes completing RSD form 569 (Notification of Release), telephonic notification and certified mail notification.

3.0 Telephonic Notification

3.1 It is the responsibility of the booking deputy to make all telephonic notifications.

3.2 Once notification is determined, telephonic notification will be made by calling the person listed on RSD Form 569 (Notification of Release).

NOTE: If telephonic notification can’t be made, the booking deputy shall notify the local agency within the jurisdiction of the notification address.

3.3 The booking deputy will make a copy of the completed RSD Form 569 (Notification of Release) and place it into the inmate’s file.

4.0 Mailing the Notification Letter

4.1 The employee mailing the letter will adhere to the following steps:

- Obtain petty cash from the on-duty supervisor for mailing of certified letter.
- Address the envelope.
- Fill out and affix PS Form 3800 “Certified Mail Receipt” to the envelope.
- Fill out and affix PS Form 3811, “Domestic Return Receipt” to the back of the envelope.
- Upon return to the facility, the employee mailing the certified letter shall make a
copy of the certified mail receipt. The original receipt and the change will be returned to the on-duty supervisor to be kept with the petty cash for record keeping.

- A copy of the certified mail receipt will be attached to the RSD Form 569 (Inmate File copy) and placed into the Domestic Violence Notification log book.

4.2 Once the letter is mailed, the Business Office shall update the JIMS system indicating notification has been made.

5.0 Certified Mail Return

5.1 When the certification is returned to the jail, it shall be attached to the RSD Form 569 (Inmate File copy) and maintained within the jail records in accordance with policy.

6.0 Telephonic Notification for an Un-Sentenced Inmate

6.1 Notification of arresting agency watch commander upon release of an un-sentenced inmate who has been booked for domestic violence or stalking.

6.1.1 It is the responsibility of the releasing deputy to make notification to the arresting agency only if they indicated on the receiving sheet that the victim and/or arresting agency is requesting notification upon release of the inmate.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 506.23 (Immigration and Customs Enforcement).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.23 (Immigration and Customs Enforcement (ICE) – Notification).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.23 (Immigration and Customs Enforcement).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 506.26 (Immigration and Customs Enforcement (ICE) – Notification).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 506.23 (Immigration and Customs Enforcement (ICE) Notification).
The Larry D. Smith Correctional Facility shall follow and adhere to guidelines outlined in Department Policy 507.01 (Commissary) with the following procedural additions:

PROCEDURE

2.0 Distribution of Commissary Orders

2.1 In Administrative Custody dayrooms, commissary staff shall give the orders to custody staff. Custody staff shall deliver the orders to each individual cell through the food slot on the door. Commissary staff will wait in the sally port; commissary staff are not permitted in the Administrative Custody dayroom.
The John. J Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.01 (Commissary) with the following procedural additions:

PROCEDURE

1.0 Distribution of Commissary Orders

1.1 Staff will accompany the private vendor’s employee to each housing unit and provide security.

1.2 Staff may inspect any commissary order prior to the bag being introduced into the housing unit.

1.3 The private vendor’s employee will deliver the orders through the housing units food hatch whenever possible.

1.4 The inmate will be allowed to inspect the commissary order before the bag is opened.
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.01 (Commissary) with the following procedural additions:

PROCEDURE

1.0 Distribution/Collection of Commissary Order Forms

1.1 Inmates may receive blank commissary order forms directly from commissary staff during commissary distribution.

1.1.1 These forms are not stocked or maintained by custody staff.

1.2 Inmates are to complete the commissary order form and provide them to commissary staff.

2.0 Distribution of Commissary Orders

2.2 Custody staff shall visually monitor commissary employees at each housing unit.

2.2.1 Commissary staff shall deliver the orders through the housing unit door food slot whenever possible.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.01 (Commissary) with the following procedural additions:

PROCEDURE

1.0 Collection of Completed Commissary Forms

1.1 Inmates are to complete the commissary form for their order and give it to the commissary vendor when the vendor delivers commissary to the Housing Unit.

1.2 Indigent inmates may check the appropriate box for an indigent kit.

2.0 Distribution of commissary orders.

2.2 Custody staff shall stand by with commissary staff at all times in the facility sally ports.

2.2.1 For all regular dayrooms, commissary staff shall deliver the orders through the pill call slot at the front of the dayroom. The Pod Deputy will let out inmates (quarter tier at a time) and the dayroom’s assigned inmate workers. The dayroom’s assigned inmate workers will stand at the pill call slot and all other inmates will have a seat at the tables.

2.2.2 At each Housing Unit the commissary staff will hold each commissary order up to the window; the dayroom’s assigned inmate worker will call out the names of the inmates. Each inmate will check and sign for their order. The order will be passed through the slot to the inmate. The inmate will be told to sit back down at the table until all inmates in the dayroom have received their orders.

2.2.3 In Administrative Custody dayrooms, commissary staff shall give the orders to custody staff. Custody staff shall deliver the orders to each individual cell through the food slot on the door. Commissary staff will wait in the sally port; commissary staff are not permitted in the Administrative Custody dayroom.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 507.01 (Commissary) with the following procedural additions:

PROCEDURE
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 507.02 (Grievance/Writ Petitions) with the following procedural additions:

PROCEDURE

1.0 Grievances

1.1 All grievances will be logged onto the “G” drive “Grievance Log” for tracking. This will be accomplished by SCF Facility Administration staff who will daily review the Supervisor’s Activity Log and input the following information:

- Date of grievance
- Name of inmate
- Booking number
- Lieutenant/Sergeant who handled the grievance
- Summary of grievance
- Disposition of grievance

1.1.1 Yellow copies of grievances will be kept on file within the SCF Facility Administration office for 30 days.
1.1.2 After the 30 days, the yellow copy will be destroyed accordingly.
1.1.3 For grievances not closed in a timely manner, the Jail Inmate Management System (JIMS) system generates a delinquent grievance roster, nightly, for inmates housed within SCF, regardless of which facility the grievance originated. The grievances listed on the roster will be researched by Floor Sergeants and disseminated to the appropriate supervisor for closure.

2.0 Medical/Mental Health Grievances

2.1 Any grievances involving medical or mental health issues will be forwarded to the Medical / Mental Health Sergeant

2.2 If the Medical/Mental Health Sergeant is not on duty, the On-Duty Supervisor will address the issue if it requires immediate attention.

2.3 If immediate attention is not required, the On-Duty Supervisor will input the grievance into JIMS and forward it to the Medical/Mental Health Sergeant.

2.4 The Medical/Mental Health Sergeant will address the grievance with medical or mental health and attempt to resolve the grievance.

3.0 Grievance System Abuse

3.1 If an inmate is thought to be abusing the grievance system with an excessive number or frivolous grievances, the Classification Sergeant will:

3.1.1 Research all grievances submitted by the offending inmate to determine the number of, and different types of issues grieved.
3.1.2 The offending inmate will be notified of the abuse and informed that all future grievances will be forwarded to the Classification Sergeant.

3.1.3 The Classification Sergeant will deny any grievance that has already been responded to.

3.1.4 The Classification Sergeant, or designee, will enter all information concerning the abuse in the inmate’s classification notes.

4.0 Writ Petitions

4.1 The facility designee will document the request and circumstances in the facility Writ Log located on the “G” drive of the computer.

4.2 The facility designee will enter the reason the request for writ was made, and any other pertinent information concerning the writ in the inmate’s classification notes.

4.3 The facility designee will forward a copy of the completed writ and a memo explaining the circumstances to the Facility Commander, or designee, via chain of command, within 24 hours.

4.4 The facility designee, will file the original of the writ with the clerk of the presiding superior court judge the next business day.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.02 (Grievance/Writ Petitions).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.02 (Grievances/Writs Petition) with the following procedural additions:

PROCEDURE

1.0 Grievances

1.1 All grievances will be logged onto the “G” drive “Grievance Log” for tracking. This will be accomplished by RPDC Facility Administration staff who will daily review the Supervisor’s Activity Log and input the following information:

- Date of grievance
- Name of inmate
- Booking number
- Lieutenant/Sergeant who handled the grievance
- Summary of grievance
- Disposition of grievance

1.2 Yellow copies of grievances will be kept on file within the RPDC Facility Administration office for 30 days.

1.2.1 After the 30 days, the yellow copy will be destroyed accordingly.

1.3 For grievances not closed in a timely manner, the Jail Inmate Management System (JIMS) system generates a delinquent grievance roster, nightly, for inmates housed within RPDC, regardless of which facility the grievance originated. The grievances listed on the roster will be researched by Floor Sergeants and disseminated to the appropriate supervisor for closure.

2.0 Medical/Mental Health Grievances

2.1 Any grievances involving medical or mental health issues will be forwarded to the Medical / Mental Health Sergeant

2.2 If the Medical / Mental Health Sergeant is not on duty, the On-Duty Supervisor will address the issue if it requires immediate attention.

2.3 If immediate attention is not required, the On-Duty Supervisor will input the grievance into JIMS and forward it to the Medical / Mental Health Sergeant.

2.4 The Medical / Mental Health Sergeant will address the grievance with medical or mental health and attempt to resolve the grievance.

3.0 Grievance System Abuse

3.1 If an inmate is thought to be abusing the grievance system with an excessive number of frivolous grievances, the Classification Sergeant will:
3.1.1 Research all grievances submitted by the offending inmate to determine the number of, and different types of issues grieved.
3.1.2 The offending inmate will be notified of the abuse and informed that all future grievances will be forwarded to the Classification Sergeant.
3.1.3 The Classification Sergeant will deny any grievance that has already been responded to.
3.1.4 The Classification Sergeant, or designee, will enter all information concerning the abuse in the inmate’s classification notes.

4.0 Writ Petitions

4.1 The Classification Sergeant, or designee, will document the request and circumstances in the Facility Writ Log located in the Classification Office.

4.2 The Classification Sergeant, or designee, will enter the reason the request for writ was made, and any other pertinent information concerning the writ in the inmate’s Classification notes.

4.3 The Classification Sergeant, or designee, will forward a copy of the completed writ and a memo explaining the circumstances to the Facility Commander, or designee, via chain of command, within 24 hours.

4.4 The Classification Sergeant, or designee, will file the original of the writ with the clerk of the presiding superior court judge the next business day.

4.5 The Facility Commander may direct a letter to be sent to the presiding judge explaining the circumstances surrounding the writ. This is only to be done at the direction of the Facility Commander.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.02 (Grievance/Writ Petitions) with the following procedural additions:

PROCEDURE

1.0 Grievances

1.1 All grievances will be logged onto the “G" drive “Grievance Log" for tracking. This will be accomplished by CBDC Facility Administration staff who will daily review the Supervisor's Activity Log and input the following information:

- Date of grievance
- Name of inmate
- Booking number
- Lieutenant/Sergeant who handled the grievance
- Summary of grievance
- Disposition of grievance

1.2 Yellow copies of grievances will be kept on file within the CBDC Facility Administration office for 30 days.

1.2.1 After the 30 days, the yellow copy will be destroyed accordingly.

1.3 For grievances not closed in a timely manner, the Jail Inmate Management System (JIMS) system generates a delinquent grievance roster, nightly, for inmates housed within CBDC, regardless of which facility the grievance originated. The grievances listed on the roster will be researched by Floor Sergeants and disseminated to the appropriate supervisor for closure.

2.0 Medical/Mental Health Grievances

2.1 Any grievances involving medical or mental health issues will be forwarded to the Medical / Mental Health Sergeant

2.2 If the Medical / Mental Health Sergeant is not on duty, the On-Duty Supervisor will address the issue if it requires immediate attention.

2.3 If immediate attention is not required, the On-Duty Supervisor will input the grievance into JIMS and forward it to the Medical / Mental Health Sergeant.

2.4 The Medical / Mental Health Sergeant will address the grievance with medical or mental health and attempt to resolve the grievance.

3.0 Grievance System Abuse

3.1 If an inmate is thought to be abusing the grievance system with an excessive number or frivolous grievances, the Classification Sergeant will:
3.1.1 Research all grievances submitted by the offending inmate to determine the number of, and different types of issues grieved.

3.1.2 The offending inmate will be notified of the abuse and informed that all future grievances will be forwarded to the Classification Sergeant.

3.1.3 The Classification Sergeant will deny any grievance that has already been responded to.

3.1.4 The Classification Sergeant, or designee, will enter all information concerning the abuse in the inmate’s classification notes.

4.0 Writ Petitions

4.1 The facility designee will document the request and circumstances in the facility Writ Log located on the “G” drive of the computer.

4.2 The facility designee will enter the reason the request for writ was made, and any other pertinent information concerning the writ in the inmate’s classification notes.

4.3 The facility designee will forward a copy of the completed writ and a memo explaining the circumstances to the Facility Commander, or designee, via chain of command, within 24 hours.

4.4 The facility designee, will file the original of the writ with the clerk of the presiding superior court judge the next business day.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 507.02 (Grievance/Writ Petitions) with the following procedural additions:

PROCEDURE

1.0 Grievances

1.1 All grievances will be logged onto the “G” drive “Grievance Log” for tracking. This will be accomplished by Blythe Jail Administration staff who will daily review the Supervisor’s Activity Log and input the following information:

- Date of grievance
- Name of inmate
- Booking number
- Lieutenant/Sergeant who handled the grievance
- Summary of grievance
- Disposition of grievance

1.2 Yellow copies of grievances will be kept on file within the Blythe Jail Administration office for 30 days.

1.2.1 After the 30 days, the yellow copy will be destroyed accordingly.

1.3 For grievances not closed in a timely manner, the Jail Inmate Management System (JIMS) system generates a delinquent grievance roster, nightly, for inmates housed within Blythe Jail, regardless of which facility the grievance originated. The grievances listed on the roster will be researched by Floor Sergeants and disseminated to the appropriate supervisor for closure.

2.0 Grievance System Abuse

2.1 If an inmate is thought to be abusing the grievance system with an excessive number or frivolous grievances, the Classification Sergeant will:

2.1.1 Research all grievances submitted by the offending inmate to determine the number of, and different types of issues grieved.

2.1.2 The offending inmate will be notified of the abuse and informed that all future grievances will be forwarded to the Classification Sergeant.

2.1.3 The Classification Sergeant will deny any grievance that has already been responded to.

2.1.4 The Classification Sergeant, or designee, will enter all information concerning the abuse in the inmate’s classification notes.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 507.03 (Hygiene) with the following procedural additions:

PROCEDURE

1.0 Kitchen Trustees

1.1 If available, inmates assigned to work in the kitchen may have access to electric razors.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.03, (Hygiene) with the following procedural additions:

PROCEDURE

1.0 Toilet Paper

1.1 Custody Staff will verify each housing area has toilet paper at all times.

1.2 Custody Staff will give toilet paper to inmates in safety cells upon request.

1.3 Custody Staff, with the consent of a supervisor, may remove toilet paper from an isolation cell if necessary (for example, when an inmate is deliberately plugging a toilet with toilet paper).

1.4 If toilet paper is removed from an isolation cell, custody staff overseeing that cell shall provide toilet paper as needed.

2.0 Hair clippers/Nail Clippers

2.1 Staff will make available a hair cutting kit for use in the designated housing unit program room.

  ➢ One set of clippers and attachments.
  ➢ One container with disinfectant.
  ➢ One instruction sheet on disinfecting the equipment.
  ➢ One set of large nail clippers.

2.2 The clipper kit will contain an inventory of the contents.

2.3 Staff will inventory the kit before inmates are placed into the program room.

2.4 Staff will ensure inmates disinfect all hair cutting equipment between haircuts, using the provided disinfectant.

3.0 Contracted Barber Services

3.1 A list, generated by the Classification Coordinator, will be given to the Program Coordinator two days prior to the scheduled date. There will be a maximum of 12 inmates on the list.

  3.1.1 The Program Coordinator will place the inmate’s names who will receive haircuts on the Inmate Haircut Log. The Program Coordinator will give the Inmate Haircut Log to the Watch Commander on the day the haircuts are to be provided. The supervisor will distribute the list of haircuts to housing unit staff.

3.2 Staff will inspect the barber’s equipment in the lobby and escort the barber to the housing unit. Housing unit staff will escort the inmates to the program room and continually supervise the entire haircut process.
3.2.1 Staff will provide the barber with the Inmate Haircut Log and the barber will sign the log after the haircuts have been completed. The barber will be allowed 10-15 minutes for each basic haircut which may include trimming the mustache and beard. The contracted barber will not wash, style, blow dry, or provide specialty haircuts.

3.2.2 Staff will collect the completed inmate haircut log from the barber, sign the log and forward the log to the Program Coordinator after each scheduled haircut session.

4.0 Cleaning Procedure for Inmate Shoes and Mattresses

4.1 A deputy assigned the Support Services Unit will ensure that all inmate shoes and mattresses are properly disinfected before returning them to circulation.
Department Policy 507.03 (Hygiene) with the following procedural additions:

PROCEDURE

1.0 Inmate Razors

1.1 Inmates housed in housing units 3A, 5B and 6B Dayroom #2 will have the razor removed from their “booking pack” and will be offered the use of an electric shaver. In addition, any inmates classified as Administrative Housing or Mental Health Housing inmates will also be subject to removal of their razor and be afforded the use of an electric shaver.

1.2 Inmates housed in 6B Dayrooms #1 and #3 will only receive new razors after turning in their old razors.

2.0 Showers

2.1 Inmate workers (kitchen) are required to shower daily and will have access to the showers.

3.0 Toilet Paper

3.1 Facility staff will verify each housing area has toilet paper at all times.

3.2 Staff will give enough toilet paper for safety cell inmates for sanitation. The entire roll will be withheld to avoid misuse.

4.0 Hair Clippers/Nail Clippers.

4.1 A hair clipper set and a pair of nail clippers will be available to inmates in each housing unit.

4.2 The hair clipper set will contain the following:
   ➢ A set of clippers and attachments
   ➢ A can of Clippercide
   ➢ An inventory of the contents

4.2.1 The deputy issuing the clipper set to the inmates will retrieve the set as soon as the haircut is done and no later than the end of his/her shift. The deputy will verify all items are returned to the Corporal’s office and signed back in.

4.2.2 The responsible party in the housing unit will accept the clipper set and be responsible for returning all items. Inmates will only use the hair clippers inside the Housing Unit Program Room.

4.2.3 The deputy will verify that inmates disinfect all hair cutting equipment between haircuts, using the provided disinfectant.

4.3 Inmates will request the use of the nail clippers from the Housing Unit Pod Deputy.

4.3.1 If the request is approved, the Pod Deputy will allow the inmate to use the nail clippers inside the housing unit sally port area. The deputy will log the
use of the clippers on the pass-on log. (The clippers will be returned no later than the end of shift.)

5.0 Contracted Barber Services

5.1 The contracted barber will be allowed 10-15 minutes for each basic haircut, which may include trimming the mustache and beard.

5.2 The contracted barber will not wash, style, blow dry, or provide specialty haircuts.

6.0 Electric Shavers

6.1 An electric shaver set will be available to inmates classified as Administrative Housing and Mental Health Housing. These inmates are primarily housed in 3A, 5B, and 6B Dayroom #2, but can also be housed elsewhere within the facility.

6.2 The following shaving equipment will be kept in housing units that include inmates classified as Administrative Housing and Mental Health Housing, including but not limited to the 3A, 5B, and 6B Dayroom #2 housing units.

- A set of electric shavers and attachments
- A can of Clippercide
- An inventory log of the shaving equipment

6.3 When facility staff provide the electric shaver kit to an inmate they will make an entry in the housing unit pass-on log noting the time, date, the name of the issuing staff member, and the name of the inmate the shaver was issued to.

6.3.1 Facility staff issuing the shaver set will retrieve the set as soon as the inmate has finished shaving.

6.3.2 The inmate who was issued the shaver set will be responsible for returning all items.

6.3.3 Facility staff will verify that each inmate using the shaver disinfect all shaving equipment after each shave, using the provided disinfectant.

6.3.4 Facility staff will inventory the shaver set before it is issued to an inmate, and after the inmate is finished shaving.

6.3.5 If any items are missing, the On-Duty Supervisor will be notified.

6.3.6 All housing units with Administrative Housing and Mental Health Housing inmates including but not limited to, housing units 3A, 5B, and 6B Dayroom #2, will have the electric shaver kit made available upon request during their regular dayroom time. The electric shaver kit will only be issued to 3A inmates after their placement in the haircut booth, 5B and 6B inmates once they are placed in the “B” side attorney booth. All other inmates housed in other areas of the facility will utilize the nearest most secure location that will allow for proper staff supervision.
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The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.03 (Hygiene) with the following procedural additions:

PROCEDURE

1.0 Hair Clippers/Nail Clippers

1.1 The deputy handing out the clipper kit shall make an entry on the Pod Activity Log that haircuts were given.

1.1.1 The deputy issuing the clipper set shall retrieve the set before the end of his/her shift to verify all items are returned.

1.1.2 The deputy should assign one of the inmates in the housing area receiving the kit to be responsible for the kit. Inmates shall only use the hair clippers inside the Housing Unit Program Room.

1.1.3 The deputy shall verify that inmates disinfect all hair cutting equipment between haircuts, using the provided disinfectant.

1.1.4 A deputy shall inventory the clipper kit before and after its use.

1.1.5 If any items are missing, the On-Duty Supervisor shall be notified.

1.2 Inmates will request the use of the nail clippers from the Housing Unit Pod Deputy.

1.2.1 If the request is approved, the Pod Deputy will allow the inmate to use the nail clippers inside the Housing Unit Sally Port area. At no time shall the nail clippers be allowed to be taken into the housing unit by an inmate.

2.0 Hair Cuts

2.1 Staff shall allow each inmate, who received or provided a haircut, timely access to the housing unit showers upon their return to the dayroom.

3.0 Contracted Barber Services

3.1 The Program Coordinator will schedule the Riverside County Sheriff Department’s contracted barber to provide basic haircut services up to two times a month.

3.2 Facility staff will establish a sign-up list of inmates requesting haircut services by the contracted barber prior to each scheduled visit.

3.3 Staff shall make an entry on their Pod Activity Log, noting the time the barber begins their services; a second entry when the barber completes their services and is leaving the pod area.

3.3.1 The contracted barber will be allowed 10-15 minutes for each basic haircut, which may include trimming the mustache and beard.
3.3.2 The contracted barber will not wash, style, blow dry, or provide specialty haircuts.

4.0 Electric Shavers

4.1 An electric shaver set will be available to all kitchen inmate workers upon request.

4.2 The following shaving equipment shall be kept in D-Pod:

- One electric shaver and one small brush
- A container with disinfectant
- Instructions for disinfecting the equipment
- An inventory log of the shaving equipment

4.3 When facility staff provide the electric shaver kit to an inmate, they shall make an entry in the housing unit pass-on log noting the time, date, the name of the issuing staff member, and the name of the inmate the shaver was issued to.

4.3.1 Facility staff issuing the shaver set shall retrieve the set as soon as the inmate has finished shaving.

4.3.2 The inmate who was issued the shaver set shall be responsible for returning all items.

4.3.3 Facility staff shall verify that each inmate using the shaver disinfect all shaving equipment after each shave, using the provided disinfectant.

4.3.4 Facility staff shall inventory the shaver set before it is issued to an inmate, and after the inmate is finished shaving.

4.3.5 If any items are missing, the On-Duty Supervisor shall be notified.

4.3.6 The shaver kit shall only be issued to inmates once they are placed in the Housing Unit Program Room.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 507.03 (Hygiene).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 507.04 (Inmate Education Programs).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.04 (Inmate Education/Programs).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.04 (Inmate Education Programs).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.04 (Inmate Education Programs).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 507.04 (Inmate Education Programs).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 507.05 (Inmate Workers) with the following procedural additions:

PROCEDURE

1.0 Inmate Worker Coordinator Responsibilities

1.1 The Inmate Worker Coordinator is responsible for the following duties related to inmate workers.

   1.1.1 Monitor performance of inmate workers through regular checks with the work crew supervisors and shift supervisors.

   1.1.2 Take corrective action of inmate workers who are not performing or are creating disciplinary problems.

   1.1.3 Select and appoint new inmate workers for all work assignments within the Larry D. Smith Correctional Facility in accordance with Policy 507.05 (Inmate Workers).

   1.1.4 Complete weekly work assignment rosters and distribute to work crew supervisors.

2.0 Selecting and Assigning Inmates to Outside Work Crews

2.1 Inmates selected for outside crews should have previously worked on other crews such as kitchen and/or laundry and were selected for their dependability and good behavior while in custody.

   2.1.1 The Landscaping Crew and Support Services Crew shall consist of 2 to 5 inmate workers that will be supervised, at all times.

   2.1.2 The Supply Crew shall consist of 3 to 5 inmate workers that will be supervised at all times.

3.0 Inmate Worker Payroll

3.1 All inmate workers receive wages of .50¢ a day normally paid weekly on Wednesday. Inmates are only paid for days actually worked. Days not worked due to illness or other reasons are not paid.

3.2 The Inmate Worker Coordinator will provide all Work Crew Supervisors and housing units with a current work crew roster on Monday and Wednesdays.

3.3 Work Crew supervisors and Housing Unit Deputies are responsible for documenting each inmate’s work schedule. Housing Unit Deputies are responsible for documenting the work schedule of all other inmate workers, i.e. inmate workers who
do not have assigned crew supervisors.

3.3.1 Each Work Crew Supervisor is responsible for turning in a completed Work Crew Roster to the Inmate Worker Coordinator in the Classification Business Office on Friday.

3.3.2 The Inmate Worker Coordinator will collect the work crew rosters for all other inmate workers.

3.4 The Inmate Worker Coordinator will compile the inmate rosters, prepare the inmate payroll, and submit the payroll to the Business Office on Monday.

3.5 The assigned Business Office employee will post Inmate Payroll weekly.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.05, (Inmate Workers) with the following procedural additions:

PROCEDURE

1.0 Classification Coordinator

1.1 The Classification Coordinator is responsible for the following duties related to inmate workers:

1.1.1 Monitor performance of inmate workers through regular checks with kitchen staff and the assigned Food Coordinator.
1.1.2 Take corrective action on inmate workers who are not performing or are creating disciplinary problems.
1.1.3 Select and appoint new inmate workers for kitchen duties, and housing units, in accordance with Policy 507.05.

2.0 Inmate Worker Payroll

2.1 The Classification Coordinator will regularly verify each inmate worker is still in custody and working. This may be done by reviewing inmate worker sign in sheets.

2.2 The Classification Coordinator will ensure that inmate worker payroll is completed every Monday. Once inmate worker payroll is completed it will be submitted to the Business Office.

2.3 The Food Coordinator will use the inmate worker sign in sheets to account for each inmate worker that is being used to work that day.
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.05 (Inmate Workers) with the following procedural additions:

PROCEDURE

1.0  Inmate Worker Coordinator

1.1  The Inmate Worker Coordinator is responsible for the following duties related to inmate workers:

   1.1.1  Monitor performance of inmate workers through regular checks with kitchen staff and Shift Supervisors.
   1.1.2  Take corrective action of inmate workers who are not performing or are creating disciplinary problems.
   1.1.3  Select and appoint new inmate workers for laundry assignment, kitchen duties, and cleaning crews, as described in Policy 507.05 (Inmate Workers).
   1.1.4  Process all inmate worker payroll each week.

2.0  Inmate Worker Payroll

2.1  All inmate workers receive wages of $.50 a day, normally paid weekly on Wednesday. Inmates are only paid for days actually worked. Days not worked due to illness or other reasons are not paid.

2.2  The Inmate Worker Coordinator shall regularly verify each inmate worker is still in custody and working.

   2.2.1  This may be done by reviewing inmate worker signup sheets.
   2.2.2  Inmate workers are required to sign in daily to indicate they have worked.

2.3  Refer to Department Policy 506.11 (Inmate Trust Account-Cash Register) for further instructions.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.05 (Inmate Workers) with the following procedural additions:

PROCEDURE

1.0 Inmate Worker Coordinator

1.1 The Inmate Worker Coordinator is responsible for the following duties related to inmate workers:

   1.1.1 Monitor performance of inmate workers through regular checks with kitchen staff and Shift Supervisors.

   1.1.2 Take corrective action of inmate workers who are not performing or are creating disciplinary problems.

   1.1.3 Select and appoint new inmate workers for laundry assignment, kitchen duties, and cleaning crews, as described in Policy 507.05 (Inmate Workers).

   1.1.4 Process all inmate worker payroll each week.

2.0 Inmate Worker Payroll

2.1 All inmate workers receive wages of $.50 a day, normally paid weekly on Wednesday. Inmates are only paid for days actually worked. Days not worked due to illness or other reasons are not paid.

2.2 The Inmate Worker Coordinator shall regularly verify each inmate worker is still in custody and working.

   2.2.1 This may be done by reviewing inmate worker signup sheets.

   2.2.2 Inmate workers are required to sign in daily to indicate they have worked.

2.3 Refer to Department Policy 506.11 (Inmate Trust Account-Cash Register) for further instructions.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 507.05 (Inmate Workers) with the following procedural additions:

PROCEDURE

1.0 Classification Coordinator

1.1 The Classification Coordinator is responsible for the following duties related to inmate workers:

1.1.1 Monitor performance of inmate workers through regular checks with kitchen staff and Shift Supervisors.
1.1.2 Take corrective action of inmate workers who are not performing or are creating disciplinary problems.
1.1.3 Select and appoint new inmate workers for laundry assignment, kitchen duties, and cleaning crews, as described in Policy 507.05 (Inmate Workers).
1.1.4 Process all inmate worker payroll each week.

2.0 Inmate Worker Payroll

2.1 All inmate workers receive wages of $.50 a day, normally paid weekly on Wednesday. Inmates are only paid for days actually worked. Days not worked due to illness or other reasons are not paid.

2.2 The Classification Coordinator shall regularly verify each inmate worker is still in custody and working.

2.2.1 This may be done by reviewing inmate worker signup sheets.
2.2.2 Inmate workers are required to sign in daily to indicate they have worked.

2.3 Refer to Department Policy 506.11 (Inmate Trust Account-Cash Register) for further instructions.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 507.06 (Laundry/Clothing Exchange) with the following procedural additions:

PROCEDURE

1.0 Inmate Clothing Exchange

1.2 All inmate workers assigned to the kitchen, landscape, and supply will change their clothing daily. Clothing exchange for returning inmate workers will be conducted as specified in Department Policy 507.05 (Inmate Workers).

1.3 Under the supervision of the deputy assigned to laundry/supply, inmates will deliver these items on the specified day.
2.2 Veteran’s Program housing will be completed by Sheriff’s Inmate Training and Education (SITE-B) Deputies.

3.0 Supply of Clothing/Linen

3.1 SCF will maintain an adequate supply of clothing and linen for replacement needs of the inmate population. This supply will be maintained in the supply warehouse.

4.0 Distribution of Sweatshirts

4.1 Sweatshirts for inmates will be distributed to the floor staff the first week of November. Floor staff will collect the sweatshirts from the inmates and give them to the laundry staff the last week of May for storage until the next year.

4.2 Sweatshirts will only be issued to Housing Units 1-11, 18 and 19. Other housing units with SITE-B programs will be handled by the SITE-B staff.

4.3 Inmates are permitted “one for one” exchange of sweatshirt in the event the sweatshirt is not suitable to be worn or is otherwise insufficient. The Housing Unit Deputy will determine this on an individual case basis.

4.4 Allowance of more than one sweatshirt requires an approved court order on file.

5.0 Security Checks during Clothing Exchange

5.1 During full clothing exchange, the clothing exchange coordinator will verify all security checks are completed, at least hourly, in all housing units by a designated staff member.

6.0 Inmate Clothing Exchange Procedure

6.1 Each deputy will be assigned to a specific responsibility that includes, but is not limited to passing out clothing, housing unit searches or facility security checks.

6.2.1 Preparation for clothing exchange will include, but not be limited to, organizing the clothing, by type, size, etc.

6.3 After making certain all housing units have completed face to stat head count, the nightshift clothing exchange coordinator will assemble the predetermined team in
the designated area.

6.3.1 Housing Units 1-7 will set up clothing exchange in the Program Room. Housing Units 8-11 will set up clothing exchange in the walkway between the pods. Housing Units 12 and 14 will set up their clothing exchange in the hallways. Housing Units 15-17 will conduct clothing exchange by removing inmate’s one section at a time (approximately 8 inmates). The inmates will change clothing inside the recreation area, and then return to their cell after the cell has been searched.

6.3.2 Administrative Housing inmates will be removed one cell at a time. A visual search of the inmate in his boxers will be conducted prior to removal. The inmate will stand facing the wall or sit at the tables while their cell is searched.

6.3.3 Staff members of the opposite gender will not supervise inmates receiving clothing except when inmates of the opposite gender are fully clothed or fully covered.

6.4 Inmates will be instructed to remove and separate all dirty clothing, (except under garments i.e., boxer shorts, underwear and bras), into bed sheets inside the housing unit. The clothing exchange team will collect all the dirty clothing from the housing units and place them into the blue laundry bins identified for dirty laundry.

6.4.1 All dirty laundry will be separated from any remaining clean laundry and placed in marked, separate laundry bins.

6.5 Inmates will be instructed to retain and wear their under garments until new clothing is issued. After a visual inspection of their blanket, inmates will be instructed to wrap their blanket around their waist.

6.6 One deputy will visually “size” the inmates and distribute appropriately sized clothing.

6.7 The inmates will be directed to the recreation yard or program room. They will be instructed to remove their undergarments and get fully dressed in newly issued clothing. Dirty undergarments will be collected before re-entering the housing unit.

6.8 While the inmates are dressing, a team will search the housing unit dayrooms for extra clothing and contraband.

6.9 After the search is completed, the clothed inmates will place their dirty under garments into a laundry bin and will be given clean linen and a sweatshirt (seasonal).
6.10 The inmates will be told to remain at the rear of the returning line if they have any concerns or complaints regarding clothing issued. After a visual inspection, any re-issuance of clothing will be at the discretion of the assigned deputy.

6.11 The clothing exchange team will be responsible for sorting the clean clothing from the dirty clothing into separate bins and then returning all laundry bins to the laundry area by the end of shift. The clothing exchange team will verify that no trash is mixed with the clothing.

6.12 The clothing exchange coordinator is responsible for the proper labeling of each laundry bin with a “dirty” or “clean” label, respectively.

6.13 At the completion of clothing exchange, the team leader will be responsible for the completion of any cell search logs and notifications to supervision.

6.14 At no time will inmates be involved in any part of the issuance of clothing.

7.0 Laundry Workers

7.1 All laundry workers must complete the Laundry Daily Checklist daily and turn it in to the Laundry Supervisor.

7.2 While changing laundry chemicals, all laundry workers are required to wear the following Personal Protective Equipment:

7.2.1 Goggles
7.2.2 Face Shield
7.2.3 Apron
7.2.4 Acid Protective Gloves

7.3 SCF also provides the following optional PPE for use by laundry workers:

7.3.1 Steam resistant gloves
7.3.2 Heat resistant gloves

8.0 Processing of Dirty Laundry

8.1 All Laundry that is delivered to SCF will be processed, washed, dried, and returned to its originating facility.

9.0 Rags from outside facilities

9.1 SCF does not accept cleaning rags from other facilities. If rags are found during a delivery, they will be disposed of properly per the SCF Laundry Manual.

10.0 SCF Kitchen Rags

10.1 All SCF kitchen rags will be processed per the guidelines located in the SCF Laundry Manual.
11.0 Biohazard Waste Management

11.1 Refer to Department Policy 508.11 (Biohazard/Medical Waste Management).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.06 (Laundry/Clothing Exchange) with the following procedural additions:

**PROCEDURE**

1.0 Clothing Exchange Procedure

1.1 Only female staff shall exchange clothing and linen for female inmates.

1.2 Clothing should be exchanged one inmate at a time, ensuring the inmate has relinquished **ALL** exchange items.

1.3 All dirty laundry shall be bagged and placed in a designated storage area. All dirty laundry items will be sent to Larry D Smith Correctional Facility for cleaning.

2.0 Special Exchanges

2.1 On occasion it may be necessary to make a special unscheduled exchange of clothing or linen. These exchanges will be authorized by a supervisor under the following circumstances:

- Soiled clothing or linen due to unusual occurrences such as inmate assaults, illness, or vermin infestation.
- Torn or damaged clothing and linen. An inmate disciplinary marker should be considered if inmates intentionally damage jail property.
- During full tank search.

2.2 A supervisor may assign deputies to search a housing area during the clothing exchange for that area.
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Departmental Policy 507.06 (Laundry/Clothing Exchange) with the following procedural additions:

PROCEDURE

1.0 Clothing Exchange Frequency

1.1 A limited (short) exchange of clothing will occur every Wednesday.

1.2 A full exchange of clothing, towels and sheets, and random housing unit searches, will occur every weekend.

1.2.1 This schedule may vary with the approval of a Floor Operations Sergeant.

1.3 Throughout each week the loading dock supply officer will receive inmate clothing and bedding from Larry D. Smith Correctional Facility.

1.4 The Deputy will inventory the clothing to ensure that the supply is adequate for clothing exchange needs.

1.5 The Deputy will sort the clothing according to type and size.

2.0 Housing Unit Search

2.1 Housing Unit searches are necessary to maintain security of the facility. Refer to Department Policy 502.06 (Housing Searches).

2.2 In the event a custody staff member feels a strip search is necessary refer to Department Policy 502.11 (Strip Searches).

3.0 Clothing Exchange Teams

3.1 Clothing exchanges and searches will be conducted with designated teams.
3.2 The Floor Operations Sergeant in charge of the area where the clothing exchange is to take place shall monitor the progress of the clothing exchange teams.

4.0 Preparation for Clothing Exchange

4.1 The following procedures are recommended for the exchange of clothing in the listed housing areas:

4.1.1 Administrative Housing

- Refer to Department Policy 504.01, (Administrative Housing) for removing an inmate from their cell.
- While one member of the clothing exchange team stays with the inmate(s) on the tier outside the cell, the second team member searches the cell for contraband.
- Only one cell from the upper tier and one cell from the lower tier shall be done at the same time. At no time shall inmates from any housing unit be mixed together. This includes inmates from upper and lower housing units.
- Once the inmate returns to their cell and the door is secured, the handcuffs are removed. At that time the inmate's tee shirt and underwear will be exchanged through the slot.
- All dirty laundry shall be sent to a recreation yard for inmate workers to sort.

4.1.2 General Population and Protective Custody Housing

- Inmates from each day room are removed from their cells one or two cells at a time. No more than five inmates are to be removed from cells at any one time and as outlined above.
- The inmates are searched using a pat search and/or non-intrusive sensor and scanning device search.
- The inmates are locked into program room one, two and/or recreation.

4.1.3 Seventh Floor

- The seventh-floor housing area of the facility is currently classified as dispensary housing. All classification types may be found on this floor.
- Inmates housed on the seventh floor of the facility may have their clothing and bedding exchanged through the cell door.
- Cell searches will be conducted on a random basis and in accordance with the security needs of the facility.

5.0 Optional Clothing Items

5.1 If an inmate has medical clearance, he/she will be issued a pair of orange heavy-duty canvas step-in shoes.
5.1.1 It is the Pod Deputy responsibility to verify the medical order and deliver the orange heavy-duty canvas step-in shoes to any inmate requiring them.

5.1.2 The orange canvas shoes will be stored in the Support Services warehouse/dock area.

5.2 Upon release from custody the orange canvas shoes will be disposed of.

6.0 Sorting of Dirty Laundry

6.1 If laundry isn’t sorted during clothing exchange, it shall be sorted by inmate laundry workers in a recreation yard prior to being returned to the dock. At no time should clean and dirty laundry be mixed.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.06 (Laundry/Clothing Exchange) with the following procedural additions:

PROCEDURE

1.0 Clothing Exchange Frequency

1.1 A “short” exchange of clothing will occur every Wednesday night.

1.1.1 Short exchange consists of:

- 1 white tee shirt
- 1 pair of shorts
- 1 pair of socks

1.2 A “full” exchange of clothing will occur on Saturday dayshift and Sunday dayshift.

1.2.1 The team responsible for Saturday’s clothing exchange will decide whether to do A, B, C and D pods, or E, F, and G pods.

1.2.2 Full exchange consists of:

- 1 v-neck shirt
- 1 pant
- 1 white tee shirt
- 1 pair of shorts
- 1 pair of socks
- 1 towel

1.3 This schedule may vary with the approval of a Floor Operations Sergeant.

2.0 Clothing Exchange

2.1 The Floor Operations Sergeant has overall responsibility for clothing exchange, security checks, and will monitor the process.

2.2 Designated teams will conduct clothing exchange. The 1 to 5 ratio of Deputies to inmates will be maintained at all times Refer to Department Policy 502.07 (Inmate Movement).

2.4 Each team may utilize the inmate laundry workers to help with the exchange. Only
custody staff will complete the Administrative Custody and Protective Custody dayrooms. Inmate laundry workers are not allowed to enter any of these Housing Units. The exchange team will supervise the inmate laundry workers at all times, Refer to Department Policy 507.05 (Inmate Workers).

3.0 Clothing Exchange Inmate Movement

3.1 Prior to clothing exchange, the inmates will be instructed to gather all their dirty linen and clothing. One quarter-tier at a time, the inmates will exit the dayroom in their white tee shirt and boxers. The inmates will place their dirty linen and clothing in the designated carts. Deputies will be stationed at the dayroom door to monitor the movement of inmates.

3.1.1 The inmates will be instructed to retain and wear their boxers and tee shirt.
3.1.2 In the event a deputy feels a more thorough search is necessary, the search will be conducted Refer to Department Policy 502.11 (Strip Searches).
3.1.3 Disciplinary Markers will be written when damaged clothing or linen are found during clothing exchange Refer to Department Policy 504.09 (Inmate Discipline)

3.2 As the inmates are directed to the recreation yard, they will be given their clean clothing and linen. Inmates will be instructed to change their boxers in the recreation yard, using the privacy wall near the toilets. If the recreation yard is unavailable, inmates will be provided with an equal amount of privacy to change their boxers.

3.3 While the inmates are dressing, the clothing exchange team will conduct cell searches for extra clothing and other contraband. Pod Deputies will monitor the recreation yard via the cameras. Refer to Department Policy 502.06 (Housing Searches).

3.4 As the inmates exit the recreation yard, they will be instructed to trade out their white tee shirts.

3.5 Any concerns or issues, by the inmates, with their clean clothing or linen, will be addressed prior to returning to the dayroom. After a visual inspection of the items of concern, any re-issuance of clothing or linen will be at the discretion of the assigned deputy.

4.0 Soiled Laundry

4.1 After clothing exchange, team members will move all carts containing dirty laundry to the D pod or E pod recreation yard.

4.1.1 The inmate laundry workers can separate and place the laundry in bags.
4.1.2 After the inmate laundry workers have completed bagging and placing the bags in the handcarts, custody staff will place the handcarts in the large storage container located on the east side of the facility, in the area of the loading dock.
4.2 Staff members shall verify all inmate laundry workers are accounted for before moving any laundry cart to the loading dock.

5.0 Administrative Housing Units/Disciplinary Cells

5.1 Clothing exchange in these dayrooms will be completed by a team(s) consisting of only deputies. There will be no inmate workers utilized during the clothing exchange in these dayrooms.

5.2 Inmates will be ordered to remove all of their clothing except for their white tee shirts and boxers. Their soiled shirt, pant, sheets, towel and socks will be prepared for collection.

5.3 Two members of the clothing exchange team will proceed to the upper tier and will order the inmate of one cell to place his hands out the food slot to be handcuffed. Once the inmate is handcuffed the door will be opened, and the inmate will be ordered to step out.

5.4 The exchange team members are to verify the inmate stepping out of the cell is wearing, their underclothing and sandals.

5.5 While one member of the clothing exchange team stays with the inmate on the tier outside the cell, the second team member shall collect the inmate’s clothing from the cell.

5.6 At the same time, two other clothing exchange team members will proceed to the lower tier and will have the inmate from one cell step out by following the same procedure as above.

5.7 After the second team member has collected and disposed of the soiled laundry, he/she will get the inmate’s clean clothing and bedding.

5.8 The inmate will be ordered to step back into the cell. Once the Pod Deputy closes the door, the clothing exchange team member will have the inmate place his hands out through the food slot and remove the handcuffs. The inmate will then be instructed to change his clothing and prepare to have his boxers and white tee shirt collected.

5.9 The deputy will also be responsible for the collection of trash generated during clothing exchange. Trash is to be placed into carts, taken to the loading dock and put into the trash compactor. Trash shall not be left on the dock in the carts.

6.0 Protective Custody Clothing Exchange
6.1 Clothing exchange for Protective Custody (PC) housing will be conducted in the same manner as general population with the following exception:

6.1.1 Inmate laundry workers shall not be used for clothing exchange in PC Housing.

7.0 Dispensary Housing Clothing Exchange

7.1 The A-pod Housing Unit of the facility is currently classified as dispensary housing. All classification types may be found on this floor.

7.2 Inmates housed on this floor of the facility may have their clothing and bedding exchanged through the cell door.

8.0 Temporary Holding Clothing Exchange

8.1 Appropriate recreation areas or program rooms may be used as temporary holding areas during clothing exchange.

9.0 Sweatshirts

9.1 Sweatshirts may be issued to inmate workers, program inmates, or prescribed by medical staff during cold weather months.

9.2 Clean sweatshirts are stored in the laundry room.

10.0 Clothing for New Bookings

10.1 The Property Deputy will be responsible for maintaining the stock of clothing used for dressing out new bookings.

10.2 The Property Deputy will need to request clothing items from the Warehouse using the appropriate form. If an item in the Warehouse runs out, it will take one full business day to receive a restock from the Larry D. Smith Correctional Facility. Clothing will be delivered to the Property Room by Warehouse staff for stocking by the Property Deputy.

10.3 The Laundry Room will only contain clothing items for the kitchen crews, cleaning crews and the pods for clothing exchange.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 507.06 (Laundry/Clothing Exchange) with the following procedural additions:

PROCEDURE

1.0 Clothing Exchange

1.1 Clothing should be exchanged one inmate at a time, ensuring the inmate has relinquished ALL exchanged items.

1.2 Clothing and linen shall be exchanged through the bars in Housing Units A, B, and C, and through the door hatch in all other Housing Units.

1.3 All dirty laundry shall be bagged and placed in the outside storage area of the facility. These items will be sent to the Larry D. Smith Correctional Facility for cleaning.

2.0 Special Exchanges

2.1 On occasion it may be necessary to make a special unscheduled exchange of clothing or linen. These exchanges will be authorized by a supervisor under the following circumstances:

2.1.1 Soiled clothing or linen due to unusual occurrences such as inmate assaults, illness, or vermin infestation.

2.1.2 Torn or damaged clothing and linen. An inmate disciplinary marker should be considered if inmates intentionally damage facility property.

2.1.3 During full Housing Unit search.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 507.07 (Law Library) with the following procedural additions:

PROCEDURE

1.0 Availability

1.1 The Larry D. Smith Correctional Facility has two portable Law Library Kiosks. They are located and kept in the Intake property area.

1.2 The Law Library Kiosks will be made available seven days a week, as facility security needs and staff availability permit.

1.2.1 A minimum of one hour will be provided for use by the inmate. Four hours will be the maximum time allowed for use, per session.

1.3 Any inmate wishing to access the Law Library Kiosk should submit an Inmate Request Slip (RSD Form 505) to their Housing Unit Deputy.

1.4 The Housing Unit Deputy will document the inmate’s request and use of the Law Library Kiosk on the Law Library Request and Use Log (507.07 Attachment 1) and in Classification notes.

1.4.1 The logs will be maintained in the Intake property area where the portable kiosks are kept.

1.5 The Housing Unit Deputy will offer Law Library time to those inmates on the Law Library Request and Use Log within 24 hours of the request, or whenever possible as facility security needs and staff availability permit.

2.0 Headcount Management Unit (HMU) Coordinator Responsibilities

2.1 Court orders for inmates to use the Law Library Kiosk will be approved by the Classification Sergeant and forwarded to the facility HMU Coordinator.

2.2 The HMU Coordinator will make an entry in the inmate’s Classification notes.

2.3 The HMU Coordinator will also maintain a “Court Order Notebook” with a hard copy of each court order.

2.4 The HMU Coordinator shall verify if Pro Per inmates and inmates with court orders were given or had access to the Law Library Kiosk. The HMU Coordinator shall verify usage by checking the Law Library Request and Use Log.

2.4.1 Verify inmate usage and refusal via Classification notes.
2.4.2 Assure compliance with court orders, up to and including, contacting the individual inmates and facilitating timely use of the Law Library Kiosk.
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 inmate’s class notes. A new request form will be needed for the inmate to use the Law Library.

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<th>DATE/TIME OF REQUEST</th>
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507.07b Attachment 1 09/16/04
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.07 (Law Library).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.07 (Law Library) with the following procedural additions:

PROCEDURES

1.0 Availability

1.1 The Robert Presley Detention Center has two portable Law Library Kiosks and one mounted kiosk located in the 2A Program Room.

1.1.1 The mounted kiosk in the 2A Program Room will be made available for the

1.1.2 The 2A Deputy will handle the request for Administrative Custody inmates by placing the inmates in the 2A Program Room.

1.2 The portable Law Library Kiosks will be made available seven days a week, from 0700-2300 hours, excluding meal times. The Law Library schedule is located in each housing unit and on the Law Library Kiosk.

1.2.1 A minimum of one hour will be provided for use by the inmate. Four hours will be the maximum time allowed for use, per session.

1.3 Any inmate wishing to access the Law Library Kiosk should submit an Inmate Request Slip (RSD Form 505) to their Housing Unit Deputy.

1.3.1 The Housing Unit Deputy will process the request by locating the portable Law Library Kiosk and placing it in the program room located on the floor where the inmate is housed.

1.3.2 The 7th Floor Deputy shall place the Law Library Kiosk in the visiting area for inmate use. An extension cord may be utilized from the 7th floor Deputy Office to the visiting area to power the portable Law Library Kiosk.

1.4 The Housing Unit Deputy will document the inmate’s request and use of the Law Library Kiosk on the Law Library Request and Use Log (P507.07 Attachment 1) and in Classification notes.

1.4.1 Classification will maintain a list of those inmates who are either Pro Per or
have court orders to use the Law Library. Classification will enter this information into the Court Order Tracking System (COTS) and the inmate’s Classification notes.

1.4.2 Questions regarding the status of Pro Per inmates or a court order, staff will check with Classification for clarification. The Inmate Worker Coordinator shall maintain a “Court Order Notebook” with a hard copy of each court order.

1.5 If an inmate has been offered use of the Law Library and refuses, the refusal will be noted in the inmate’s Classification notes.

2.0 Program Coordinator Responsibilities

2.1 The Program Coordinator will provide a copy of the Law Library Request and Use Log to Classification after scanning the document into REDS.
### POLICY AND PROCEDURE 507.07

**The Housing unit 14, 7th Floor, and 2A Officers will offer Law Library time to those inmates on the Law Library request and use log, within 24 hours of the request or whenever possible.**

<table>
<thead>
<tr>
<th>DATE/TIME OF REQUEST</th>
<th>BOOKING #/HOUSING UNIT</th>
<th>INMATE’S NAME</th>
<th>PRO PER/ CRT. ORDER/ REQUEST</th>
<th>USED DATE/TIME</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.**

507.07r Attachment#1 06/29/04
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.07 (Law Library) with the following procedural additions:

PROCEDURE

1.0 Availability

1.1 The Law Library Kiosks will be available from 0530 hours - 2300 hours, excluding meal times and Pro Per priority access.

1.2 The Classification Unit will be responsible for coordinating a weekly schedule for all Pro Per inmates. The schedule will be provided to the corresponding housing units. The schedule will not prevent Pro Per inmates from asking or receiving additional Law Library access from staff, when reasonably available.

2.0 Storage of Inmate Flash Drives

2.1 The USB flash drives that are delivered to the facility on behalf of any Pro Per inmate will be stored in a locked safe.

2.2 The safe will only be accessible by the Classification Sergeant.
### RIVERSIDE SHERIFF’S DEPARTMENT
### CORRECTIONS DIVISION
### COIS BYRD DETENTION CENTER
### LAW LIBRARY REQUEST & USE LOG

**Month / Year _________________**

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<th>DATE/TIME OF REQUEST</th>
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**PLEASE ENTER CLASS NOTES IF INMATE IS GIVEN ACCESS TO LAW LIBRARY.**
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 507.07 (Law Library).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 507.08 (Lost/Damaged Property) with the following procedural additions:

PROCEDURE

1.0 Property Deputy Responsibilities

1.1 In the event an inmate’s property is missing, the Release Deputy shall notify the Property Deputy.

1.1.1 If a Property Deputy is not on duty the Release Deputy will complete the investigation.

1.2 The Property Deputy will investigate by:

1.2.1 Checking the Jail Information Management System (JIMS) to see if the property was released to a third party.
1.2.2 Contact the Property Deputies at the other facilities.
1.2.3 Check with arresting agency.

1.3 If unable to locate, the Property Deputy will complete the Inmate Claim for Missing Property (RSD Form 506) and list the property missing.

1.3.1 The form shall be signed by the Release Deputy and the Release Sergeant.

1.4 The Release Sergeant will determine if reimbursement is appropriate, and how much is authorized based on requested sales receipts, actual value of the item(s), and depreciation.

1.5 The Property Deputy will complete a memorandum to the Facility Commander explaining his/her actions taken to locate the property. The memorandum will be attached to the 506 and submitted to the Facility Commander via chain of command for final disposition.

2.0 Shipped Personal Property

2.1 Personal property may become misplaced or lost when it is shipped from the facility.

2.2 Inmates are permitted to send personal property out of the facility. Refer to Department Policy 504.34 (Personal Property) and 504.19 (Property Boxes).

2.3 When an inmate informs a staff member that his/her personal property that was shipped from the facility never arrived at its destination, staff shall ask the inmate to see his/her pink copy of the Property Shipment Form (RSD Form 565).
2.4 Once the inmate produces a copy of Form 565, the staff member (investigating deputy) will contact the Warehouse and staff assigned to the warehouse will attempt to locate the property.

2.5 Once informed of the missing property, warehouse staff will first verify the property was received in the warehouse by locating a copy of the original Form 565 of the property. Warehouse staff will also check the shipping records for tracking purposes. If unable to locate the original Form 565 warehouse staff will inform the investigating deputy of their findings.

2.6 The investigating deputy will check the inmate's file for a copy of the 565.

2.7 If the investigating deputy is unable to locate either the original or yellow copy the case will be referred to their supervisor for review.

2.8 The supervisor will contact the staff member who accepted the property from the inmate for additional information.

2.9 If the property still cannot be located a Form 506 will be provided to the inmate.

2.10 The investigating deputy will submit a memorandum detailing their efforts to locate the property, a 506, and a 565 (if applicable) to their supervisor. The supervisor will forward all forms to the Facility Commander via chain of command for final disposition.

2.11 No claims for lost property (shipped) will be accepted without a copy of Form 565.

3.0 Donated Property

3.1 All clothing and shoes can be donated to Inmate Welfare and placed in the clothing bins located in the Release Area.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.08 (Lost Property).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.08 (Lost / Damaged Property) with the following procedural additions:

PROCEDURE

1.0 Property Deputy Responsibilities

1.1 In the event an inmate’s property is missing, the Release Deputy shall notify the Property Deputy.

1.1.1 If a Property Deputy is not on duty the Release Deputy will complete the investigation.

1.2 The Property Deputy will investigate by:

1.2.1 Checking the Jail Information Management System (JIMS) to see if the property was released to a third party.
1.2.2 Contact the Property Deputies at the other facilities.
1.2.3 Check with arresting agency.

1.3 If unable to locate, the Property Deputy will complete the Inmate Claim for Missing Property (RSD Form 506) and list the property missing.

1.3.1 The form shall be signed by the Release Deputy and the Release Sergeant.

1.4 The Release Sergeant will determine if reimbursement is appropriate, and how much is authorized based on requested sales receipts, actual value of the item(s), and depreciation.

1.5 The Property Deputy will complete a memorandum to the Facility Commander explaining his/her actions taken to locate the property. The memorandum will be attached to the 506 and submitted to the Facility Commander via chain of command for final disposition.

2.0 Shipped Personal Property

2.1 Personal property may become misplaced or lost when it is shipped from the facility.

2.2 Inmates are permitted to send personal property out of the facility under two circumstances. Refer to Department Policy 504.34 (Personal Property).

- They are being transferred to State Prison.
- Their property exceeds the amount allotted in Department Policy 504.19
When an inmate informs a staff member that his/her personal property that was shipped from the facility never arrived at its destination, staff shall ask the inmate to see his/her pink copy of the Property Shipment Form (RSD Form 565).

Once the inmate produces a copy of Form 565, the staff member (investigating deputy) will contact the Support Services Property Deputy and they will attempt to locate the property in the warehouse.

Once informed of the missing property, the Support Services Property Deputy will first verify the property was received in the warehouse by locating a copy of the original Form 565 and digital photo of the property. If the Support Services Property Deputy is unable to locate the original Form 565 and/or digital photo of the property, they shall check the inmate file for the yellow copy. The Support Services Property Deputy will also check shipping records and the State Prison Transport List to verify the inmate did in fact have property.

If the investigating deputy is unable to locate either the original or yellow copy the case will be referred to their supervisor for review.

The supervisor will contact the staff member who accepted the property from the inmate for additional information.

If the property still cannot be located a Form 506 will be provided to the inmate.

The investigating deputy will submit a memorandum detailing their efforts to locate the property, a 506, and a 565 (if applicable) to their supervisor. The supervisor will forward all forms to the Facility Commander via chain of command for final disposition.

No claims for lost property (shipped) will be accepted without a copy of Form 565.

Donated Property

All clothing and shoes can be donated to Inmate Welfare and placed in the clothing bins located in the Release Area.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.08 (Lost/Damaged Property) with the following procedural additions:

PROCEDURE

1.0 Property Deputy Responsibilities

   1.1 In the event an inmate’s property is missing, the Release Deputy shall notify the Property Deputy.

       1.1.1 If a Property Deputy is not on duty the Release Deputy will complete the investigation.

   1.2 The Property Deputy will investigate by:

       1.2.1 Checking the Jail Information Management System (JIMS) to see if the property was released to a third party.

       1.2.2 Contact the Property Deputies at the other facilities.

       1.2.3 Check with arresting agency.

   1.3 If unable to locate, the Property Deputy will complete the Inmate Claim for Missing Property (RSD Form 506) and list the property missing.

       1.3.1 The form shall be signed by the Release Deputy and the Release Sergeant.

   1.4 The Release Sergeant will determine if reimbursement is appropriate, and how much is authorized based on requested sales receipts, actual value of the item(s), and depreciation.

   1.5 The Property Deputy will complete a memorandum to the Facility Commander explaining his/her actions taken to locate the property. The memorandum will be attached to the 506 and submitted to the Facility Commander via chain of command for final disposition.

2.0 Shipped Personal Property

   2.1 Personal property may become misplaced or lost when it is shipped from the facility.

   2.2 Inmates are permitted to send personal property out of the facility. Refer to Department Policy 504.34 (Personal Property) and 504.19 (Property Boxes).

   2.3 When an inmate informs a staff member that his/her personal property that was shipped from the facility never arrived at its destination, staff shall ask the inmate to see his/her pink copy of the Property Shipment Form (RSD Form 565).
2.4 Once the inmate produces a copy of Form 565, the staff member (investigating deputy) will contact Support Service staff and they will attempt to locate the property in the warehouse.

2.5 Once informed of the missing property, support services staff will first verify the property was received in the warehouse by locating a copy of the original Form 565 of the property. Support service staff will also check shipping records for tracking purposes. If unable to locate the original Form 565 support service staff will inform the investigating deputy of their findings.

2.6 The investigating deputy will check the inmates file for a copy of the 565.

2.7 If the investigating deputy is unable to locate either the original or yellow copy the case will be referred to their supervisor for review.

2.8 The supervisor will contact the staff member who accepted the property from the inmate for additional information.

2.9 If the property still cannot be located a Form 506 will be provided to the inmate.

2.10 The investigating deputy will submit a memorandum detailing their efforts to locate the property, a 506, and a 565 (if applicable) to their supervisor. The supervisor will forward all forms to the Facility Commander via chain of command for final disposition.

2.11 No claims for lost property (shipped) will be accepted without a copy of Form 565.

3.0 Donated Property

3.1 All clothing and shoes can be donated to Inmate Welfare and placed in the clothing bins located in the Release Area.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 507.08 (Lost/Damaged Property) with the following procedural additions:

PROCEDURE

1.0 Intake/Release Responsibilities

1.1 A sergeant will assign a deputy to complete the investigation as outlined below.

1.2 The Investigating Deputy will complete the following steps:

1.2.1 Check the Jail Information Management System (JIMS) to see if the property was released to a third party.
1.2.2 Contact the Property Deputies at the other facilities.
1.2.3 Check with arresting agency.

1.3 If unable to locate, the Investigating Deputy will complete the Inmate Claim for Missing Property (RSD Form 506) and list the property missing.

1.3.1 The form shall be signed by the Investigating Deputy and a Sergeant.

1.4 The Sergeant will determine if reimbursement is appropriate, and how much is authorized based on requested sales receipts, actual value of the item(s), and depreciation.

1.5 The Investigating Deputy will complete a memorandum to the Facility Commander explaining his/her actions taken to locate the property. The memorandum will be attached to the 506 and submitted to the Facility Commander within seven days via chain of command for final disposition.

1.5.1 The Facility Commander is the only person in the facility who may approve claims.
1.5.2 The Facility Commander will send approved claims to RSD Accounting and Finance, with a recommended payment authorization amount.

1.6 If the claim is denied, the Facility Commander or his/her designate will send a notification letter to be sent to the claimant.

1.7 The deputy assigned to investigate the lost property claim will follow-up with the results of the claim investigation. The deputy will document these results on the copy of the claim kept in the Sergeants’ Office in the “Lost / Damaged Property” file.

2.0 Shipped Personal Property

2.1 Personal property may become misplaced or lost when it is shipped from the facility.
2.2 Inmates are permitted to send personal property out of the facility. Refer to Department Policy 504.34 (Personal Property) and 504.19 (Property Boxes).

2.3 When an inmate informs a staff member that his/her personal property that was shipped from the facility never arrived at its destination, staff shall ask the inmate to see his/her pink copy of the Property Shipment Form (RSD Form 565).

2.4 Once the inmate produces a copy of Form 565, the staff member (investigating deputy) will search the appropriate areas of the facility for the property.

2.5 The Investigating Deputy will check shipping records for tracking purposes.

2.6 If the Investigating Deputy cannot locate the property or shipping information a supervisor will contact the staff member who accepted the property from the inmate for additional information.

2.7 If the property still cannot be located a Form 506 will be provided to the inmate.

2.8 The Investigating Deputy will submit a memorandum detailing their efforts to locate the property, a 506, and a 565 to their supervisor. The supervisor will forward all forms to the Facility Commander via chain of command for final disposition within seven days.

2.9 No claims for lost property (shipped) will be accepted without a copy of Form 565.

3.0 Donated Property

3.1 All clothing and shoes can be donated to Inmate Welfare and placed in the welfare bag at Intake.
The Larry D Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 507.09 (Mail) with the following procedural additions:

PROCEDURE

1.0 Mail Amount

1.1 There shall be no limitation on the volume of mail that an inmate may send or receive.

2.0 Processing In–coming Mail

2.1 Facility staff may open and inspect legal mail to search for contraband, cash, checks, or money orders. Such searches shall be conducted in the presence of the inmate.

2.2 Mail may legally be read for security purposes only, and not for entertainment.

2.3 No hand delivered mail to the facility will be accepted.

2.4 Classification Mail Room Deputies are responsible for processing the mail daily.

2.5 Staff processing the mail shall follow these guidelines:

2.5.1 Do not open mail until you have confirmed inmate is housed at SCF.

2.5.2 Use the Jail Information Management System (JIMS) to confirm the inmates' current status and location.

2.5.3 If the inmate is in another Riverside Facility, write the correct facility name and inmates' housing location on the face of the envelope. Then place mail in the correct out-going facility to facility brown bag, located in the business office.

2.5.4 If the inmate is in custody at SCF, write the inmates' housing unit number on the face of the envelope with a marker. The mail will then be opened and a thoroughly searched for contraband and or anything that may cause a security breach.

2.5.5 Once the mail has been processed, it will be separated by housing unit, then placed in the floor teams' briefing room.

2.5.6 Administrative mail is to be placed in the appropriate mailbox in the business office.

2.5.7 Evening shift deputies are to pick up the mail from briefing room to take back to their assigned housing unit for distribution.

2.5.8 Evening shift deputies are to distribute the mail before end of shift.

2.5.9 Under no circumstances will inmates be utilized to deliver mail.

2.5.10 Inmates are not to receive the envelope. Deputy may tear off the sender address to give to inmate only if it is not a sticker address.
2.5.11 If it is a sticker address, inmate is to write down the sender information.

2.6 Only soft bound books (new and used) will be forwarded to the inmate. Used books must not have any writing, stickers, or stains.

2.7 Once a book has been approved for distribution, the mail room deputy will write the inmates' last name and booking number on the bottom edge of the closed book with a black permanent marker.

3.0 Processing Money Orders/Checks/Cash

3.1 Mail room deputy will verify the inmate's name and booking number and write the inmate's housing unit number on the money order.

3.2 Once all mail has been processed by the mail room deputies, money orders are logged in the “Money Order” log found in the Classification folder in the G drive

3.3 Money orders are then hand delivered to the Business Office for further processing, and deposit into inmates account

3.4 Mail containing a personal check or cash, will be returned to sender in it’s entirety.

4.0 Returning Unacceptable Mail

4.1 Mail violations, or an inmate not in custody (NIC), will be handled as follows:

4.1.1 SCF address, and bar code on bottom of envelope is to be blacked-out with a black marker.
4.1.2 Return to Sender (RTS), and the reason for the return is to be written on the face of the envelope. Such as: “NIC”, “RTS”, and the mail violation.
4.1.3 RTS's due to an inmate “NIC”, and “Inmate to Inmate” mail, are not logged.
4.1.5 All RTS’s are returned in its entirety.
4.1.6 To verify the safety and security of the facility and the inmate, any mail that has no return to sender information, or incomplete information, will be placed in the inmates’ property.

5.0 Outgoing Mail

5.1 Outgoing mail is to be collected once per shift by the Housing Unit Deputies.

5.2 Out-going mail with the following mail violations, are to be given back to the Inmate and not sent out for delivery:

- Incomplete Sender information (no name, nicknames, initials, AKA’s, monikers, no booking#, no address, or wrong address)
- Contraband (newspaper, book, magazine clippings, trash, food, etc)
- No more than 10 photos per envelope
- No postage or not enough postage

IV-5 08/18/2021
5.3 Once mail has been deemed acceptable for delivery through the U.S. Postal Service, it is to be sealed with tape from the Housing Unit Deputies.

5.4 All outgoing inmate mail is to be placed in the "Outgoing Inmate Mail" box located in the Business Office.

5.5 Mail is then picked up from the mail room deputies the following morning to deliver to the local U.S. Postal Service.

6.0 Mail Covers

6.1 Refer to Department Policy 504.36 (Inmate Communication).

7.0 Contraband

7.1 All mail shall be searched for contraband. If contraband is found within a letter, magazine, or other mail, that piece of mail shall be treated as evidence and processed accordingly.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.09 (Mail).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.09 (Mail) with the following procedural additions:

PROCEDURE

1.0 Mail Amount

1.1 There will be no limitation on the amount of mail that an inmate may send or receive.

2.0 Incoming Mail

2.1 All incoming mail will have the inmate’s name and booking number to verify it is delivered to the proper inmate.

2.2 Mail with an inclusive money order that would put the inmate’s account over the allowed limit will be denied and returned to sender.

2.3 No books will be accepted for delivery to the facility unless they have been sent directly from the publisher or from an approved mail order bookstore, via the US Postal service, and are in the original, sealed packaging. Only softbound covered books will be forwarded to the inmates. Hard cover books will be placed in the inmate’s property bag and a receipt will be given to the inmate.

2.3.1 Approved book sources are publishers Amazon.com (via the Internet), Barnes and Noble Booksellers.com, and One Pond Road, Rockleigh, New Jersey, 07647. Other sources may be approved through the Administrative Lieutenant.

2.3.2 Books with hard covers or which are not coming directly from a known publisher will be returned to the sender.

2.4 Inmates may receive only magazines to which they subscribe and that are sent directly from the publisher.

2.5 Packages for inmates will not be accepted.

2.5.1 The mailing of several books, newspapers, or anything else in a large container is considered a package and will not be accepted.

2.6 The mail will be picked up at 0700 hours but no later than 0900 hours Monday through Saturday at the post office.

2.7 Classification Staff is responsible for processing the incoming mail.

2.8 Staff processing the mail will follow these guidelines:
2.8.1 Do not remove the stamp or open the envelope until it has been confirmed that the inmate is at RPDC.

2.8.2 Use the Jail Information Management System (JIMS) to confirm the current location of the inmate:

2.8.3 If the inmate is no longer in custody, blackout the RPDC address and the bar code (front and back, per the U.S. Post Office) on the envelope, and stamp the envelope "Return to Sender." Then place the unopened envelope into the outgoing mailbox to be returned to the post office.

2.8.4 If the inmate is in-custody in another Riverside County Facility, blackout the incorrect facility address. On the envelope, write the name of the correct facility and the inmate’s housing location within that facility. This information is on the computer screen. Place the envelope in the appropriate county mailbox to be delivered to the appropriate facility.

2.8.5 If the inmate is in-custody at RPDC, on the front of the envelope write the inmate’s housing location with a marker. Open the envelope and conduct a thorough security check for contraband or anything that may cause a breach of facility security, as outlined below.

2.8.6 Mail may legally be read for facility security purposes. Facility staff will not read mail for entertainment.

2.8.7 Once the mail has been through a security check, place the envelope, in its entirety, in the appropriate folder in the mail cart to be delivered.

2.8.8 Once the mail has been processed and placed into the appropriate housing unit folder, the cart is to be taken to the second-floor briefing room where the mail is left for the Housing Unit Deputies to pick-up after briefing.

2.8.9 The deputy will hand deliver all mail to the inmates. Under no circumstances will inmates be used to deliver mail.

3.0 Outgoing Mail

3.1 Once the outgoing mail has been sealed, it will be placed in the mailbox marked "Outgoing Mail."

3.2 The day shift Visiting Deputy will deliver outgoing mail to the post office at the same time incoming mail is picked up.

4.0 Contraband

4.1 All mail will be searched for contraband. If contraband is found within a letter, magazine, or other mail, that piece of mail will be treated as evidence and processed accordingly.

4.2 Staff assigned to process mail will be suspicious of any abnormality in correspondence sent to an inmate. The staff member should hold the envelope up to a light to see through the envelope.

4.3 Writings describing obscenity, sexual activity, simulated sexual activity.

4.4 Material concerning any unlawful activity, such as gambling, is prohibited.
4.5 Publications may be excluded based on the physical composition of the material or packaging.

5.0 Delivering the Mail

5.1 To minimize the introduction of contraband into the County Facilities through incoming mail, deputies assigned to housing units will cut or tear the return address from the envelope and give the return address and the envelope’s contents to the inmate during headcount. Dispose of the rest of the envelope.

5.2 The deputy delivering the inmate mail has the option of not giving the inmate that portion of the envelope with the return address. If the inmate asks for the return address, the inmate can write the return address on a piece of paper without having to take possession of any part of the envelope.

5.3 After processing incoming mail, put the envelope’s contents and the return address with the corresponding inmate’s housing status card to minimize the possibility of delivering mail to the wrong inmate.

5.4 Mail will be delivered at headcount, so the deputy can positively identify the inmate before distributing the mail.

6.0 Mail Covers

6.1 Refer to Department Policy 504.36 (Inmate Communication).

7.0 Internal Mail and Document Distribution

7.1 The mail room staff will be responsible for distributing mailroom “mail” items on a daily (Monday through Friday) basis as follows:

7.1.1 County mail items (mail stop # needed and items needing postage should have postage form attached) will be held for the county messenger.

7.1.2 Taking regular mail items with postage, (generally outgoing inmate mail) to the Post Office at least one time, between 7:00 a.m. and 9:00 a.m., per day.

7.1.3 Internal mail items, and other agency documents (from Release) will be distributed to Sheriff’s Administration before 1200 hrs. every day.

- Mailroom personnel will also pick-up items from Sheriff’s Administration intended for internal delivery at RPDC or to the Business Office for inclusion in the next available “Gray” box transport. These items will be sorted and delivered to the Business Office and second floor (Facility Administration, Briefing Room boxes) by 1530 Hrs. daily.

7.1.4 On Saturdays, Mailroom staff will only deliver and pick-up mail from the Post Office, no later than 0700 hrs.

7.1.5 On Saturdays and Sundays, items from Male Release will be placed in appropriately labeled envelopes and delivered to the mailroom by the release deputy. These items will be delivered to Sheriff’s Administration on Mondays.

7.1.6 Internal mail items for RPDC can be distributed on an as needed basis on
the weekends.

7.1.7 There is no mail delivery on Sundays. Federal holidays will be treated as Sundays with the exception of some county holidays, which will require a Post Office run.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.09 (Mail) with the following procedural additions:

PROCEDURE

1.0 Collection of Outgoing Mail

1.1 Once the outgoing mail has been scanned and sealed, it will be placed in the mailbox marked "Outgoing Mail" plastic bin located in the Briefing Room/Officer Dining Room (ODR).

1.2 Outgoing LEGAL mail shall be placed in the red bin located in the Briefing Room/ODR.

1.2.1 No other mail is to be placed in the red bin.

1.3 The mailroom staff shall deliver the outgoing mail to mailbox located outside the facility next to the maintenance building.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 507.09 (Mail) with the following procedural additions:

PROCEDURE

1.0 Blythe Jail Mailing Address

1.1 All mail sent to inmates from outside the facility must be sent to P.O. Box 1270, Blythe, CA 92226. Inmate mail addressed to Blythe Jail’s physical address shall be returned to sender.

1.2 The Dayshift Desk Deputy shall pick up all incoming mail from the U.S. Post Office each day, except for Sunday.

1.3 Nightshift deputies are responsible for screening and distributing the incoming mail as well as delivering all outgoing mail to the mail tray in the Dispatch Office on a daily basis.

1.4 Mail will be sorted and screened for contraband and other facility security concerns. This will occur away from the general inmate population.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 507.10 (Marriages) with the following procedural additions:

PROCEDURE

1.0  Marriage Location and Time

1.1  Due to security concerns, all Larry D Smith Correctional Facility in-custody marriages will take place in the Visiting Hall, unless otherwise directed.

1.2  In-custody marriages will take place on Friday evenings between the hours of 6:30 p.m. and 8:00 p.m.

1.3  The spouse to be and the person performing the marriage will arrive at the Visiting Center during the above listed hours and tell the visiting deputy which inmate is to be married.

2.0  Marriage Ceremony

2.1  The spouse to be and the person performing the marriage must meet the same criteria for entry onto the facility as any regular visitor Refer to Department Policy 507.17 (Personal Visits).

2.2  Once the inmate is in the Visiting Hall, the wedding party will be escorted to the Visiting Hall.

2.2.1  Only the marriage license, a pen, and a Bible or equivalent book will be allowed into the Visiting Hall.

2.2.2  Once the ceremony is complete, the Visiting Deputy will hand the marriage license and a pen to the inmate for his signature, in sight of the person performing the ceremony.

2.2.3  The signed license will be returned to the person performing the ceremony once it has been completed.

2.2.4  Fifteen minutes will be allowed for the ceremony and the signing of the marriage license.

2.3  Any disruptive behavior by the parties involved in the marriage will result in the cancellation of the marriage ceremony.

2.4  The ceremony will be a confidential marriage for which no witnesses are necessary.

2.5  The intended spouse shall be dressed in appropriate jail visiting attire.

2.6  Cameras or recording devices are not allowed unless prior approval has been obtained from the Facility Commander.
2.7 Visiting between the inmate and their new spouse will take place according to the regular visiting schedule. No visit will be scheduled following the marriage ceremony unless it is a regular visiting day and has been scheduled through the regular visiting channels.

3.0 Information to Public

3.1 The In-Custody Marriage Information Sheet (507.10b Attachment 1) will be available for anyone making inquiry about in-custody marriages.
The policy of the Riverside County Sheriff's Corrections Division is that inmates may marry while in custody. Inmate marriages take place following procedures specific to each facility. Details on the process of obtaining a license are referred to the County Clerk.

Marriages may take place in the Visiting Hall of SCF on:

**Friday evenings between the hours of 6:30 p.m. and 8:00 p.m.**

- Parties involved are responsible for all factions of the wedding, including all legal requirements, all costs incurred, and a person to perform the ceremony.
- Sheriff's staff will not be involved. The Chaplain will not perform the ceremony.

**Information regarding marriages must be obtained from the office of the Riverside County Clerk**

4080 Lemon St. Riverside, CA 92501
Telephone number 951-955-6200

**Specific rules:**

**Time is Friday evening between hours of 6:30 p.m. and 8:00 p.m. No exceptions.**

- Intended spouse and person performing marriage arrive at SCF's Visiting Center.
- Inform visiting staff of name of inmate to be married.
- Be seated until called to proceed to the Visiting Hall.
- Only two individuals in addition to the inmate are allowed to be involved.
- The ceremony will be conducted over the visiting phones.
- Fifteen minutes maximum will be allowed for the ceremony.
- Staff will hand the marriage license to the inmate for signature in sight of the person performing the ceremony.
- The signed license will be returned to the person performing the ceremony.
- No visiting or contact with the inmate is allowed.
- Following the signing of the marriage license, the visitors will leave.

**ANY QUESTIONS REGARDING MARRIAGES ARE REFERRED TO THE COUNTY CLERK. SEE ABOVE ADDRESS AND TELEPHONE NUMBER.**

507.10b att. 1 (08/28/19)
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.10 (Marriages) with the following procedural additions:

PROCEDURE

1.0 Scheduling Marriage Ceremony

1.1 Once the intended spouse has obtained a marriage certificate, the intended spouse must contact the night shift watch commander and request a date and time for the marriage ceremony. Marriage ceremonies will not take place without a marriage certificate.

1.2 The night shift watch commander shall schedule the marriage ceremony at a time other than normal jail visiting and notify the inmate in writing. Ceremonies take place on Saturday evenings between the hours of 7:00 p.m. and 9:00 p.m. If necessary, the watch commander may approve the ceremony for a different day.

1.3 It is both parties’ responsibility to arrange for involved parties to arrive at the jail visiting area for the marriage ceremony.

2.0 Marriage Ceremony

2.1 The marriage ceremony shall be performed in the inmate visiting area over the visiting telephones. The inmate and bride/groom shall not have physical contact.

2.2 The inmate to be married shall wear jail clothing.

2.3 Only the intended spouse, two witnesses, and the official performing the marriage ceremony are permitted in the visiting area for the ceremony. A maximum of fifteen minutes will be allowed for the ceremony. Additional time may be authorized by the supervisor.

2.3.1 All visitors shall be dressed in clothing meeting jail guidelines for normal inmate visiting.

2.4 All parties to the wedding are subject to a search of their person and property.

2.5 No cameras or recording devices are permitted unless authorized by the commander.

2.6 The inmate shall be returned to their housing unit immediately after the ceremony and the spouse not in custody shall be removed from the visiting area immediately after the ceremony.

2.6.1 Following the ceremony, staff will hand the marriage certificate to the inmate.
for signature in sight of the person performing the ceremony.

2.6.2 The signed marriage certificate will be returned to the person performing the ceremony.

2.7 The classification officer on duty at the time of the wedding shall note the wedding in the inmate's classification notes.
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.10 (Marriages) with the following procedural additions:

PROCEDURE

1.0 Marriage Location and Time

1.1 All Robert Presley Detention Center in-custody marriages will take place in a non-slotted attorney booth on the seventh floor.

1.2 Visiting between the inmates and their new spouse will take place according to the regular visiting schedule. No visit will be scheduled following the marriage ceremony unless it is a regular visiting day and has been scheduled through the regular visiting channels.

1.3 In-custody marriages will take place each Friday evening between the hours of 6:30 p.m. and 8:00 p.m.

2.0 Marriage Ceremony

2.1 The spouse to be and the person performing the marriage will arrive at the facility during the above listed hours and tell the lobby deputy which inmate is to be married.

2.2 Once the inmate is in the attorney booth, the wedding party will be allowed to go to the seventh floor visiting area.

2.2.1 Only the marriage license, a pen, and a Bible or equivalent book will be allowed into the visiting booth.

2.2.2 Once the ceremony is complete, a deputy will hand the marriage license and a pen to the inmate for his signature, in sight of the person performing the ceremony.

2.2.3 The signed license will be returned to the person performing the ceremony once it has been completed.

2.2.4 Fifteen minutes will be allowed for the ceremony and the signing of the marriage license.

2.3 Any disruptive behavior by the parties involved in the marriage will result in the cancellation of the marriage ceremony.

3.0 Information to Public

3.1 The In-Custody Marriage Information Sheet (507.10r Attachment 1) will be available for anyone making inquiry about in-custody marriages.
IN-CUSTODY MARRIAGE INFORMATION
Robert Presley Detention Center

The policy of the Riverside County Sheriff's Corrections Division is that inmates may marry while in custody. Inmate marriages take place following procedures specific to each facility. Details on the process of obtaining a license are referred to the County Clerk.

Marriages may take place in the visiting area of RPDC on:
Friday evenings between the hours of 6:30 p.m. and 8:00 p.m.

- Parties involved are responsible for all actions of the wedding, including all legal requirements, all costs incurred, and a person to perform the ceremony.
- Sheriff's staff will not be involved. The Chaplain will not perform the ceremony.

Information regarding marriages must be obtained from the office of the Riverside County Clerk

4080 Lemon St. Riverside, CA 92501
Telephone number 951-955-6200

Specific rules:

Time is Friday evening between hours of 6:30 p.m. and 8:00 p.m. No exceptions.

- Intended spouse and person performing marriage arrive at the RPDC main lobby.
- Inform the lobby staff of the name of inmate to be married and be seated until called to proceed to the visiting area.
- Only two individuals in addition to the inmate are allowed to be involved.
- The ceremony will be conducted over the visiting phones.
- Fifteen minutes maximum will be allowed for the ceremony.
- Staff will hand the marriage license to the inmate for signature in sight of the person performing the ceremony.
- The signed license will be returned to the person performing the ceremony.
- No physical contact with the inmate is allowed.
- Following the signing of the marriage license, the visitors will leave.

ANY QUESTIONS REGARDING MARRIAGES ARE REFERRED TO THE COUNTY CLERK. SEE ABOVE ADDRESS AND TELEPHONE NUMBER.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.10 (Marriages) with the following procedural additions:

PROCEDURES

1.0 Marriage Location and Time

1.1 All Cois Byrd Detention Center in-custody marriages will take place in a non-slotted attorney booth in the visiting area.

1.2 Visiting between the inmate and their new spouse will take place according to the regular visiting schedule. No visit will be scheduled following the marriage ceremony unless it is a regular visiting day and has been scheduled through the regular visiting channels.

1.3 In-custody marriages will take place each Friday evening between the hours of 6:30 p.m. and 8:00 p.m.

2.0 Marriage Ceremony

2.1 Marriages will not be a scheduled event. The spouse to be and the person performing the marriage will arrive at the facility during the scheduled hours and notify the lobby staff of the inmate who they wish to marry.

2.2 When the inmate is in the attorney booth, the wedding party will be allowed to go to the visiting area.

2.2.1 Only the marriage license, a writing implement, and a Bible or its equivalent book will be allowed into the visiting booth.

2.2.2 When the ceremony has been completed, a Deputy will hand the marriage license and a writing implement to the inmate for his signature, in sight of the person performing the ceremony.

2.2.3 The signed licensed will be returned to the person performing the ceremony.

2.2.4 Fifteen minutes will be allowed for the ceremony and the signing of the marriage license.

2.3 The ceremony will be a confidential marriage for which no witnesses are necessary.

2.4 Any disruptive behavior by the parties involved in the marriage will cause the marriage ceremony to be denied.

3.0 Information to Public

3.1 The In-Custody Marriage Information Sheet (507.10s Attachment 1) will be available for anyone making inquiry about in-custody marriages.
The policy of the Riverside County Sheriff's Corrections Division is that inmates may marry while in custody. Inmate marriages take place following procedures specific to each facility. Details on the process of obtaining a license are referred to the County Clerk.

Marriages may take place in the visiting area of CBDC on:

**Friday evenings between the hours of 6:30 p.m. and 8:00 p.m.**

- Parties involved are responsible for all factions of the wedding, including all legal requirements, all costs incurred, and a person to perform the ceremony.
- Sheriff's staff will not be involved. The Chaplain will not perform the ceremony.

Information regarding marriages must be obtained from the office of the Riverside County Clerk

4080 Lemon St. Riverside, CA 92501
Telephone number 951-955-6200

Specific rules:

**Time is Friday evening between hours of 6:30 p.m. and 8:00 p.m. No exceptions.**
- Intended spouse and person performing marriage arrive at CBDC main lobby.
- Inform lobby staff of name of inmate to be married.
- Be seated until called to proceed to the visiting area.
- Only two individuals in addition to the inmate are allowed to be involved.
- The ceremony will be conducted over the visiting phones.
- Fifteen minutes maximum will be allowed for the ceremony.
- Staff will hand the marriage license to the inmate for signature in sight of the person performing the ceremony.
- The signed license will be returned to the person performing the ceremony.
- No visiting or contact with the inmate is allowed.
- Following the signing of the marriage license, the visitors will leave.

**ANY QUESTIONS REGARDING MARRIAGES ARE REFERRED TO THE COUNTY CLERK. SEE ABOVE ADDRESS AND TELEPHONE NUMBER.**
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 507.10 (Marriages) with the following procedural additions:

PROCEDURE

1.0 Scheduling Marriage Ceremony

1.1 Once an inmate has obtained a marriage certificate, the inmate will contact the Day Shift Watch Commander in writing and request a date and time for the marriage ceremony.

1.2 The Day Shift Watch Commander shall schedule the marriage ceremony at a time other than normal facility visiting and notify the inmate in writing.

1.3 It is the inmate’s responsibility to make arrangements for involved parties to arrive at the facility visiting area for the marriage ceremony.

2.0 Marriage Ceremony

2.1 The marriage ceremony shall be performed in the inmate visiting area over the visiting telephones.

2.2 The inmate to be married shall wear facility issued clothing.

2.3 Only the intended spouse, two witnesses, and the official performing the marriage ceremony are permitted in the visiting area for the ceremony.

2.4 All parties in the wedding are subject to a search of their person and property.

2.5 No cameras or recording devices are permitted unless authorized by the Facility Commander.

2.6 The inmate shall be returned to their housing unit immediately after the ceremony and the spouse not in custody shall be removed from the visiting area immediately after the ceremony.

2.7 The Classification Deputy on duty at the time of the wedding shall note the wedding in the inmate’s classification notes.
The Larry D. Smith Correctional Facility shall follow and adhere to the following guidelines outlined in Department Policy 507.11 (Orientation).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.11 (Orientation).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.11 (Orientation).
The Cois Byrd Detention Center shall follow and adhere to the following guidelines outlined in Department Policy 507.11 (Orientation).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 507.11 (Orientation).
The Larry D. Smith Correctional Facility shall follow and adhere to guidelines outlined in Department Policy 507.12 (Process Serving on Inmates).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.12 (Process Serving on Inmates).
Title: Process Serving on Inmates

The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.12 (Process Serving on Inmates) with the following procedural additions:

PROCEDURE

1.0 Process Servers

1.1 If a professional process server arrives at RPDC to serve an inmate, it will be the responsibility of the Lobby Deputy to verify the credentials of the server prior to granting access to the visiting area. The following criteria shall be met by the process server:

1.1.1 Identify the person or persons to be served/display paperwork to be served.
1.1.2 Display a current driver's license or other identification, and one of the following:

- Identification confirming the individual is acting in his or her capacity as a representative of a county sheriff or marshal; or,
- Evidence of current registration as a process server.

2.0 Citizens

2.1 Any person 18 years or older, who is not party to the suit, may legally serve papers. Upon their arrival at the facility, the Lobby Deputy will check the paper being served to certify that it appears to be legitimate.

2.2 At minimum, the Lobby Deputy will check the following:

2.2.1 The server’s current driver’s license or other identification.
2.2.2 Check server’s name against the names listed on the paperwork to be served.

2.3 The server will not be allowed to take a purse or briefcase into the facility and they will be scanned through the metal detector.

3.0 Delivery of Process/Document

3.1 The Lobby Deputy will contact the Housing Unit Deputy and advise them of the name of the inmate and that a process server will be serving the inmate.

3.1.1 If the process server is a professional server, as outlined above, they will be assigned a slotted attorney booth. The Housing Unit Deputy will observe the server pass the document to the inmate through the pass-through slot.
3.1.2 If the process server is a citizen server, the following procedure applies:
3.1.3 The citizen process server will be placed in the pass-through attorney booth, next to the pod. The inmate will then be placed in the booth. The process server will hand the document to the deputy who will scan the paper prior to passing it to the inmate to ensure that inappropriate messages were not written on the paper after it was reviewed by the lobby deputy. The deputy will hand the document to the inmate through the pass-through slot, in the presence of the process server. The process server will then leave. The process server will not hand the document directly to the inmate, even if the booth has a direct slot.

3.2 The server will not be allowed to explain the paper to the inmate or to discuss any other matters. This is not a special visit. The process service should take no more than a minute, once both parties are present. Once the service is completed, the server shall leave immediately. The Pod Deputy is responsible for observing the entire process. The citizen process server and inmate shall not be allowed to communicate without a deputy present.

3.3 The server of the process is responsible for completing their own proof of service.

4.0 Other Legal Papers

4.1 This facility will continue to serve domestic violence restraining orders, temporary restraining orders, or other legal paperwork on inmates as required by Department Policy. Proofs of service must be sent to the court of jurisdiction. Staff will complete the proof of service section on the processes they do serve and return the proof of service to the requestor, so they can fulfill that obligation. Any problems with process servers should be reported to the Floor Sergeant, Administrative Lieutenant, or the Administrative Sergeant immediately.

4.2 Should a process be given to a staff member for service where a proof of service is not attached, the serving deputy will complete a blank proof of service and return the proof of service to the requestor after the process has been served. In cases where no requestor is physically present, such as processes received via U.S. Mail, the process will be served by the Classification staff. The proof of service will be forwarded to the Release Deputy and mailed to the court of jurisdiction.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.12 (Process Serving on Inmates) with the following procedural additions:

PROCEDURE

1.0 Process Servers

1.1 If a professional process server arrives at this facility to serve an inmate, it will be the responsibility of the Lobby Deputy to verify the credentials of the server prior to granting access to the visiting area. The following criteria shall be met by the process server:

   1.1.1 Identify the person or persons to be served/display paperwork to be served.
   1.1.2 Display a current driver’s license or other identification, and one of the following:
     - Identification confirming that the individual is acting in his or her capacity as a representative of a county sheriff or marshal; or,
     - Evidence of current registration as a process server.

1.2 After credential verification, the server will be allowed access to a slotted Attorney Booth and allowed to pass the process to the inmate via the Pod Deputy or the Lobby Deputy may serve the process.

1.3 The process server will not be allowed to explain the paper to the inmate or to discuss any other matters. This is not a personal or official visit.

1.4 The process server shall leave immediately after the service is completed.

2.0 Citizens

2.1 Any person 18 years or older, who is not party to the suit, may legally serve papers. Upon their arrival at the facility, the Lobby Deputy will check the paper being served to verify that it appears to be legitimate.

2.2 At minimum, the Lobby Deputy will check the following:

   2.2.1 The server’s current driver’s license or other identification.
   2.2.2 Check server’s name against the names listed on the paperwork to be served.

2.3 After verification of the above items, the server will be placed in a slotted Attorney Booth. The server will not be allowed to take a purse or briefcase into the facility and they will be scanned through the metal detector.
2.4 The server will not be allowed to explain the paper to the inmate or to discuss any other matters.

2.5 The server of the process is responsible for completing their own proof of service.

3.0 Other Legal Papers

3.1 This facility will continue to serve domestic violence restraining orders, temporary restraining orders, or other legal paperwork on inmates as required by Department Policy. Proofs of service must be sent to the court of jurisdiction. Staff will complete the proof of service section on the processes they do serve and return the proof of service to the requestor, so they can fulfill that obligation. Any problems with process servers should be reported to the Floor Sergeant, Administrative Lieutenant, or the Administrative Sergeant immediately.

3.2 Should a process be given to a staff member for service where a proof of service is not attached; the serving deputy will complete a blank proof of service and return the proof of service to the requestor after the process has been served. In cases where no requestor is physically present, such as processes received via U.S. Mail, the process will be served by Classification staff. The proof of service will be forwarded to CBDC Administration and mailed to the court of jurisdiction.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 507.12 (Process Serving on Inmates) with the following procedural additions:

PROCEDURE

1.0 Watch Commander Responsibilities

1.1 Facility staff shall notify the Watch Commander if someone is requesting to serve an inmate with a court process.

1.2 The Watch Commander shall determine the validity of the service request and approve or deny the service.

1.3 The Watch Commander shall assign a staff member to handle the service including the proper completion of the proof of service.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 507.13 (Recreation) with the following procedural additions:

**PROCEDURE**

1.0 Recreation Location and Procedure

1.1 Recreation for Housing Units 1 – 11, 18, and 19 will occur in the outdoor recreation yards in front of the housing units along the facility highway.

   1.1.1 The recreation yards to the rear of Housing Units 7-11 will not be used.

1.2 Recreation for Housing Units 12 – 17 will occur in the recreation areas adjacent to each housing unit.

1.3 Recreation will be conducted as follows:

   ➢ The Recreation Deputy will be responsible for completing the SCF Housing Unit Recreation Log (507.13b Att. 1).

   ➢ The Housing Unit Deputy will be responsible for completing the SCF Housing Unit Recreation Log.

   ➢ With the assistance of the Housing Unit Deputy, a “pat down” search of inmates will be conducted prior to the inmates entering the recreation yard.

   ➢ The Recreation Deputy will maintain direct visual observation at all times.

   ➢ Once recreation is completed, a “pat down” search of the inmates will be conducted prior to returning the inmates to housing.

1.3.1 Housing Units 12 and 14 have indoor recreation yards and will give recreation during daytime hours.

   ➢ The Housing Unit Deputy will be responsible for completing the SCF Housing Unit Recreation Log.

   ➢ The Housing Unit Deputy will conduct a “pat down” search of inmates prior to inmates entering the recreation yard.

   ➢ The Housing Unit Deputy will maintain constant visual surveillance of the inmates while in the recreation yard.

   ➢ Once recreation is completed, a “pat down” search of the inmates will be conducted prior to returning the inmates to housing.

1.3.2 Housing Units 15-17 have indoor recreation yards and will give recreation daytime hours.
The Housing Unit Deputy will be responsible for completing the SCF Housing Unit Recreation Log.
The Housing Unit Deputy will maintain direct visual observation of the recreation yard.

The Recreation Deputy will be responsible for providing a recreation schedule for Administrative Housing inmates and will be responsible for completing the SCF Housing Unit Recreation Log.
A "pat down" search of the inmates will be conducted prior to entering the recreation yards.
Once recreation is completed, a "pat down" search of the inmates will be conducted prior to returning the inmates to housing.

Civil inmates/ Sexually Violent Predator (SVP) inmates may be allowed to utilize the recreation yard on a schedule that allows for more opportunities than that afforded to other inmates.
The Recreation Deputy will be responsible for providing a recreation schedule for Civil/SVP inmates and will be responsible for completing the SCF Housing Unit Recreation Log.
Only one cell at a time will be allowed in the recreation yard.

Recreation privileges may be canceled at the discretion of the Recreation Deputy or housing unit deputy, due to inclement weather, disciplinary reasons, or other exigent circumstances with supervisor approval.
The Recreation Yards will remain secured at all times.

Recreational activities may include, but will not be limited to the following:
Chin-up and Dip bars
Exercise

Inmates shall not be allowed to participate in organized group calisthenics or exercise routines. If the inmates begin these routines, the involved inmates' recreation will be immediately terminated.
Inmates will be fully dressed and wearing a facility issued wristband at all times while participating in recreation.
Inmates are not allowed to take any personal property to recreation.
1.8 Inmates will not communicate with other inmates outside of their assigned recreation yard. Inmates who violate this instruction will have their recreation time immediately terminated.

1.9 Inmates participating in recreation in Housing Units 1-11’s recreation yards are not to enter restricted areas that are indicated with red paint. Inmates who violate this instruction will have their recreation time immediately terminated.

2.0 Recreation Documentation

2.1 Recreation periods shall be documented on the SCF Housing Unit Recreation Log and the Housing Unit Activity Log.

2.2 The SCF Housing Unit Recreation Log will be completed by the Recreation Deputy or Housing Unit Deputy each time a housing unit or dayroom participates in recreation.

2.3 Unscheduled recreation may be given at the Housing Unit Deputy’s discretion.

➢ Once recreation is completed, the Housing Unit Deputy will contact Classification, so the session can be documented on the SCF Housing Unit Recreation Log.
➢ The Housing Unit Deputy must check to make sure the inmates requesting unscheduled recreation are not under disciplinary contract for loss of recreation.

3.0 Recreation Deputy Responsibilities

3.1 Before allowing inmates into the recreation yard, the Recreation Deputy or Housing Unit Deputy will complete the following:

- Search the recreation area for avenues of escape
- Search for weapons or contraband hidden along the perimeter and inside the recreation area
- Inspect for cuts or damage along fence line or perimeter of recreation areas
3.2 Mixing inmates from different housing units for recreation is not allowed.

3.3 Staff will pay constant attention to the inmates during recreation periods and will not leave the inmates unobserved.

3.4 Staff will not possess reading material during the time they are assigned to observe recreation.

4.0 Conclusion of Recreation

4.1 Facility staff will return inmates to their housing areas.

4.2 The Recreation Deputy and Housing Unit Deputy will verify the inmate count is correct.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.13 (Recreation) with the following procedural additions:

**PROCEDURE**

1.0 Weekly Recreation Schedule

1.1 Custody staff shall follow the Weekly Recreation Schedule located on the facility computer G-Drive.

2.0 Documentation/Housing Unit Recreation Log

2.1 This log shall contain the housing unit number, deputy’s name and ID, date, start and end time of the recreation period for the housing unit receiving recreation, total number of inmates attending recreation, name and booking number of each inmate in the housing unit, and documentation of which inmates attended recreation

2.1 At the conclusion of the inmate recreation session, the recreation officer shall update the computer version of this log and save the data to the G/Logs/Recreation/Housing Unit Daily Logs/Weekly Recreation Schedule.

2.2 Completed logs shall be stored as part of facilities records.

3.0 Preparation

3.1 Before placing inmates into the recreation yard, the recreation deputy shall do the following:

3.1.1 Search the recreation area for avenues of escape.

3.1.2 Search for weapons or contraband hidden inside the recreation area.

3.1.3 Check all doors to be sure they are locked.

3.1.4 Make sure video monitors are working properly.

3.1.5 Inventory equipment before and after recreation, such as rubber handballs.

3.1.6 Verify the toilets are operational and free of any contraband.

3.2 Recreation deputy shall retrieve a copy of the Inmate Disciplinary Housing Report, Departmental Policy 504.09 attachment #1, (Inmate Discipline) for inmates who have lost recreation time.

4.0 Movement to Recreation Area

4.1 Custody staff will allow inmates access to the recreation yard through the door in the housing unit’s dayroom.
4.1.1 The recreation access door shall be secure on both sides of the recreation yard when inmates are recreating.

4.2 Custody staff shall maintain visual observations of the inmates during recreation periods.

5.0 Conclusion of Recreation

5.1 Custody staff assigned to the housing unit shall allow access to the dayroom from the recreation yard, allowing inmates to return to their cells.
RIVERSIDE COUNTY SHERIFF’S DEPARTMENT
ROBERT PRESLEY DETENTION CENTER PROCEDURES MANUAL

TITLE: Recreation
NUMBER: 507.13

The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.13 (Recreation) with the following procedural additions:

PROCEDURE

1.0 Recreation Inmates

2.0 Recreation Deputy Responsibilities

2.1 Log entries shall indicate the number of inmates attending, the length of the recreation period, and which housing unit the inmates are from.

2.2 Log entries shall be completed by the Recreation Deputy at the conclusion of an inmate recreation session.

2.3 Before taking inmates to the recreation yard, the Recreation Deputy shall do the following:
   - Search the recreation area for avenues of escape.
   - Search for weapons or contraband hidden along the perimeter and inside the recreation area.
   - Inspect for cuts or damage along fence line.
   - Check all doors to be sure they are locked.
   - Make sure video monitors are working properly.
   - Inventory equipment before and after recreation, such as ping pong balls or basketballs.
   - Check basketball hoops or any affixed structure for integrity and security.
   - Verify the toilets are operational and free of any contraband.

2.4 Deputies shall retrieve a copy of the Inmate Disciplinary Housing Report, (504.09 Att. 1), Refer to Department Policy 504.09 (Inmate Discipline) for inmates who have lost recreation time.

2.5 Deputies responsible for recreation should not leave the floor for any reason unless relieved. The recreation cameras shall be fixed on the recreation yard while inmates are in recreation.

2.6 Deputies are not required to stay in the recreation office while recreation is being conducted except for Administrative Housing inmates. All Administrative Housing inmates will be monitored by a deputy in the recreation observation office and shall pay constant attention to the inmate(s) during recreation periods.

2.7 The deputy conducting recreation for Administrative Housing inmates will not leave...
the recreation observation office unless relieved.

2.7.1 No reading material, personal computers / handheld electronical devices, or personal phone calls are allowed.

2.7.2 The recreation computers shall only be used for work related assignments.

3.0 Movement to Recreation Area

3.1 The deputy assigned recreation duty shall check the recreation log to determine which housing unit is due recreation.

3.2 Once the recreation yard is secure, the Recreation Deputy and/or Housing Unit Deputy shall bring the inmates from the housing unit.

3.3 Deputies shall move inmates according to Department Policy 502.07 (Inmate Movement).

3.4 Inmates are not allowed to take any personal property to recreation, excluding medical needs.

3.4.1 Inmates are not allowed to take any personal property to recreation, excluding medical needs.

3.4.2 During movement to and from recreation, escorting deputies will make sure the inmate’s hands are behind their backs.

3.4.3 Deputies shall indicate on the Housing Unit Recreation Log which inmates are participating in recreation.

3.4.4 The slider doors and max gates shall be secure when inmates are recreating.

3.5 Inmates shall wear their identification wristbands to participate in recreation.

4.0 Conclusion of Recreation

4.1 The Recreation Deputy shall notify the Housing Unit Deputy the recreation period is over.

4.2 Deputies shall search the returning inmates.

4.3 The Recreation and Housing Unit Deputies will verify the inmate count as each group is returned to a housing unit.

4.5 The Recreation Deputy shall verify all gaming equipment has been returned by the inmate(s).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.13 (Recreation) with the following procedural additions:

**PROCEDURE**

1.3 Recreation will be conducted by the Recreation Deputy for inmates in each pod during his/her shift. Deputies will maintain supervision of the inmates at all times during the time they are in the recreation yard. If inmate(s) are put into the recreation yard in absence of the Recreation Deputy, the Housing Unit Deputy will be responsible for logging the inmates that participate and the time in/out of recreation. Once recreation is completed the Housing Unit Deputy will be responsible for forwarding the information to the Recreation Deputy for filing.

1.4 After documenting all recreation that was offered and/or completed by his/her team, the Recreation Deputy will log the information on the recreation schedule and file the hard copy of the logs in the Recreation Office.

1.5 Recreation for Administrative Housing may be conducted in any available recreation yard. Administrative Housing inmate’s recreation time will not be counted as their dayroom time.

1.8 The Recreation Deputy will not join or participate in any way in the recreational activity of inmates.

1.9 Inmates will be fully dressed in facility attire while being escorted to the recreation area. However, once the inmates are secured in the recreation area, they may remove their jumpsuit tops and bottoms. Inmates will remain minimally dressed in boxers and a t-shirt while participating in recreation. Inmates without a wristband...
may not participate in recreation.

1.9.1 Inmates are not allowed to take any personal property to recreation, excluding medical needs.

1.10 Other pod runners will render all possible assistance whenever needed or requested for searching inmates and yards, escorting inmates to and from recreation yards, or responding to any emergency that may arise.

1.11 Permitted recreational activities include:

- Basketball
- Handball
- Chin-up bars

2.0 Recreation Deputy Responsibilities

2.1 Prior to beginning recreation for a pod, the deputy will do the following:

2.1.1 Check the Recreation Schedule for the day.

2.1.2 Check the Restricted Inmates Log.

2.1.3 Search and inspect recreational yards for any contraband, security risk, cleanliness and availability/serviceability of recreational items, equipment and materials. If required, obtain and replace the needed items and have the yard cleaned.

2.1.4 Check the security camera(s) to verify they are functional.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 507.13 (Recreation) with the following procedural additions:

PROCEDURE

1.0 Recreation Documentation

1.1 The deputy assigned recreation duties shall document all recreation periods on the Weekly Recreation Verification Log (507.13y Attachment # 1).

1.2 The Recreation Log entry shall indicate the number of inmates out, the length of the recreation period, and which housing unit the inmates are from who are receiving recreation time.

1.2.1 The deputy assigned recreation will indicate which individual inmates participated in the recreation period and which inmates did not participate with one of the following annotations next to the inmate's name:

X= Received
D= Declined
R= Restriction
C= Cancelled

1.3 The Weekly Recreation Verification Log will indicate the date, time in/out, housing location, ID number, and number of inmates receiving recreation.

1.3.1 These logs will be both completed by the Recreation Deputy, at the conclusion of an inmate recreation session.

1.3.2 Completed logs will be stored as part of facility records. Refer to Department Policy 506.14 (Purging of Records) for retention.

2.0 Recreation Deputy Responsibilities

2.1 Before taking inmates to the recreation yard, the Recreation Deputy will do the following:

2.1.1 Search the recreation area for avenues of escape.

2.1.2 Search for weapons or contraband hidden along the perimeter and inside the recreation area.

2.1.3 Inspect for cuts or damage along fence line.

2.1.4 Check all gates to be sure they are locked.

2.2 Inmates from different housing units will not be placed in the recreation yard together due to classification concerns.
2.4 The recreation deputy will pay constant attention to the inmates during recreation periods and will not leave the recreation observation area unless relieved.

2.5 No reading material or personal phone calls are allowed.

3.0 Movement to recreation area

3.1 The deputy assigned recreation duty will check the recreation schedule to determine which housing unit is due recreation.

3.2 Once the recreation yard is secured, the recreation deputy will notify Housing Unit Deputies to bring the inmates from the housing unit.

3.4 The Recreation Deputy will thoroughly search each inmate before escorting the inmates to the recreation Yard.

3.4.1 Inmates are not allowed to take any personal property to recreation.

3.4.3 During movement to and from recreation, escorting officers will make sure inmates have their hands behind their backs.

3.5 Inmates will wear their identification wristbands to participate in recreation.

4.0 Recreation Red Lines

4.1 There are red lines painted around the perimeter of the recreation yard.

4.2 Any inmate stepping outside the red line will be subject to disciplinary action.

4.3 The Recreation Deputy may cancel recreation for a housing unit for repeated “red line” violations and will document the cancelation of recreation on the Recreation Log.

5.0 Conclusion of Recreation

5.1 The Recreation Deputy will notify Housing Unit Deputies when recreation is over.

5.2 Facility staff will search the returning inmates and place them to their housing units.

5.4 The Recreation Deputy will verify the inmate count as each group is returned to a housing unit.
5.6 The Recreation yard will be swept after each recreation period.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 507.14 (Religious Services) with the following procedural additions:

PROCEDURE

1.0 Religious Services

1.1 The Larry D. Smith Correctional Facility utilizes Citizen Volunteers from local churches to conduct services within the facility. A Ninety-minute church/religious activity is scheduled for each day room in each housing unit once a week. (Except Administrative Housing). Refer to Department Policy 507.18 (Volunteers).

1.1.1 The facility Program Coordinator will schedule all religious services provided by Citizen Volunteers.

1.2 The facility Chaplain will make routine visits to Administrative Housing units to assist inmates in meeting their religious needs.

2.0 Chaplain Duties

2.1 The Chaplain is responsible for processing all faith-based requests from inmates. Chaplains assist inmates by providing spiritual counseling, grief counseling, issuing religious materials, and assisting inmates meet their spiritual needs.

2.1.1 Chaplains assist inmates with obtaining religious items. Refer to Department Policy 507.21 (Religious Items and Head Coverings).

2.1.2 Chaplains assist inmates with scheduling clergy/pastoral visits. Refer to Department Policy 507.20 (Official Visits).

2.1.3 Chaplains assist inmates with obtaining religious diets. Refer to Department Policy 509.04 (Inmate Meals).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.14 (Religious Services) with the following procedural additions:

PROCEDURE

1.0 Procedures for Religious Services

1.1 The program room in each housing unit will be used to provide inmates with religious services.

1.2 Custody staff will locate inmates interested in attending religious services.

1.4 Custody staff will escort the inmates to the program room in-groups no larger than five.

1.5 No more than 15 inmates shall be permitted in the program room for services at the same time.

1.6 Only inmates of the same sex and security classification are permitted together in the program room. Staff shall consult the on-duty classification coordinator for guidance when necessary.
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.14 (Religious Services) with the following procedural additions:

PROCEDURE

1.0 Religious Services

1.1 The Robert Presley Detention Center utilizes Citizen Volunteers from local churches to conduct services within the facility. A Ninety-minute church/religious activity is scheduled for each day room in each housing unit once a week. (Except Administrative Housing). Refer to Department Policy 507.18 (Volunteers).

1.1.1 The facility Program Coordinator will schedule all religious services provided by Citizen Volunteers.

1.2 The facility Chaplain will make routine visits to Administrative Housing units to assist inmates in meeting their religious needs.

2.0 Chaplain Duties

2.1 The Chaplain is responsible for processing all faith-based requests from inmates. Chaplains assist inmates by providing spiritual counseling, grief counseling, issuing religious materials, and assisting inmates meet their spiritual needs.

2.1.1 Chaplains assist inmates with obtaining religious items. Refer to Department Policy 507.21 (Religious Items and Head Coverings).

2.1.2 Chaplains assist inmates with scheduling clergy/pastoral visits. Refer to Department Policy 507.20 (Official Visits).

2.1.3 Chaplains assist inmates with obtaining religious diets. Refer to Department Policy 509.04 (Inmate Meals).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.14 (Religious Services) with the following procedural additions:

PROCEDURE

1.0 Religious Services

1.1 The Cois Byrd Detention Center utilizes Citizen Volunteers from local churches to conduct services within the facility. A Ninety-minute church/religious activity is scheduled for each day room in each housing unit once a week. (Except Administrative Housing). Refer to Department Policy 507.18 (Volunteers).

1.1.1 The facility Program Coordinator will schedule all religious services provided by Citizen Volunteers.

1.2 The facility Chaplain will make routine visits to Administrative Housing units to assist inmates in meeting their religious needs.

2.0 Chaplain Duties

2.1 The Chaplain is responsible for processing all faith-based requests from inmates. Chaplains assist inmates by providing spiritual counseling, grief counseling, issuing religious materials, and assisting inmates meet their spiritual needs.

2.1.1 Chaplains assist inmates with obtaining religious items. Refer to Department Policy 507.21 (Religious Items and Head Coverings).

2.1.2 Chaplains assist inmates with scheduling clergy/pastoral visits. Refer to Department Policy 507.20 (Official Visits).

2.1.3 Chaplains assist inmates with obtaining religious diets. Refer to Department Policy 509.04 (Inmate Meals)
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 507.14 (Religious Services) with the following procedural additions:

PROCEDURE

1.0 Religious Services

1.1 Blythe Jail utilizes Citizen Volunteers from local churches to conduct services within the facility. A Ninety-minute church/religious activity is scheduled for each housing unit once a week. Refer to Department Policy 507.18 (Volunteers).

1.1.1 The facility Program Coordinator will schedule all religious services provided by Citizen Volunteers.

2.0 Chaplain Duties

2.1 The Chaplain is responsible for processing all faith-based requests from inmates. Chaplains assist inmates by providing spiritual counseling, grief counseling, issuing religious materials, and assisting inmates in meeting their spiritual needs.

2.1.1 Chaplains assist inmates with obtaining religious items. Refer to Department Policy 507.21 (Religious Items and Head Coverings).

2.1.2 Chaplains assist inmates with scheduling clergy/pastoral visits. Refer to Department Policy 507.20 (Official Visits).

2.1.3 Chaplains assist inmates with obtaining religious diets. Refer to Department Policy 509.04 (Inmate Meals).
The Larry D. Smith Correctional Facility shall follow and adhere to guidelines outlined in Department Policy 507.15 (Telephones) with the following procedural additions:

PROCEDURE

1.0 Issuing/Disabling/Deleting Inmate Pin Numbers

1.1 Staff members assigned to the Classification Unit are responsible for issuing, redistributing, changing and disabling inmate pin numbers.

2.0 Teletext Device for the Deaf (TDD) Machine Location and Usage

2.1 Larry D. Smith Correctional Facility is equipped with four TDD Machines.

2.2 Mental Health Cell #3 (located outside of Housing Unit 16) will be the designated area for use of the TDD Machine. Mental Health Cell #3 is equipped with a telephone line and an electric outlet.

2.2.1 In the event Mental Health Cell #3 is being utilized, the alternative location for TDD Machine usage will be the release telephone located in Intake.

2.3 The Classification Sergeant will be responsible for the care and maintenance of the TDD Machine.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.15 (Telephones) with the following procedural additions:

PROCEDURE

1.0 Withheld Phone Calls

1.1 A supervisor may approve all inmate telephones, including those used by newly booked persons, to be shut off for jail security reasons.

2.0 Issuing of Inmate Pin number

2.1 Classification is responsible for the issuing, redistributing, changing and disabling of inmate pin numbers.

3.0 TDD Machines

3.2 The Support Services supervisor will be responsible for the care and maintenance of the TDD machine.
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.15 (Telephones) with the following procedural additions:

PROCEDURE

1.0 Telephone Access for Housed Inmates

1.1 Inmates housed on floors 2 and 4-6, may have access to the phones during dayroom.

1.2 Inmates housed on the 7th floor will be given access to the portable telephone at least once per day. It will be documented on the Inmate Tracking Excel Program on the G-Drive.

2.0 Teletext Device for the Deaf (TDD)

2.1 The Robert Presley Detention Center is equipped with three TDD machines.

2.1.1 One hard wired TDD machine is located in the Own Recognizance (O.R.) Booth #1 at Female Intake.

2.1.2 Two mobile TDD machines are located in the Classification Office, for inmates unable to be escorted to the Female Intake O.R. Booth #1.

2.2 The mobile TDD equipment is contained in a metal briefcase (13"X6"X18") marked "TDD machine." Each briefcase contains a standard telephone, a TDD machine, a telephone cord, an AC adapter, a 15-foot extension cord, and an instruction manual.

2.3 The Classification Sergeant will be responsible for the care and maintenance of the TDD machine.

3.0 TDD Equipment Operation

3.1 An inmate requesting to use the TDD machine will be escorted to Female Intake OR Booth #1. The inmate will be monitored by deputies working Female Intake. Inmates unable to be moved to the Female Intake O.R. Booth, will use the mobile TDD machine in the best location available to suit the needs of said inmates.

3.1.1 When the inmate is finished using the TDD machine, the deputy will check the equipment for damage. The deputy will also make a notation in the inmate's Classification notes that access to the TDD machine was allowed.

3.1.2 If damage is noted, a criminal report shall be completed along with any disciplinary marker. Refer to Department Policy 504.09 (Inmate Discipline)

3.2 The TDD telephone shall not be used as a telephone for the general inmate population. These telephones are for use with the TDD system only.
telephone already designated for use by the general inmate population.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.15 (Telephones) with the following procedural additions:

PROCEDURE

1.0 Deaf or Hard of Hearing Inmates

1.2 Intake and Floor Operations Deputies will determine the location where deaf or hard of hearing inmates will use the TDD machine. This will be based on the needs of the inmate and the security of the facility.

1.3 The Classification Sergeant is responsible for the care and maintenance of the TDD machine.

1.4 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 these persons are accounted for.

1.4.1 In the event of an emergency, the inmate status cards will be used to conduct headcount. These cards will have notations regarding deaf or hard of hearing inmates.

2.0 Responsibility for Issuing Pin Numbers

2.1 The Classification Unit is responsible for issuing, redistributing, changing and disabling of inmate pin numbers.

2.1.1 Prior to or after the Classification Deputy interviews the newly booked inmate, the Classification Deputy is responsible for assigning a pin number to inmate.

2.1.5 The Classification Deputy will give the inmate the completed form with the inmate’s new pin number.
2.1.6 After issuing and activating a new pin number, an entry will be made by the Classification Deputy into the inmate’s “Class Notes” in the Jail Information Management System (JIMS), noting the issuance of the inmate's pin number.

3.0 Redistributing, Changing and Disabling of Inmate Pin Numbers

3.1 If an inmate requests a pin number change and the inmates’ request is valid, the Classification Deputy will issue a new pin number from the computer program. The Classification Deputy will disable the old pin number and transfer the inmate’s fund balance to the new pin number account. The Classification Deputy will fill out a new Inmate Phone System Instructions & PIN Assignment Form and deliver the form to the inmate.

3.2 After an inmate is released from the Riverside County Sheriff’s Department’s custody, the inmate’s pin number will be automatically disabled.
The Blythe Jail shall follow and adhere to guidelines outlined in Department Policy 507.15 (Telephones) with the following procedural additions:

PROCEDURE
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 507.16 (Transportation for Indigent Releases) with the following procedural additions:

PROCEDURE

1.0 Release Deputy Responsibilities

   1.2 The Intake Sergeant is responsible for completing the tracking log(s) for each inmate that is issued a Transportation Voucher. The ticket number shall coincide with the receipt showing the amount of tickets and the number sequence.

2.0 Release Drop-Off

   2.1 Staff transporting released inmates will verify they have all necessary transportation passes and/or authorizations, prior to transporting released inmates to RPDC, CBDC, or Indio Jail. Refer to Larry D. Smith Correctional Facility Procedure 504.10b (Intake and Release).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.16, (Transportation for Indigent Inmates) with the following procedural additions:

**PROCEDURE**

1.0 Ticket Accountability

1.1 The logs, Sun Bus and RTA Passes will be in the Intake Sergeant's Office inside the Sun Bus Passes and Maps Binder.

1.2 When there are less than 10 Sun Bus or RTA tickets, the Intake Sergeant will contact the Accounting Department and request additional tickets.

1.3 The Accounting Department will issue additional tickets to the Intake Sergeant and have them sign the Sun Bus or RTA bulk ticket log.

1.4 The tracking logs will be given to the Accounting Department prior to the resupply of additional tickets.
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.16 (Transportation for Indigent Releases) with the following procedural additions:

PROCEDURE

1.0 Release Deputy Responsibilities

1.2 The Release Deputy will make an entry on the appropriate log.

- RTA One Day Pass Bulk Log
- Sun Bus One Day Pass Bulk Log

1.3 The Intake Sergeant will approve the issuing of the bus voucher and sign the log.

1.4 The Release Deputy will provide a copy of the RTA Bus Route Map along with the bus voucher.

1.5 The Release Deputy will insert a comment in the release file. The comment will indicate a bus pass was offered and if the bus voucher was accepted or declined.

1.6 The Release Deputy will check the inmate’s Release File and determine if the inmate has less than the ticket purchase price in their trust account.

   1.6.1 If deemed indigent, the Release Deputy will offer the inmate a Greyhound Bus Voucher.

   1.6.2 If the inmate accepts the offer of a Greyhound Bus Voucher, the Release Deputy will notify the Intake Sergeant for approval.

2.0 Ticket Management

2.2 When there are 10 tickets or less, the Release Deputy will notify the Intake Sergeant.

2.3 The Intake Sergeant will contact the Accounting Department and request additional tickets.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.16 with the following procedure additions:

PROCEDURE

1.0 Release of Inmates

1.1 Every effort should be made for inmates being released to call and/or arrange their own transportation from the Cois Byrd Detention Center. Inmates should be given ample time to arrange transportation by being placed in a Release Cell with phone access. Any released person may choose to wait in the lobby for his/her ride.

1.2 If an inmate is unable to arrange transportation, release staff shall offer the inmate an RTA bus, Greyhound bus ticket and/or taxi voucher as appropriate.

1.3 **Weekdays between the hours of 0600 and 1800 hours**, inmates who are unable to arrange for transportation shall be offered an RTA bus voucher. **Weekdays between the hours of 1800 and 0600 hours**, inmates who are unable to arrange for transportation shall be offered a taxi voucher.

   1.3.1 The Release Deputy will determine the appropriate route for the inmate based on the current RTA bus schedule posted in the Release area, or by logging onto the RTA website in the Sergeant’s Office and using the Trip Planner link.

   1.3.2 The inmate will be provided a printed version of the RTA bus schedule of their route and directed to the RTA bus stop in front of the Southwest Justice Center.

   1.3.3 In the event the inmate needs to go to a location serviced by Greyhound, the inmate will be provided with an RTA bus voucher, the RTA bus route to the Riverside Greyhound Station, and a Greyhound bus ticket.

1.4 **Weekends and Holidays** inmates who are unable to arrange for transportation shall be offered a taxi voucher.

   1.4.1 Inmates who have a residence address within the local service area in the communities of Moreno Valley, Perris, Hemet, San Jacinto, Sun City, Menifee, Lake Elsinore, Canyon Lake, Winchester, Murrieta, and Temecula, who are unable to arrange transportation away from the facility, may be transported to their listed address by using a taxi voucher.

   1.4.2 The Release Deputy will be responsible for calling the taxi service and arranging for pick-up outside of the facility lobby. The taxi service contact information shall be clearly posted for the Release Deputy near the release desk. The Release Deputy will be responsible for maintaining the vouchers and logs.

   1.4.3 Indigent inmates who have a residence address outside the local service area
area can be issued a taxi voucher to the Riverside Greyhound bus station and a Greyhound bus ticket for travel to their residence.

1.4.4 Reconciliation of taxi voucher logs and receipts shall be conducted by CBDC Accounting staff monthly.

1.4.5 Taxi vouchers are accounted for by completing the Taxi Voucher Tracking Log (507.16s Attachment #1).
The Blythe Jail personnel shall follow and adhere to the guidelines outlined in Department Policy 507.16 (Transportation for Indigent Releases).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 507.17 (Personal Visits) with the following procedural additions:

PROCEDURE

1.0 Age Requirements

1.1 All visitors must be at least 18 years of age

1.1.1 Exceptions:

- Children accompanied by a responsible adult who are approved for a visit. Children must be accompanied at all times by an adult.
- The spouse of an inmate who can provide proof of marriage and photo identification will be allowed to visit without regard of age.

2.0 Rules for Visiting

2.1 All persons entering the facility for visiting, including attorneys, are subject to a search of their person and belongings by Facility Staff.

2.2 The following restrictions and rules apply to all visitors. Violation of any of the below listed rules may subject the visitor to a temporary or permanent loss of visiting privileges.

- No purses, diaper bags, and/or other containers will be allowed in the visiting area.
- No strollers or backpacks will be allowed in the visiting area.
- Visitors will be visually screened as they enter the visiting area to assure that their attire meets regulations and that they do not have any unauthorized items in their possession.

3.0 Public Visiting Sign-up Procedures

3.1 Visitors must be checked-in for their visit no later than 20 minutes prior to the scheduled visit time. If the visitor fails to check-in on time, the visit shall not be allowed.

3.2 Visitors under 18 years must be accompanied by a parent or legal guardian in order to visit an inmate not their parent.

3.1.1 The spouse of an inmate who can provide proof of marriage and a photo ID shall be allowed to visit without regard to age.
4.0 Video Visiting/Old Visiting

4.1 Video visits are controlled and monitored by Visiting Deputies. Visits will not be activated until all visitors/inmates are in compliance with the visiting rules.

4.2 Personal video visits will automatically terminate at 40 minutes.

4.3 At the conclusion of their visit, the visitor will exit the visiting area.

4.4 If a visitor is scheduled to visit an inmate housed in Housing Units 1-11, 18, or 19, they must first check in at the Visiting Center and will be escorted to the Old Visiting Center by a Visiting Deputy.

4.5 At the completion of each non-video visit, the deputy will terminate phone access via the telephone master control switch. By utilizing the public-address system, all visitors will be asked to depart the facility in an orderly fashion towards Perimeter One.

5.0 Screening of Visitors/Old Visiting

5.1 All visitors will pass through the walk-through metal detector prior to being admitted into the visiting area.

5.2 Before passing through the metal detector, the visitor should be asked to remove all metal objects from his/her pocket(s) and placed them in the container provided.

5.3 If no alarm sounds while the visitor walks through the metal detector, they will be considered cleared and allowed access to the visiting area.

5.4 If an alarm sounds while the visitor is walking through the metal detector, the Visiting Deputy will request the visitor to remove any other metal objects that could be the source of the alarm. The visitor will then be requested to pass through the metal detector a second time.

5.5 Should the alarm sound again, the Visiting Deputy will use a hand-held metal detector for inspection. Anytime an alarm sounds, the source must be identified.

5.6 If the hand-held 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.

5.6.1 Once it is determined that there is no weapon present, the visitor will be cleared to enter the visiting area.

5.7 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.

6.0 Search of Visitors

6.1 When there is reasonable suspicion that a visitor is concealing contraband, the Visiting Deputy will advise the visitor that he/she will not be allowed to enter the
7.0 Violation of Visiting Rules

7.1 Violations of visiting rules and regulations may result in one or more of the following:

- Visiting phone turned off.
- Removal from the visiting area.

7.2 When a visitor has been removed from the visiting area, the On-Duty Supervisor shall be contacted.

7.2.1 The supervisor shall document the incident in the Supervisor Activity Log.

8.0 Special Visits

8.1 Requests for special visits are subject to review and approval via the Classification Sergeant. Generally, special visits requests should be made 48 hours in advance however, immediate scheduling of a special visit may occur providing the visit is approved and there is adequate space to accommodate the visit. All requests for a special visit must include the reason/necessity for the special visit. It is pertinent that the Classification Sergeant or his/her designee, verify the reason for the special visit.

8.2 The Chaplain may schedule clergy/pastoral visits as special visits.

8.2.1 Refer to Department Policy 507.20 (Official Visits).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.17, (Personal Visits) with the following procedural additions:

PROCEDURE

2.0 Visiting Rules

2.1 Personal visitors may be denied access to the facility if they are disruptive intoxicated, or there is reason to believe they pose a threat to security.

2.1.1 Staff assigned to Lobby and Visiting duties should take appropriate action for those personal visitors who pose a security threat or behave in a disruptive manner.

2.1.2 If such action is taken, a memorandum documenting the incident shall be given to the watch commander.

2.2 Visitors will not leave small children unattended in the lobby. Facility staff will direct visitors with loud or unruly children to leave.

2.3 Large strollers and child carriers, which interfere with other visitors, will not be allowed in the lobby or visiting area.

2.4 Visitors that have lost visiting privileges will be documented in the Inmate Visiting Program (IVP).

3.0 Inmate Access to Video Visiting

3.1 After visitors are logged, the visiting officer shall notify housing unit staff confirming inmate visits.
3.2 Housing unit staff shall notify and allow inmate access to the visiting monitor located in the dayroom.

3.3 Each inmate must be fully dressed and be wearing their wristband during the visit.
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.17 (Personal Visits) with the following procedural additions:

PROCEDURE

1.0 Age Requirements

1.1 All visitors must be at least 18 years of age

Exceptions:

1.1.1 Children accompanied by a responsible adult who are approved for a visit. Children must be accompanied at all times by an adult.
1.1.2 The spouse of an inmate who can provide proof of marriage and photo identification will be allowed to visit without regard of age.

2.0 Rules for Visiting

2.1 All persons entering the facility for visiting, including attorneys, are subject to a search of their person and belongings by Facility Staff.

2.2 The following restrictions and rules apply to all visitors. Violation of any of the below listed rules may subject the visitor to a temporary or permanent loss of visiting privileges.

- No purses, diaper bags, and/or other containers will be allowed in the visiting area. (Lockers are available)
- No strollers or backpacks will be allowed in the visiting area.
- Visitors will be visually screened as they enter the visiting area to assure that their attire meets regulations and that they do not have any unauthorized items in their possession.

3.0 Visitation Sign up

3.1 Due to the various classifications of inmates and volume of inmate visits, visitors must make an appointment to visit an inmate at RPDC. Inmates are allowed to visit on a pre-set schedule, based on housing unit and classification.

3.1.1 Visitors must call the RPDC visiting line at (951) 341-8888, the day prior to the visit. The visit will be scheduled for the next available visiting time for that particular housing unit.

3.2 A maximum of four persons, two adults and two children, may visit an inmate during a scheduled visit.
3.3 Visitors must check in at the Facility Lobby for their visit no later than 10 minutes prior to the scheduled starting time. No exceptions.

3.4 Visits are approximately 45 minutes long. Once a visitor departs the visiting area, the visit with the inmate will be terminated.

3.5 Visitors may only take keys and identification into the visiting area. No other items will be allowed. Visitors may elect to place personal items within their private vehicles or use the pay lockers within the lobby. Under no circumstances will RPDC personnel take custody of any personal property for safekeeping while a visitor visits an inmate.

3.6 If a visitor arrives in a wheelchair and has not made prior arrangements with the visiting employee for special needs, the visiting employee will make every attempt to accommodate the visitors’ needs. If the visiting employee is unable to accommodate the visitor, the visiting employee will reschedule their visit.

3.7 The public and inmate sides of the seventh-floor visiting area (station 3) are equipped with a “swing stool” to accommodate oversized or extended wheelchairs. The visiting staff will make special arrangements on the seventh floor for inmates within the facility to receive a visitor with special needs.

3.8 All inmates with oversized or extended wheelchairs will be moved to the seventh-floor visiting area (station number 3) for visiting purposes only. Once their visit is over, the inmate will be moved back to their housing unit.
4.7 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.

6.0 Violation of Visiting Rules

6.1 Violations of visiting rules and regulations may result in one or more of the following:

- Visiting phone turned off.
- Removal from the visiting area.

6.2 When a visitor has been removed from the visiting area, the On-Duty Supervisor shall be contacted.

   6.2.1 The supervisor shall document the incident in the Supervisor Activity Log.

7.0 Lockers, Collection of Money

7.1 Corrections Accounting staff will be responsible for the collection of monies from the lobby lockers.

8.0 Special Visits

8.1 Requests for special visits are subject to review and approval via the Classification Sergeant. Generally, special visits requests should be made 48 hours in advance however, immediate scheduling of a special visit may occur providing the visit is approved and there is adequate space to accommodate the visit. All requests for a special visit must include the reason/necessity for the special visit. It is pertinent that the Classification Sergeant or his/her designee, verify the reason for the special visit.

8.2 The Chaplain may schedule clergy/pastoral visits as special visits.

   8.2.1 Refer to Department Policy 507.20 (Official Visits).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.17 (Personal Visits) with the following procedural additions:

PROCEDURE

1.0 All visitors must be at least 18 years of age

1.1 Exceptions:

1.1.1 Children accompanied by a responsible adult who are approved for a visit. Children must be accompanied at all times by an adult.
1.1.2 The spouse of an inmate who can provide proof of marriage and photo identification will be allowed to visit without regard of age.

2.0 Rules for Visiting

2.1 All persons entering the facility for visiting, including attorneys, are subject to a search of their person and belongings by Facility Staff.

2.2 The following restrictions and rules apply to all visitors. Violation of any of the below listed rules may subject the visitor to a temporary or permanent loss of visiting privileges.

➢ No purses, diaper bags, and/or other containers will be allowed in the visiting area. (Lockers are available)
➢ No strollers or backpacks will be allowed in the visiting area.
➢ Visitors will be visually screened as they enter the visiting area to assure that their attire meets regulations and that they do not have any unauthorized items in their possession.

3.0 Visitation Sign up

3.1 The public will need to call the visiting number (951) 696-3470, between 9 a.m. and 5:00 p.m., one day before to schedule the visit. Each visit is scheduled for 45 minutes in duration.

3.2 The person scheduling a visit will need the inmate’s name, booking number and housing location. If they do not have any of this information, they can obtain it by calling (951) 696-3050 or online at www.riversidesheriff.org.

3.3 The person scheduling the visit will also need to have the names and identification numbers of all adults who will visit. Expired licenses are accepted only with a Department of Motor Vehicles (DMV) printout showing that the renewal has been applied for. No copies will be accepted.
3.4 The person scheduling the visit will need the names and dates of birth for all minors that will visit. Minors under the age of 13 are not required to show identification.

3.5 Visiting check-in will begin 30 minutes before the scheduled visit time. Check-in will be terminated 10 minutes before the scheduled visit time.

3.6 Visitors will not be allowed to change with other visitors during the time they are visiting. Once a visitor departs the visitation area, the visit with the inmate will be terminated.

3.7 Visitors may only take keys and identification into the visiting area. No other items will be allowed. Visitors may elect to place personal items within their private vehicles or use the pay lockers within the lobby. Under no circumstances will Cois Byrd Detention Center personnel take custody of any personal property for safekeeping while a visitor visits an inmate.

5.0 Screening of Visitors

4.1 All visitors will pass through the walk-through metal detector prior to being admitted into the visiting area.

4.2 Before passing through the metal detector, the visitor should be asked to remove all metal objects from his/her pocket(s) and placed them in the container provided.

4.3 If no alarm sounds while the visitor walks through the metal detector, they will be considered cleared and allowed access to the visiting area.

4.4 If an alarm sounds while the visitor is walking through the metal detector, the Lobby Deputy will request the visitor to remove any other metal objects that could be the source of the alarm. The visitor will then be requested to pass through the metal detector a second time.

4.5 Should the alarm sound again, the Lobby Deputy will use a hand-held metal detector for inspection. Anytime an alarm sounds, the source must be identified.

4.6 If the hand-held 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.

4.6.1 Once it is determined that there is no weapon present, the visitor will be cleared to enter the visiting area.

4.7 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.

5.0 Search of Visitors

5.1 When there is reasonable suspicion that a visitor is concealing contraband, the Lobby Deputy will advise the visitor that he/she will not be allowed to enter the visiting area without submitting to a "pat-down" search.
5.1.1 Female deputies will search female visitors and male deputies will search male visitors unless exigent circumstances exist.

5.1.2 The search shall be limited to the area of the unresolved alarm and only to the extent necessary to verify there are no weapon on the visitor’s body.

5.1.3 Once it is determined that there is no weapon present, the visitor will be cleared to enter the visiting area.

5.2 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.

6.0 Violation of Visiting Rules

6.1 Violations of visiting rules and regulations may result in one or more of the following:

- Visiting phone turned off.
- Removal from the visiting area.

6.2 When a visitor has been removed from the visiting area, the On-Duty Supervisor shall be contacted.

6.2.1 The supervisor shall document the incident in the Supervisor Activity Log.

7.0 Special Visits

7.1 Requests for special visits are subject to review and approval via the Classification Sergeant. Generally, special visits requests should be made 48 hours in advance however, immediate scheduling of a special visit may occur providing the visit is approved and there is adequate space to accommodate the visit. All requests for a special visit must include the reason/necessity for the special visit. It is pertinent that the Classification Sergeant or his/her designee, verify the reason for the special visit.

7.2 The Chaplain may schedule clergy/pastoral visits as special visits.

7.2.1 Refer to Department Policy 507.20 (Official Visits).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 507.17 (Personal Visits) with the following procedural additions:

PROCEDURE

1.0 General

1.1 The visiting schedule will be posted in each housing unit and at the visiting lobby.

1.2 A supervisor shall assign a deputy to oversee visiting for their shift.

2.0 All visitors must be at least 18 years of age

2.1 Exceptions:

2.1.1 Children accompanied by a responsible adult who has been approved for a visit. Children must be accompanied at all times by an adult.

2.1.2 The spouse of an inmate who can provide proof of marriage and photo identification will be allowed to visit without regard of age.

3.0 Rules for Visiting

3.1 All persons entering the facility for visiting, including attorneys, are subject to a search of their person and belongings by Facility Staff.

3.2 The following restrictions and rules apply to all visitors. Violation of any of the below listed rules may subject the visitor to a temporary or permanent loss of visiting privileges.

- No purses, diaper bags, and/or other containers will be allowed in the visiting area.
- No strollers or backpacks will be allowed in the visiting area.
- Visitors will be visually screened as they enter the visiting area to assure that their attire meets regulations and that they do not have any unauthorized items in their possession.

4.0 Visitation Sign Up

4.1 Visits are scheduled by calling the visiting number (951) 341-8888 9AM to 5:00 PM one day prior to the desired visiting date.

4.2 The Visiting Deputy shall not allow the visiting area to become overcrowded.

4.3 Only two adults may visit an inmate in any one personal visiting session. If more than two adults wish to visit, the additional adults must return at another regularly
scheduled visiting time.

4.4 No more than two supervised juveniles per inmate are allowed in the visiting area at one time in addition to the two adults.

4.4.1 The Visiting Deputy may use discretion in allowing an additional child into the visiting area if other arrangements are not practical.
4.4.2 For example, it is reasonable for the Visiting Deputy to allow in a third child if the mother is holding an infant.

4.5 Visitors under 18 years of age must be accompanied by a parent or legal guardian, to visit an inmate that is not their parent.

4.6 The spouse of an inmate who can provide proof of marriage and photographic ID shall be allowed to visit without regard to age.

4.7 Sign-in for personal visits will begin at least 15 minutes before the scheduled starting time. A visitor may be signed-in after the scheduled starting time at the discretion of the Watch Commander.

4.8 Visitors wishing to see more than one inmate must sign-in for each inmate. Multiple visits may be denied during heavy visiting.

4.9 Inmates who have lost personal visiting privileges due to a disciplinary action will not be permitted personal visits.

4.9.1 These inmates are listed in the reports menu in the Jail Information Management System (JIMS) under the IDAS category report.

4.10 The Visiting Deputy shall record all inmate visits in the Inmate Visiting Log. The visiting logs are in a notebook at the booking counter.

5.0 Search of Visitors

5.1 When there is reasonable suspicion that a visitor is concealing contraband, the Visiting Deputy will advise the visitor that he/she will not be allowed to enter the visiting area without submitting to a "pat-down" search.

5.1.1 Female deputies will search female visitors and male deputies will search male visitors unless exigent circumstances exist.

5.2 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.

6.0 Violation of Visiting Rules

6.1 Violations of visiting rules and regulations may result in one or more of the following:
Visiting phone turned off.
> Removal from the visiting area.

6.2 When a visitor has been removed from the visiting area, the On-Duty Supervisor shall be contacted.

6.2.1 The supervisor shall document the incident in the Supervisor Activity Log.

7.0 Special Visits

7.1 Requests for special visits are subject to review and approval via the Classification Sergeant. Generally, special visits requests should be made 48 hours in advance however, immediate scheduling of a special visit may occur providing the visit is approved and there is adequate space to accommodate the visit. All requests for a special visit must include the reason/necessity for the special visit. It is pertinent that the Classification Sergeant or his/her designee, verify the reason for the special visit.

7.2 The Chaplain may schedule clergy/pastoral visits as special visits.

7.2.1 Refer to Department Policy 507.20 (Official Visits).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.18 (Volunteers) with the following procedural additions:

PROCEDURE

1.0 Volunteer Entry into Facility
1.1 Upon arrival at the facility, volunteers must identify themselves at the main lobby by providing a government issued identification card, such as a driver's license and by giving their group affiliation.
1.1.1 Staff shall verify that the volunteer is not on the "Non-Sheriff Access List" located on the "G" drive.
1.1.2 Staff shall verify that the volunteer is scheduled by checking the Volunteer Services Schedule.
1.1.3 Staff will notate the volunteer's information in the JBDC Visitor Log (501.10i Att. # 1) and provide the volunteer with RSD Form 556 (Volunteer Program Report Form).
1.1.4 Staff will keep the volunteer's identification and will issue them a visitor ID badge that is to be worn at all times while inside the facility.
   - The I.D. badge must be worn on their clothing where it can be easily seen by staff members.
1.1.5 Staff will ensure that the volunteer completes and returns RSD Form 556 (Volunteer Program Report Form) at the conclusion of their program.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 507.18 (Volunteers).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.18 (Volunteers).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.18 (Volunteers).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 507.18 (Volunteers).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 507.19 (Voting).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.19 (Voting).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.19 (Voting).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.19 (Voting).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 504.05 (Voting).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 507.20 (Official Visits) with the following procedural additions:

PROCEDURE

1.0 Attorney Visits

1.1 Staff will verify the attorney’s identification and log the visit on the Attorney Visiting Log.

1.2 Visiting Center deputies should assign non-slotted Attorney Booths unless requested by the attorney.

1.2.1 If a slotted attorney booth is requested, the lobby deputy will inquire as to the specific need.

2.0 Contact Visit Approval Process

2.1 Court ordered contact visits will be scheduled by the Headcount Coordinator, or designated staff member.

2.1.1 The Headcount Coordinator, or designee, is responsible for completing the Contact Visit Approval Packet and forwarding to the Facility Commander, or designee, for review.

2.2 Non-court ordered contact visits can be requested by an attorney in the facility lobby, or through the Headcount Coordinator. The attorney will complete the Request for Contact Visit Form (P507.20 Attachment 1).

2.3 The Headcount Coordinator will contact the requesting party to inform them of the Facility Commander’s decision.

2.3.1 All contact visit approvals/denials will be documented in Classification notes and will be scheduled by the Headcount Coordinator, or designee.

3.0 Contact Visit Procedures:

3.1 The Visiting Center Deputy will follow the procedures in section 1.0.

3.1.1 The Visiting Center Deputy will verify the attorney is scheduled for the contact visit by contacting the Headcount Coordinator, or designee.

3.1.2 When the visitor arrives, they will check in at the Visiting Center and the inmate will be escorted from housing and taken to the visiting area.

3.1.3 Contact visits will take place in the Housing Unit Program Room.
3.1.5 The inmate will be waist chained and leg shackled at all times during an authorized contact visit.

3.1.6 The visit will be a maximum of 20 minutes, unless otherwise ordered by the court.

3.1.7 The start and end times of the visit will be logged in the inmate’s Classification notes.

3.1.8 The Headcount Coordinator will complete the Court Ordered Tracking System (COTS) entry to read “Complied” when the visit has been completed.

3.1.9 If a physical contact visit was conducted; the returning inmate may be strip-searched before returning to the housing unit, Refer to Department Policy 502.11 (Strip Searches).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.20 (Official Visits) with the following procedural additions:

PROCEDURE

1.0 Official Visitors
   1.1 All official visitors shall be logged into the Inmate Visiting Program (IVP).

2.0 Attorney Visiting Booths
   2.2 All face to face visits will take place in the assigned attorney visiting booths located in the front lobby.
   2.3 Visiting staff will notify housing unit staff to arrange for the requested inmate to be brought to Intake for the official visit.

3.0 Housing Unit Attorney Visiting Booth
   3.1 Housing unit staff will allow inmates to access the attorney visiting booth from the dayroom.
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.20 (Official Visits) with the following procedural additions:

PROCEDURE

1.0 Attorney Visits

1.1 The deputy assigned to the Front Lobby will verify the attorney’s identification and log the visit on the Attorney Visiting Log.

1.2 Lobby Deputies should assign non-slotted Attorney Booths unless slotted booths are requested by the attorney.

1.2.1 If a slotted Attorney Booth is requested, the lobby deputy will inquire as to the specific need.

2.0 Contact Visit Approval Process

2.1 Court ordered contact visits will be scheduled by the Headcount Coordinator, or designated staff member.

2.1.1 The Headcount Coordinator, or designee, will complete the Contact Visit Approval Packet and forward to the Facility Commander, or designee, for review.

2.2 Non-court ordered contact visits can be requested by an attorney in the facility lobby, or through the Headcount Coordinator. The attorney will complete the Request for Contact Visit Form (507.20 Attachment 1).

2.3 The Headcount Coordinator, or designee, will contact the requesting party to inform them of the Facility Commander’s decision.

2.3.1 The decision will be documented in the inmate’s Classification notes.

2.3.2 All approved contact visits will be scheduled by the Headcount coordinator, or designee.

3.0 Contact Visit Procedures

3.1 When an attorney arrives at the facility for a contact visit:

3.1.1 The Lobby Deputy will follow the procedures in section 1.0.

3.1.2 The Lobby Deputy will verify the attorney is scheduled for the contact visit by contacting the Headcount Coordinator.
3.2.2 The staff member(s) will search the inmate prior to the visit.

3.2.3 The visit will take place in any available location within the secure confines of the facility, which will be determined by the Headcount Coordinator, or designee.

3.2.4 The staff member(s) will stand outside the location of the visit in direct visual contact of the visit.

3.2.5 The door shall remain unlocked and ajar throughout the duration of the visit.

3.2.6 At the completion of the visit, the staff member(s) will search the inmate prior to returning to the housing unit.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.20 (Official Visits) with the following procedural additions:

PROCEDURE

1.0 Attorney Visits

1.1 The deputy assigned to the Front Lobby will verify the attorney’s identification and log the visit on the Attorney Visiting Log.

1.2 Lobby Deputies should assign non-slotted Attorney Booths unless requested by the attorney.

1.2.1 If a slotted Attorney Booth is requested, the Lobby Deputy will inquire as to the specific need.

2.0 Contact Visit Approval Process

2.1 Court ordered contact visits will be scheduled by the Headcount Coordinator, or designated staff member.

2.1.1 The Headcount Coordinator, or designee, will complete the Contact Visit Approval Packet and forward to the Facility Commander, or designee, for review.

2.2 Non-court ordered contact visits can be requested by an attorney in the facility lobby, or through the Headcount Coordinator. The attorney will complete the Request for Contact Visit Form (507.20 Attachment 1).

2.3 The Headcount Coordinator, or designee, will contact the requesting party to inform them of the Facility Commander’s decision.

2.3.1 The decision will be documented in Classification notes.
2.3.2 All approved contact visits will be scheduled by the Headcount Coordinator.

3.0 Contact Visit Procedures

3.1 When an attorney arrives at the facility for a contact visit:

3.1.1 The Lobby Deputy will follow the procedures in section 1.0.
3.1.2 The Lobby Deputy will verify the attorney is scheduled for the contact visit by contacting the Headcount Coordinator.
3.2.1 The Program Room door will remain unlocked with at least one deputy standing in the hallway with direct visual supervision of the visit. Contact visits with Administrative Custody inmates will require at least two deputies standing by to provide security.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 507.20 (Official Visits) with the following procedural additions:

PROCEDURE

1.0 Translators

1.1 The attorney may request to bring in a translator, but must provide the translator's information, which will be included in the approval packet. For security reasons, the translator may not be a friend or relative of the inmate.

1.2 If the contact visit is approved, the translator must present a valid form of identification prior to entering the facility.

2.0 Contact Visits

2.1 All contact visits will take place in the Program Room, unless another location is authorized by the Facility Commander or his/her designee.

3.0 Documentation

3.1 All attorneys, attorney employee visits, and bail bondsman visits shall be logged in the Inmate Visiting Program (IVP) on the Jail Information Management System (JIMS).

3.2 These visits will also be documented on the Pass-on Log and in the inmate’s Classification notes.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 507.21 (Religious Items/Head Coverings).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.21 (Religious Items).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.21 (Religious Items/Head Coverings).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.21 (Religious Items/Head Coverings).
RIVERSIDE COUNTY SHERIFF’S DEPARTMENT
BLYTHE JAIL PROCEDURES MANUAL

TITLE: Religious Items  NUMBER: 507.21

The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 507.21 (Religious Items/Head Coverings).
The Larry D. Smith Correctional Facility will follow and adhere to the guidelines outlined in Department Policy 507.22 (Dedicated Inmate Channel).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.22 (Dedicated Inmate Channel).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 507.22 (Dedicated Inmate Channel).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outline in Department Policy 507.22 (Dedicated Inmate Channel).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 507.22 (Dedicated Inmate Channel).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 508.01 (Carotid Restraint).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 508.01 (Carotid Restraint).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 508.01 (Carotid Restraint).
The Blythe Jail shall follow and adhere to the guidelines outlined in the Department Policy 508.01 (Carotid Restraint).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 508.02 (Communicable Diseases) with the following procedural additions:

PROCEDURE

1.0 Housing Inmates with Communicable Disease

1.1 Inmates with suspected or confirmed communicable diseases will be placed in negative pressure airflow (specialty cells for medical isolation) until cleared by medical staff.

1.1.1 Specialty cells for medical isolation are located in the following areas:

- Housing Unit 8A-1 and 8A-2
- Housing Unit 15 Specialty Housing-1 and Specialty Housing-2
- Housing Unit 16 Specialty Housing-1 and Specialty Housing-2
- Housing Unit 17 Specialty Housing-1 and Specialty Housing-2

1.1.2 If inmates are placed in Housing Unit 8A-1 or 8A-2 for medical isolation purposes, the pressure reading on the monitor should indicate that the negative pressure is greater than -.00250.

- Custody staff shall verify the airflow mechanism is turned on upon inmate placement and turned off upon inmate removal.

1.1.3 When inmates are placed inside specialty cells for medical isolation in Housing Units 15, 16, or 17, staff will ensure the indicator light above the specialty cell is green prior to inmate placement.

1.2 Acutely ill inmates with suspected or confirmed communicable diseases will be transferred to Riverside University Health System (RUHS) for medical isolation and therapy as directed by jail medical staff.

1.3 Inmates with suspected or confirmed communicable diseases who return from the hospital shall be placed in medical isolation until release by the jail physician.

1.4 After a specialty cell has been used for medical purposes related to a communicable disease, staff shall allow the specialty cell to remain unoccupied with the cell door closed and the negative airflow mechanism operating for at least two hours before entering the cell.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 508.02 (Communicable Diseases) with the following procedural additions:

PROCEDURE

1.0 Medical Isolation Cells Location

1.1 Medical Isolation Cells are located in the Medical Unit on the second floor.

2.0 Testing Negative Pressure Cells

2.1 The negative pressure cells will be tested monthly by the Compliance Staff.
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 508.02 (Communicable Diseases) with the following procedural additions:

PROCEDURE

1.0 Negative Pressure Cells for inmates with Airborne Disease

1.1 Inmates with a suspected or confirmed communicable airborne disease, such as tuberculosis, shall be placed in a negative pressure airflow cell. The negative pressure airflow cells at RPDC (ISO 1, ISO 2, ISO 3, and ISO 4 on the 7th floor) have been designated for this purpose. The inmate shall be housed in one of the negative pressure cells (at RPDC or RUHS) until cleared by the medical staff or released from custody.

1.1.1 If a negative pressure room is being used for medical purposes related to a communicable disease, the food slots shall not be left open during meal times.

2.0 Court appearances for inmates with communicable diseases. The following procedures will be utilized whenever an inmate in one of the following categories is scheduled for a court appearance.

2.1 The Transportation Coordinator will contact the court department where the inmate is scheduled to appear and inform them of the following information:

2.1.1 Inmate's name and booking number;
2.1.2 The inmate is not cleared medically to be in court.

2.2 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.

2.3 Additionally, all employees will be familiar with, and shall comply with, all requirements of the Exposure Control Plan (A copy may be found in the Riverside County Safety Manual. Copies of the safety manual can be found in the Floor Sergeant Office, the Transportation Sergeant Office, the Compliance Sergeant Office, the Business Office Sergeant Office, and the Support Services Sergeant Office).

3.0 The Compliance Deputy shall be responsible for the monthly testing and documentation of the test for the Isolation Rooms.

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The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 508.02 (Communicable Diseases) with the following procedural additions:

PROCEDURE

1. Housing Inmates with Communicable Disease

1.1 Inmates with suspected or confirmed communicable diseases will be placed in the negative pressure airflow cells (AH07, AH08) until cleared by medical staff.

1.1.1 When needed for medical isolation purposes, medical staff will notify the "A" pod deputy to switch on the system. The switches are located in the labeled breaker box in the back hallway adjacent to dental. The fan should be heard operating from inside the cell, the light on the monitor should be green and the monitor should read negative normal. Instructions will be posted in between the cells.

- The system shall be run for 30-35 minutes prior to placing an inmate in the cell.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 508.02 (Communicable Diseases) with the following procedural additions:

PROCEDURE

1.0 Housing Inmates with Communicable Disease

1.1 Inmates with suspected or confirmed communicable airborne diseases will be housed in the negative pressure airflow cells (Housing Units: DF20, DF30) until cleared by medical staff.

1.2 If medical staff are not on duty at the Blythe Jail, inmates with suspected diseases will be transported to Palo Verde Hospital for treatment and/or an "okay to book" prior to being housed.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in the Department Policy 508.03 (Dental Care) with the following procedural additions:

PROCEDURE

1.0 Dental Treatment
   1.1 The Larry D. Smith Correctional Facility offers dental care within the facility, Tuesday through Friday.
   1.2 The dental assistant will provide a list of inmates to the dental runner each day the dentist is available.

2.0 Emergency Treatment
   2.1 If the SCF dentist is available, an inmate requiring emergency dental care will be seen at SCF.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 508.03 (Dental Care) with the following procedural additions:

PROCEDURE

2.0 Non-Emergency Dental Care

2.1 Inmates requiring dental care shall submit a medical services request slip to medical staff.

2.2 Medical staff shall collect medical service request slips once per day.
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 508.03 (Dental Care) with the following procedural additions:

PROCEDURE

1.0 Dental Treatment

1.1 The Robert Presley Detention Center offers dental care within the facility, on the seventh floor, Tuesday through Friday.

1.1 The dental assistant will provide a list of inmates to the dental runner each day the dentist is available.

2.0 Emergency Treatment

2.1 If the RPDC dentist is available, an inmate requiring emergency dental care will be seen at RPDC.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 508.03 (Dental Care) with the following procedural additions:

PROCEDURE

1.0 Dental Treatment

1.1 The Cois Byrd Detention Center offers dental care within the facility, on the infirmary floor, Monday through Thursday.

1.2 The dental assistant will provide a list of inmates to the dental runner each day the dentist is available.

2.0 Emergency Treatment

2.1 If the CBDC dentist is available, an inmate requiring emergency dental care will be seen at CBDC.
The Blythe Jail shall follow and adhere to the guidelines outlined in the Department Policy 508.04 (Dental Care) with the following procedural additions:

PROCEDURE

1.0 Dental Treatment

1.1 The Blythe Jail does not provide on-site dental care.

1.2 Blythe Jail inmates requiring non-emergency dental care shall be taken to the Robert Presley Detention Center (RPDC) for treatment.

1.3 Blythe Jail staff shall schedule the inmate for transportation to RPDC via Indio Jail.

2.0 Emergency Treatment

2.1 With the absence of an on-site dentist, inmates requiring emergency dental care may be transported to a local hospital for immediate treatment.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 508.04 (Developmentally Disabled Inmates).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 508.04 (Developmentally Disabled Inmates).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 508.04 (Developmentally Disabled Inmates).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 508.04 (Developmentally Disabled Inmates).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 508.04 (Developmentally Disabled Inmates).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 508.05 (Distribution of Medication).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 508.05 (Distribution of Medication) with the following procedural additions:

PROCEDURE

1.0 Prescription Medication
   1.1 Inmate requests for medications shall be referred to nursing staff.

2.0 Distribution of Medication (Pill Call)
   2.1 Medication is distributed twice each day by medical staff.
   2.2 Corrections staff shall use the public-address system to tell inmates to prepare for medication distribution.
   2.3 The assigned custody staff shall escort medical staff to each housing unit, so the nurse may administer the inmate’s medication.
   2.4 Medical staff shall distribute medications through the food slots. Medical staff shall not enter any inmate occupied cells or dayroom during the distribution of medications.
   2.5 The assigned custody staff will ensure all inmates that require medication are dressed and have a cup of water.
   2.6 The assigned custody staff shall assist medical staff in the orderly distribution of medication to inmates. Any inmate disciplinary problems that arise shall be handled by the custody staff using the inmate disciplinary marker process.
      2.6.1 The assigned custody staff will verify that inmate’s come to the food hatch one at a time to receive medication. All other inmates are to stand behind the privacy line.
   2.7 All inmates receiving medications with a high potential for abuse or overdose will be removed from the cell or dayroom to receive their medication. Medical staff will tell the custody staff assigned to pill call which inmates need to be removed to receive their medication.
3.0 Over the Counter Medication (OTC)

3.1 Over the counter (OTC) medications for inmates are available through commissary.

3.2 Inmates under suicide watch, mental health observation, or in disciplinary housing is prohibited from purchasing over the counter medication.
TITLE: Distribution of Medication

The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 508.05 (Distribution of Medication) with the following procedural additions:

PROCEDURE

1.0 Methadone Distribution

1.1 Inmates who are receiving methadone from the Riverside County Health Department may be allowed to continue their methadone while in custody.

1.2 Medical Staff is not involved in the distribution of methadone to inmates, however, the coordination of methadone distribution to inmates is the responsibility of medical staff.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 508.05. (Distribution of Medication).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 508.05 (Distribution of Medication).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 508.06 (Inmate Medical Care) with the following procedural additions:

PROCEDURE

1.0 Alarmed AED Cabinets

1.1 The Smith Correctional Facility currently has twelve (12) AED cabinets within the facility.

- In the Housing Unit 1-2 deputy office
- In the Housing Unit 3-4 deputy office
- In the Housing Unit 5-6-7 deputy office
- In the 8-9 Program Room
- In the Housing Unit 10-11 deputy office
- In the Housing Unit 14 hallway
- In the Housing Unit 18-19 (RSAT) deputy office
- In the Kitchen
- In Intake
- In the administrative hallway of the new jail expansion
- In the Video Visiting Center
- In the Medical Clinic

1.2 The AED cabinets are equipped with the following items:

- One AED
- Extra set of adult pads
- First response kit
- Operational use guide

1.3 After an AED is used, the team sergeant on scene will notify the facility safety officer. The facility safety officer will exchange the AED and first responder kit for a temporary replacement.

2.0 Inmate X-rays

2.1 Inmate X-rays will be conducted at SCF on the days the radiologist is available. On the days when there is no radiologist on site, inmates needing x-rays will be sent to
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 508.06 (Inmate Medical Care).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 508.06 (Inmate Medical Care) with the following procedural additions:

**PROCEDURE**

1. **Emergency Vehicle Entry**
   1.1 Emergency vehicles responding to RPDC for emergency medical needs, shall enter through the Female Intake Sally port unless otherwise directed.

2. **Inmate X-Rays**
   2.1 X-rays are conducted at RPDC. If no radiologist is available, inmates need x-rays will be sent to RUHS.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 508.06 (Inmate Medical Care) with the following procedural additions:

PROCEDURE

1.0 Inmate X-Rays
   1.1 X-rays are done in the X-ray room at CBDC. Inmates may also be sent to a local medical facility or RUHS for X-rays.

2.0 Emergency Vehicle Entry
   2.1 Emergency vehicles responding to CBDC for emergency medical needs, shall enter through the Transportation sally port unless otherwise directed.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 508.06 (Inmate Medical Care) with the following procedural additions:

PROCEDURE
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 508.07 (Employee and Inmate HIV/Blood Borne Pathogen Exposure).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 508.07 (Employee HIV Exposure).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 508.07 (Employee HIV Exposure).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 508.07 (Employee HIV Exposure).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 508.07 (Employee HIV Exposure).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 508.08 (Exposure Control Plan – Employees).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 508.08, (Exposure Control Plan), with the following procedural additions:

PROCEDURE

1.0 Supervisors Checklist and Responsibilities

1.1 If the exposure was potentially infectious and came into contact with employee’s eyes, mucous membranes, or wound, send employee to a hospital emergency room (preferably Eisenhower Medical Center) with a worker’s compensation medical service order.

1.2 Complete and submit the appropriate Worker’s Compensation forms, following Worker’s Comp procedures.

1.3 Complete the State of California “Report of Potential HIV Exposure to Law Enforcement Employees” (DHS report # 8479). Mail this form to the Office of Aids in Sacramento within two days of exposure (the address is on the form).

1.4 If the exposure was the result of a sharps injury (needle stick), complete a “Sharps Exposure Form” within three days. Forward a copy of the “Sharps Exposure Form” to the Compliance Unit for tracking.

1.5 Contact the inmate whose bodily fluids were the cause of the exposure. Ask him/her to voluntarily provide a blood sample. If the inmate consents, call Sheriff’s Dispatch for a Blood Nurse to come to the facility. If the inmate does not consent, see # 1.6.

1.6 Deputy/Correctional Deputy: The Blood Nurse will have the inmate sign the consent. If the inmate refuses to have the blood work drawn, a court order must be obtained (refer to Corrections Policy 508.07, Sections 5 and 6 for specific instructions on how to obtain a blood sample).

1.7 Provide the Blood Nurse with the lab slip that is already marked with Hepatitis Panel and HIV (a supply of the lab slips is maintained in the Sergeants Office.) The Blood Nurse will fill in the yellow highlighted areas on the form. One of the highlighted areas calls for the inmate’s Social Security number. If the Social Security number is not available, use the inmate’s booking number.

1.8 The Blood Nurse is responsible for collection of blood.

1.9 Call Quest Dispatch at 800-522-8378, option #3, option #1 for all routine and after hour’s pick-ups.
1.10 If Quest will not do an after-hours STAT pick-up, place the blood sample in a biohazard refrigerator, in the evidence room, at the Thermal Station, until Quest is open. Then call them for a STAT pick-up.

- Notification of the exposure must be given to the Riverside County Occupational Nurses assigned to the Sheriff's Department Corrections Division as soon as possible by e-mail or phone. They will coordinate any follow up and collect the yellow slip.

1.11 Send an e-mail to the Administrative notifying them of the incident.
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 508.08 (Exposure Control Plan – Employees).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 508.08 (Exposure Control Plan- Employees).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 508.08 (Exposure Control Plan- Employees).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 508.09 (Health Department Bookings).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 508.09 (Health Department Bookings) with the following procedural additions:

PROCEDURE

1.0 Initial Screening

1.1 Medical staff shall complete initial screening and determine extent of universal precautions to be taken.

1.2 The Intake Custody Staff will verify the Intake area is cleared prior to accepting the booking.

1.3 All non-essential staff will be removed from the Intake area.

1.4 Inmate shall be photographed, fingerprinted and dressed in a regular inmate jumpsuit.

1.5 Once the inmate has finished the Intake process, inmate shall be placed in a holding cell awaiting medical, mental health and classification assessments.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 508.09 (Health Department Bookings).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 508.09 (Health Department Bookings).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 508.10 (Intake Medical Screening).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 508.10 (Medical Screening/ Medical Releases).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 508.10 (Intake Medical Screening).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 508.10 (Intake Medical Screening).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 508.10 (Intake Medical Screening).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 508.11 (Biohazard/Medical Waste Management).
The John J. Benoit Detention Center Shall follow and adhere to the guidelines outlined in Department Policy 508.11 (Medical Waste Management) with the following procedural additions:

**PROCEDURE**

**1.0 Sharp Objects**

1.1 Sharp objects and objects that can be broken during transport should be placed in a "sharps" container unless an object is too large.

2.0 Biohazardous Liquids

2.1 Staff shall treat biohazardous liquid spills, such as bodily fluids, by applying a solution of bleach and water (1-part bleach to 10-parts water).

2.1.1 Spills should be left standing with this solution for approximately 10 minutes.

2.1.2 A disposable rag, towel, or mop head should be used.

2.1.3 Staff members shall ensure these items are placed in a biohazard bag.

3.0 Disposal and Transportation of Biohazardous Waste

3.2 Biohazardous waste will be collected by approved vendor.

3.3 Medical staff shall maintain a Medical Biohazardous Waste Log. This log shall document the amount and types of biohazardous waste, the date of pick up, and the name of the person making the collection.

**4.0 Protective Clothing**

4.1 Staff shall use the proper protective clothing and accessories when handling biohazardous waste.

4.1.1 Staff shall use extreme care to avoid direct contact with hazardous materials.
- Staff shall wear disposable plastic or rubber gloves when handling biohazardous waste. Wearing two pair of gloves is highly recommended.
- Staff should use disposable mouth masks where airborne contaminants are suspected.
- If splashing of a hazardous liquid or powdery contaminant is likely, staff shall use face/mouth masks which incorporate eye protection.
- Staff should wear protective gowns or clothing when dealing with large quantities of hazardous wastes. This shall also be done where it is likely that skin or clothing will be exposed to hazardous materials.
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 508.11 (Biohazard/Medical Waste Management) with the following procedural additions:

PROCEDURE

1.0 Biohazard Waste Disposal

1.1 Obtain key from Support Services and after hours from Housing Sergeant office.

1.2 Dispose of the appropriate biohazard waste in the biohazard locker located on the loading dock.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 508.11 (Biohazard/Medical Waste Management) with the following procedural additions:

PROCEDURE

1.0 Sharp Objects

1.1 Unless an object is too large, sharp objects and objects that can be broken during transport should be placed in a "sharps" container located in each medical office.

1.2 This container will ultimately be placed in a biohazard waste container and picked up once a week by Stericycle.

2.0 Contaminated Material

2.1 All inmate clothing, bedding and similar materials that are soaked or dripping with bodily fluids shall be considered biohazard waste and prepared for disposal by placing the items into red biohazard bags. The biohazard bags must then be placed into the designated biohazard receptacle, located on the perimeter of the facility between the Loading Dock and Transportation.

2.2 All inmate clothing, bedding and similar materials that are sparsely covered with bodily fluids will be considered contaminated only and must be prepared for laundering by placing the contents into yellow bags. Warehouse staff must be notified when placing the contaminated contents on the loading dock.

3.0 Vermin

3.1 Each trash bag shall be marked clearly as being infested with crabs or lice and shall be set aside near regular dirty laundry for pick up by Larry D. Smith Correctional Facility staff. Refer to Department Policy 508.15 (Vermin Control) for further information.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 508.11 (Biohazard/Medical Waste Management) with the following procedural additions:

PROCEDURE

1.0 Vermin

1.1 Facility staff shall place lice or crab infested clothing and bedding in a clearly marked, sealed double trash bag near regular dirty laundry for pick up. Refer to Department Policy 508.15 (Vermin Control) for further information.

2.0 Biohazardous Waste Disposal

2.1 Biohazardous waste shall be stored in a biohazard trash container outside the rear entrance of the facility.

2.2 Biohazard waste will be picked up by an outside vendor.
The Larry D Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 508.12 (Mental Health Services).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 508.12 (Mental Health Services).
TITLE: Mental Health Services Number: 508.12

The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 508.12 (Mental Health Services).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 508.12 (Mental Health Services).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 508.12 (Mental Health Services) with the following procedural additions:

PROCEDURE

1.0 Emergency Mental Health Treatment

1.1 If an inmate is a danger to themselves or others, the inmate shall be placed into the intake holding cell at the Blythe Jail, pending transportation to a facility with a safety cell. A Special Housing Log (RSD Form 531a) will be initiated and maintained until the inmate is transferred.

1.3 If mental health staff is unavailable, staff is to contact Indio Jail mental health staff or the mental health on call supervisor for notification of a safety cell placement.

2.0 Routine Mental Health Treatment

2.1 Custody staff will receive a list from mental health staff. Custody staff will search and escort each inmate into the Blythe Jail attorney booth for services.
TITLE: Orthopedic/Prosthetic Appliances

Department Policy 508.13 (Orthopedic/Prosthetic Appliances) has been merged with Department Policy 508.17 (Disabled Inmates/ADA). Effective 09/21/16.
Department Procedure 508.13 (Orthopedic/Prosthetic Appliances) has been merged with Department Procedure 508.17 (Disabled Inmates/ADA). Effective 09/21/16
Department Policy 508.13 (Orthopedic/Prosthetic Appliances) has been merged with Department Policy 508.17 (Disabled Inmates/ADA). Effective 09/21/16.
Department Policy 508.13 (Orthopedic/Prosthetic Appliances) has been merged with Department Policy 508.17 (Disabled Inmates/ADA). Effective 09/21/16.
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.
Procedure 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.
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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.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 508.15 (Suicide Prevention Program).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 508.15 (Suicide Prevention Program).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 508.15 (Suicide Prevention Program).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 508.15 (Suicide Prevention Program).
The Blythe jail shall follow and adhere to the guidelines outlined in Department Policy 508.15 (Suicide Prevention Program) with the following procedural additions:

PROCEDURE

1.0 Suicide Potential

1.1 Any inmate who is identified as a suicide risk is to be placed in the intake holding cell with direct visual supervision pending transfer to Indio jail for placement in a safety cell.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 508.16 (Vermin Control).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 508.11 (Vermin Control) with the following procedural additions:

PROCEDURE

1.0 Treatment of the Living Area

1.1 Housing areas and equipment contaminated by vermin should be disinfected with a non-toxic insecticide.

1.2 All contaminated equipment should be thoroughly cleaned with soap and water.

1.3 Floors and other surfaces may be cleaned of vermin by using a vacuum type cleaner with a disposable bag. The vacuum bag shall then be placed in a plastic bag, tightly closed, and disposed of properly.

1.4 If vermin contamination is heavy, supervision shall consider the use of a licensed pest control operator.

1.5 If non-toxic pesticides are used, such as Pyrethrin, the treated room may be used immediately after vacuuming.

1.6 If toxic sprays are used, the area should not be used until the recommended time noted on the container has elapsed.

2.0 License Pest Control Contractor

2.1 The John J. Benoit Detention Center shall be treated once each month by a licensed pest control contractor.
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 508.16 (Vermin Control).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 508.16 (Vermin Control).
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TITLE: Vermin Control NUMBER: 508.16

The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 508.16 (Vermin Control).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 508.17 (Disabled Inmates/ADA).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 508.17 (Disabled Inmates/ADA) with the following procedural additions:

PROCEDURE

1.0 Facility ADA Coordinator

1.1 The Sergeant assigned as the Medical Liaison for the facility will be designated as the ADA Coordinator.
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 508.17 (Disabled Inmates/ADA).
Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 508.17 (Disabled Inmates/ADA).
The Blythe jail shall follow and adhere to the guidelines outlined in Department Policy 508.17 (Disabled Inmates/ADA).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 508.18 (Medical Marijuana).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 508.18 (Medical Marijuana).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 508.18 (Medical Marijuana).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 508.18 (Medical Marijuana).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 508.18 (Medical Marijuana).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 508.19 (Pregnant Inmates).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 508.19 (Pregnant Inmates).
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The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 508.19 (Pregnant Inmates).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 508.19 (Pregnant Inmates).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 508.19 (Pregnant Inmates).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 508.20 (Sterilization Process for Inmates).
The John J. Benoit Detention Center shall follow and adhere to guidelines outlined in Department Policy 508.20 (Sterilization Process for Inmates).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 508.20 (Sterilization Process for Inmates).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 508.20 (Sterilization Process for Inmates).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 508.20 (Sterilization Process for Inmates).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 508.21 (Lactating Inmates).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 508.21 (Lactating Inmates).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 508.21 (Lactating Inmates).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 508.21 (Lactating Inmates).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 508.21 (Lactating Inmates).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 509.01 (Food Coordinator) with the following procedural additions:

PROCEDURE

1.0 Security of Work Areas and Inmate Workers

1.1 The Food Coordinators shall maintain direct visual observation of all areas inside and connected to the kitchen and immediately surrounding the kitchen and supply areas on a rotating basis.

1.2 The Food Coordinators, Laundry Deputy, and Supply Deputy are fixed positions, and shall not leave their position without supervisory permission and proper relief.

1.3 Sheriff’s personnel are not permitted to interfere with kitchen staff in the preparation of meals.

2.0 Duties

2.1 Security Checks/Headcounts

2.1.1 The Food Coordinators shall conduct regular security checks of the kitchen and supply areas. The Laundry Deputy shall conduct random security checks of the laundry. The checks shall encompass the following:

- Facility inspection.
- Doors / gates secure.
- Lights functioning.
- Water leaks.
- Presence of smoke or fire.
- Emergency equipment in order.
- Security and welfare of inmates.
- Unsafe work conditions/unsafe work habits.
- Suspicious inmate activity.
- Inmate injuries/illness.
- Inmate complaints.
- Any other unusual activity that may affect the orderly and secure running of the facility

2.1.2 The Food Coordinators will conduct a count of the knives in the kitchen. The
count shall be done at the beginning of the watch and again at the end of the watch.

2.2 Searches/Clothing Exchange.

2.2.1 The Food Coordinators and Laundry Deputy shall thoroughly search the inmate workers before escorting them to and from their assigned work areas. When returning the inmates from the kitchen / laundry / supply areas, the Food Coordinators and Laundry Deputy shall strip-search the inmates before they are returned to their housing units. The strip search does not require an approved strip search form. The actual search must comply with policy / procedure section 502.11, sub-section 4.0.

2.2.2 Both the Food Coordinators and the Laundry Deputy shall investigate suspicious inmate activity and conduct random searches of inmates.

2.2.3 The Laundry Deputy and Food Coordinators shall insure that inmates are given a clean set of clothing after each work detail.

2.3 Facility meals.

2.3.1 The facility kitchen staff shall obtain meal counts from the custody staff prior to preparing each meal. If they believe any meal count may be incorrect, the facility kitchen staff will check to determine if meal counts have changed or need to be modified.

2.3.3 The facility kitchen staff is primarily responsible for the proper delivery of all inmate meals. Any delays in meal delivery shall be reported to the on-duty supervisor.

2.3.4 After meal service is complete, the Food Coordinators shall supervise the loading and return of the empty trays to the kitchen. Empty meal trays will be retained in the housing units once meal service is complete. Any significant delay in the return of meal trays to the kitchen will be reported to the on-duty supervisor.

2.4 Inmate disruptions/injuries.

2.4.1 The Food Coordinators will write all disciplinary markers, criminal and accident reports for incidents that occur in the kitchen and supply areas. The Laundry Deputy will write all disciplinary markers, criminal and accident reports for incidents that occur in the laundry. The Laundry Deputy may also assist the Food Coordinators with report writing as needed or assigned.

2.4.2 Both the Laundry Deputy and the Food Coordinators shall remove any disruptive inmates from work crews for staff/inmate safety. Section 4.3 details the specific steps to be taken when removing an inmate from the kitchen.

2.4.3 All injuries to inmate workers shall be reported to medical staff for evaluation and treatment. The Food Coordinators and the Laundry Deputy shall properly investigate the situations that occur in their assigned areas and document them with one or more of the following as appropriate:
Inmate accident report.
Disciplinary marker.
Crime report.
Maintenance request or other reports, depending upon circumstances.

2.4.4 The Food Coordinators and the Laundry Deputy shall notify Classification of any inmate who endangers him/herself or others by unsafe work habits. A Food Coordinator will escort any inmate in the kitchen, laundry, or supply areas to the medical offices for any medical treatment needed.

2.5 Documentation.

2.5.1 The Food Coordinators and Laundry Deputy will record their daily activities on their respective incident log. The log shall include:

- Hourly security checks.
- Searches of inmates/work areas.
- Inmate accidents or disruptive activity.
- Unusual occurrences or suspicious inmate activity.
- Other problems or hazards.

2.5.2 The Food Coordinators will insure that all headcounts and knife counts conducted in the kitchen are recorded in the log maintained.

2.5.3 The Laundry Deputy will ensure that all headcounts are recorded in the log.

3.0 General Protocol for Managing Kitchen/Laundry/Supply Inmates

3.1 Any established “red lines” in the kitchen, laundry, or supply areas will be observed and treated the same as “red lines” established in the housing units. Inmates will secure permission from assigned classified or custody staff before crossing any marked “red line.”

3.2 Classified (non-custody) staff members are responsible for the daily operations of their assigned areas, the organization of inmate work crews, and the assignment of specific inmate duties. The inmate supervision duties of classified staff members extend only to the assignment of work duties and general supervision of assigned inmate workers as they perform their duties. If any problems occur with the inmates that involve insubordination, deliberate refusal to work, horseplay, or any behavior that violates institutional rules, the classified staff member shall inform a Food Coordinator or Laundry Deputy of the problem. The Food Coordinators or Laundry Deputy will be responsible for addressing the issue and applying appropriate corrective or disciplinary measures.

3.3 When an inmate has been identified as having a behavior or disciplinary problem, that inmate will be immediately (temporarily) removed from the work assignment and placed back in the housing unit or other secure area. The Food Coordinators or Laundry Deputy will investigate the circumstances surrounding the behavior or disciplinary problem and take appropriate corrective action. In any case where an inmate worker is removed from the kitchen, laundry, or supply area, the on-duty
classification deputy shall be notified of the circumstances. The on-duty classification deputy (or shift supervisor) will determine where the inmate will be placed after the related investigations are concluded.

3.4 Custody staff working in the kitchen, laundry, and supply areas are present to maintain security and address institutional security issues. They shall not become otherwise involved with or interfere with issues related to matters beyond the scope of their assignment. Issues involving food, laundry, or supply processing or handling will be directed to the appropriate classified employee or supervisor.

3.5 Classified staff working in the kitchen, laundry, or supply areas are required to report security issues to the Food Coordinators or Laundry Deputy. Beyond reporting any security related issues, classified staff shall not become involved with or interfere with security issues relating to matters beyond the scope of their assignment. Any problems involving unresolved security issues or custody staff will be referred to the on-duty shift supervisor.

3.6 Except as otherwise directed by classified or custody staff, inmate workers in the kitchen, laundry, or supply areas shall remain inside those areas (in the building). Inmate workers directed to leave their assigned work areas shall remain under the direct visual observation of a staff member.
RIVERSIDE COUNTY SHERIFF’S DEPARTMENT
JOHN J. BENOIT DETENTION CENTER PROCEDURES MANUAL

TITLE: Food Coordinator

The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 509.01 (Food Coordinator) with the following procedural additions:

PROCEDURE

1.0 Food Coordinator

1.1 The Food Coordinator is to provide security for the kitchen while the inmate workers are working therein. Kitchen staff is responsible for assigning the type of work to be performed and is not to be interfered with by the Food Coordinator.

1.2 Custody staff assigned to the Food Coordinators’ position will only leave their assignment when properly relieved.

1.3 Custody staff assigned to the Food Coordinator position shall not take free food or meals unless authorized to do so by the facility commander or their designee.

1.4 The Food Coordinator shall not read unauthorized material, talk unnecessarily on the telephone, visit, fraternize with the inmate workers, or engage in any other activity that could draw his/her attention away from their duties.

1.5 The Food Coordinator shall attempt to maintain constant visual observations of the inmate workers.

2.0 Kitchen Inmate Workers

2.1 Contact the pod deputy in the inmate workers’ housing unit one hour prior to their job assignment so that the inmates can prepare for their work detail.

➢ Inmates shall be required to shower before and after work.

2.2 Ensure that all inmates assigned to work are accounted for. Any medical absence should be documented by a medical call off slip, issued by the medical staff.

2.3 Only those inmates that are reviewed and cleared by the classification Inmate Work Program Coordinator and medical staff can work in the kitchen.

2.4 The Food Coordinator will escort the inmate workers to the kitchen at the beginning of their workday and return them to their housing unit when their workday is completed.
2.6 The Food Coordinator will ensure that inmate workers receive a clean jumpsuit and undergarments, each day, immediately after they have completed their work in the kitchen. They will also be issued clean towels twice a week.

- Once the inmates are finished working inside of the kitchen, they shall be directed to remove all their clothing **EXCEPT for their T-shirt and boxers.**

- After they are strip-searched, they will be given a new pair of boxers, which they will change into before leaving the program room, then return to their cell.

- A second officer will supervise the inmates while one inmate at a time is directed to the dressing room for the strip search.

3.0 Feeding Guidelines

3.1 The Food Coordinator will call each housing unit for an accurate meal count and inform kitchen staff of any change in meal count or preparation.

5.0 Pill Call

5.1 The Food Coordinator will standby in the kitchen with the nurse during pill call for the inmate workers. The Food Coordinator, or any other non-medical staff member, will not dispense medication to kitchen workers.
6.3 The Food Coordinator shall complete disciplinary markers on inmates who violate inmate rules and regulations.

7.0 Security Checks/Headcounts

7.1 The Food Coordinator shall conduct regular security checks of the kitchen. The checks shall encompass the following:

- Facility inspection
- Doors secure
- Lights functioning
- Water leaks
- Presence of smoke or fire
- Emergency equipment in order
- Security and welfare of inmates
- Unsafe work conditions/unsafe work habits
- Suspicious inmate activity
- Inmate injuries/illness
- Inmate complaints
- Any other unusual activity that may affect the orderly and secure running of the facility.
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 509.01 (Food Coordinator) with the following procedural additions:

**PROCEDURE**

1.0 Responsibilities

1.3 The Food Coordinator is to provide security for the kitchen while the inmate workers are working therein. Kitchen staff is responsible for assigning the type of work to be performed and is not to be interfered with by the Food Coordinator.

1.2 Custody staff assigned to the Food Coordinators position will only leave their assignment when properly relieved.

2.0 Kitchen Inmate Workers

2.1 Contact the pod deputy in the kitchen worker’s housing unit one hour prior to their job assignment so the inmates can prepare for their work detail. Inmate workers shall shower before and after work.

2.2 The Food Coordinator will escort the kitchen inmate workers to the kitchen at the beginning of the workday and return them when their workday is completed.

2.3 Each inmate worker shall be strip searched before returning to his housing location. The strip searches shall be conducted in compliance with Department Policy 502.11 (Strip Searches).

2.4 A second custody staff member shall supervise the remaining inmate workers who are standing in the hallway.
2.5 In case of emergency operations, the kitchen inmate workers will be locked down.

2.6 The Food Coordinator will standby in the kitchen with the nurse during pill call for the kitchen inmate workers.

3.0 Feeding Guidelines

3.1 The Food Coordinator will call each housing unit for an accurate meal count and inform kitchen staff of any change in meal count or preparation.

4.0 Accountability

4.1 The Food Service Supervisor is responsible for ensuring that all knives are accounted for within the kitchen, signing off the checklist. The Food Service Worker advises the Food Coordinator if any knives are missing. In the event a knife or utensil is missing, the Food Coordinator will notify supervision immediately. No staff or inmates will leave the kitchen until the missing item is found.

4.2 The Food Coordinator shall not read unauthorized material, talk unnecessarily on the telephone, visit, fraternize with the inmate workers, or engage in any other activity that could draw his/her attention away from their duties.

4.3 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 in around the actual “hot” food preparation areas. This does not preclude the Food Coordinator from entering these areas to investigate or pursue security concerns.

4.4 Personnel assigned to the Food Coordinator position shall not take free food or meals unless authorized to do so by the facility commander or their designee.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 509.01 (Food Coordinator) with the following procedural additions:

PROCEDURE

1.0 Responsibilities

1.1 The Food Coordinator is to provide security for the kitchen while the inmate workers are working therein. Kitchen staff is responsible for assigning the type of work to be performed and is not to be interfered with by the Food Coordinator.

1.2 Custody staff assigned to the Food Coordinator’s position will only leave their assignment when properly relieved.

1.3 The Food Coordinator is responsible for searching all kitchen deliveries for contraband before the delivery enters the facility.

2.0 Kitchen Inmate Workers

2.1 Contact the pod deputy in the kitchen worker’s housing unit one hour prior to their job assignment so the inmates can prepare for their work detail. Inmate workers shall shower before and after work.

2.2 The Food Coordinator will escort the kitchen inmate workers to the kitchen at the beginning of the workday and return them when their workday is completed.

2.3 Each inmate worker shall be strip searched before returning to his housing location. The strip searches shall be conducted in compliance with Department Policy 502.11 (Strip Searches)

- This shall be done
- Strip Search Authorization Form 545 is not required.
2.4 A second custody staff member shall supervise the remaining inmate workers who are standing in the hallway.

2.5 In case of emergency operations, the kitchen inmate workers will be locked down.

2.6 The Food Coordinator will standby in the kitchen with the nurse during pill call for the kitchen inmate workers.

3.0 Feeding Guidelines

3.1 The Food Coordinator will call each housing unit for an accurate meal count and inform kitchen staff of any change in meal count or preparation.

4.0 Accountability

4.1 At the beginning of each shift, the Food Coordinator will take an inventory of all knives, cutting devices/utensils. The language “cutting devices/utensils” includes any part of any kitchen appliance used to cut foods in the kitchen. In the event a knife or utensil is missing, the Food Coordinator will notify supervision immediately. No staff or inmates will leave the kitchen until the missing item is found.

4.2 The Food Coordinator shall not read unauthorized material, talk unnecessarily on the telephone, visit, fraternize with the kitchen inmate workers, or engage in any other activity that could draw their attention away from their duties.

4.3 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 in around the actual “hot” food preparation areas. This does not preclude the Food Coordinator from entering these areas to investigate or pursue security concerns.

4.4 Personnel assigned to the Food Coordinator position shall not take free food or meals unless authorized to do so by the facility commander or their designee.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 509.01 (Food Coordinator) with the following procedural additions:

PROCEDURE

1.0 Responsibilities

1.1 The Blythe Jail does not currently staff a food coordinator position; however, custody staff shall assist the kitchen staff in the supervision of inmate workers and provide security for the kitchen area while it is open.

2.0 Kitchen Inmate Workers

2.1 All kitchen inmate workers shall be housed in housing unit B.

2.2 All kitchen inmate workers shall shower and be dressed completely before assuming duties in the kitchen area.

2.2.1 Any inmate worker refusing to follow the above guidelines shall be written a disciplinary marker and removed from inmate worker status, as well as making the appropriate entries into classification notes. Supervision shall also be informed.

3.0 Feeding Guidelines

3.1 Custody staff should escort inmate kitchen workers to the kitchen area by the requested time.

3.2 Custody staff shall provide the meal count to the kitchen staff at the requested time.

4.0 Accountability

4.1 Custody staff and kitchen supervisors are responsible for the proper accountability of knives in the kitchen area.

4.1.1 If a knife is discovered missing or cannot be accounted for, custody staff and supervision shall be notified. Action taken shall be the following:

- Notify supervision.
- Coordinate a thorough search of the kitchen and other areas to locate the missing utensil.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 509.02 (Food Service Health and Safety).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 509.02, (Food Services Health and Safety).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 509.02 (Food Service Health and Safety).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 509.02 (Food Service Health and Safety).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 509.02 (Food Service Health and Safety).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 509.03 (Food Service Management).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 509.03 (Food Service Management).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 509.03 (Food Service Management).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 509.03 (Food Service Management).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 509.03 (Food Service Management).
Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 509.04 (Inmate Meals) with the following procedural additions:

PROCEDURE

1.0 Meal Service

1.1 Due to the extensive layout of the Larry D. Smith Correctional Facility, staff responsible for the delivery of meals to housing units will have inmate workers assisting with the loading and unloading of food trays at each location.

1.2 To help prevent contamination and infestation of inmate meals, inmate trays shall not be placed directly on the ground. Inmate trays will be placed on provided risers, outside of Housing Units 1-14.

2.0 Meal Service for the General Population Housing Units

2.1 Custody staff will have all inmates seated at the tables before the meals are brought into the dayroom.

2.1.1 Custody staff will verify all inmates are locked down or bunked up before allowing the dayroom trustees to remove the food trays from the dayroom area.

2.2 The Housing Unit Runner shall count the meal trays delivered to the housing unit, from the kitchen, prior to distributing the trays to the inmates.
3.0 Housekeeping After Meal Service

3.1 Once all inmates have returned to their bunks and/or cells, the Housing Unit Deputy will give the inmate workers the food tray straps.

3.2 All empty trays will be cleared of food and trash, stacked inside gray bins provided for collection purposes, and returned to the highway for pickup.

3.3 The Housing Unit deputy shall supervise the inmate worker(s) to ensure that the following is completed:

   3.3.1 All trays will be stacked and strapped in groups of no more than 8 trays.
   3.3.2 All trays will be removed from the dayrooms and taken to the designated pick-up areas.
   3.3.3 After each meal, inmate workers shall be given the opportunity to use cleaning supplies to clean the housing unit.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 509.04 (Inmate Meals).
TITLE: Inmate Meals

The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 509.04 (Inmate Meals) with the following procedural additions:

PROCEDURE

1.0 Meal Service

1.1 To verify a fair meal rotation, custody staff must document the mealtime of each tier on the housing unit pass on log.

1.2 For serving meals, all dayrooms will be divided into two sections: upper tier and lower tier. Each section will receive a minimum of 15 minutes to consume meals.

1.3 Custody staff will close all cell doors before giving the other tier/section access into the dayroom area.

1.4 Once secured, custody staff shall unlock no more than one tier at a time and instruct the inmates to line up at the serving table fully dressed.

1.5 The serving of meals shall not take place until all inmates are lined up and all cell doors are closed and locked.

NOTE: At no time, shall the food cart be placed into the dayroom.

2.0 Housekeeping After Meal Service

2.1 Housing units will have a mandatory "lock down" after each meal to allow the inmate worker(s) an opportunity to clean.
TITLE: Inmate Meals

The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 509.04 (Inmate Meals) with the following procedural additions:

PROCEDURE

1.0 Meal Service

1.1 To verify a fair meal rotation, custody staff must document the mealtime of each tier on the housing unit pass on log.

1.2 For serving meals, all dayrooms will be divided into two sections: upper tier and lower tier. Each section will receive a minimum of 15 minutes to consume meals.

   ➢ The only exception will be A Pod; A Pod will not be divided as stated above. All inmates housed in A Pod will be served meals in their assigned cell.

1.3 Open dayrooms shall be conducted in the same manner by allowing no more than one tier to get off their bunks to line up.

2.0 Housekeeping After Meal Service

2.1 Housing units will have a mandatory lock down after each meal to allow the inmate worker(s) an opportunity to clean and prepare for inmate dayroom time

   2.1.1 Custody staff shall only allow three inmate workers (dayroom trustees) out for cleaning. All other inmates shall remain locked down. Inmate worker cell doors are to remain closed and locked.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 509.04 (Inmate Meals) with the following procedural additions:

**PROCEDURE**

1.0 Meal Service

1.1 Inmates in housing unit C shall be moved to the dayroom before feeding. Custody staff shall walk the tier to verify all inmates have moved from their cells and into the dayroom.

1.1.1 All inmates must move into the dayroom whether or not they want to eat.

1.2 Custody staff supervising the distribution of meals to a housing area shall ensure the number of meals going into the housing unit matches the number of inmates.

1.3 Custody staff distributing the meals to a housing area shall verify all meals contain equal portions and the food appears edible and properly prepared.

1.3.1 If a problem with the food is identified, the officer shall stop the feeding process and contact a supervisor and the kitchen staff so that other feeding arrangements may be made.

2.0 Meal Clean-Up

2.1 After breakfast and dinner, custody staff shall provide inmate workers with a broom, mop, mop bucket, trash bag, and toilet paper (as needed).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 509.05 (Food Budget).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 509.05 (Food Budget).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 509.05 (Food Budget).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 509.05 (Food Budget).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 509.05 (Food Budget).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 509.06 (Knives and Utensils Inventory and Storage).
The John. J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 509.06 (Knives and Utensil Inventory and Storage).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 509.06 (Knives and Utensil Inventory and Storage).
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**TITLE:** Knives and Utensils Inventory and Storage  **NUMBER:** 509.06

The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 509.06 (Knives and Utensils Inventory and Storage).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 509.06 (Knives and Utensil Inventory and Storage).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines as outlined in Department Policy 510.01 (Transportation Security).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 510.01 (Transportation Security).
The Robert Presley Detention Center shall follow and adhere to the guidelines as outlined in Department Policy 510.01 (Transportation Security).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.01 (Transportation Security) with the following procedural additions:

PROCEDURE

1.0 Shotguns

1.1 Cois Byrd Detention Center sworn personnel assigned to transport inmates on a medical run or any other type of transport run shall carry a shotgun in their transport vehicle.

1.2 There will be two shotguns assigned to Floor Operations.
   1.2.1 The shotguns will be kept in a secured locker outside the Intake slider.
   1.2.2 It will be the responsibility of the medical car deputy to verify his/her shotgun is functioning, loaded and secured in their assigned unit at the beginning of their shift.
   1.2.3 The deputy shall sign out a shotgun on the CBDC Intake/Med Car Shotgun Log inside the Intake Shotgun Locker.

1.3 There will be six shotguns assigned to the CBDC Transportation Unit.
   1.3.1 The shotguns will be kept in a secured locker inside the Transportation sally port area.
   1.3.2 Sworn personnel assigned to transport runs will retrieve a shotgun locker key from the shift corporal or designee, via the pass-through slot inside the Transportation Operations Office, prior to leaving and upon returning from their transport run. Once the shotgun has been logged out and in, the shotgun locker key will be returned to the shift corporal or designee.
   1.3.3 It will be the sworn deputy assigned to the transport run(s) to verify his/her shotgun is functioning, loaded and secured in their assigned vehicle after all inmates have been secured inside the vehicle.
   1.3.4 The sworn deputy assigned on the transport run will secure the shotgun in the locker prior to unloading any inmates off their vehicle.

1.4 The deputies shall sign out a shotgun on the Shotgun Log located inside the shotgun lockers in Intake and Transportation.

   1.4.1 The log will include the shotgun number, deputy’s name, identification number, date, time out, time returned and any pertinent notes regarding the shotgun that may be of use to the range master.
   1.4.2 The deputy shall secure the shotgun in their vehicle per the Vehicle Carrying Mode (Refer to DD# 10-006).
1.4.3 After the deputy's shift, he or she shall verify the shotgun is properly unloaded and secured in the Shotgun Lockers (Refer to DD# 10-006 and G.O. Sections 1001.06-1002.19).

2.0 Maintenance and Cleaning of Shotguns

2.1 Sworn personnel using the shotguns shall be responsible for inspecting them, prior to checking it out and annotating any pertinent information on the log for the range master.

2.2 The inspections and cleaning will be annotated on the Shotgun Cleaning Log inside the Intake Shotgun Locker. The Compliance Deputy will collect the completed logs, verify completeness, and give them to the Training Sergeant.

2.2 The range masters assigned to Floor Operations will be responsible for the overall maintenance of the shotguns assigned to the floor.

2.3 The range masters assigned to Transportation will be responsible for the overall maintenance of the shotguns assigned to Transportation.

NOTE: Non-sworn personnel are not authorized to drive a vehicle equipped with a shotgun, unless accompanied by a sworn peace officer.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 501.01 (Transportation Security) with the following procedural additions:

PROCEDURE
The Larry D. Smith Correctional Facility shall follow and adhere to Department Policy 510.02 (Court Transportation) with the following procedural additions:

**PROCEDURE**

1.3 Transportation staff will adhere to the Department Policy 510.01 (Transportation Security).

2.0 Primary Deputy Responsibilities

2.1 Morning Primary Deputy will be responsible for the following:

2.2 Afternoon Primary Deputy will be responsible for the following:
3.0 Secondary Deputy Responsibilities

3.1 Morning shift deputies assigned to the secondary position at Banning Court will be responsible for the following, prior to leaving SCF:

- Assist with searching and chaining inmates.
- Sign out a vehicle key from the automated key box in the Transportation Coordinator's office.
- Complete a roll call of the Banning Court inmates and then escort those inmates to the vehicle(s).
- Load inmate(s) in the vehicle(s) following classification guidelines.
- Inmate(s) will not be left in vehicle(s) unattended.
- Contact Sheriff's Dispatch with inmate count and vehicle information. SCF Transportation staff will refer to Corrections Policy 510.11 when contacting Sheriff's Dispatch.

3.2 Evening shift deputies assigned to the secondary position at Banning Court will be responsible for the following, when arriving at S.C.F.:

- Remove and secure shotguns and all other weapons outside the facility.
- Verify inmate(s) identity and secure inmate(s) in designated cell(s) or designated bus line(s).
- Submit all paperwork.
- Fuel and park vehicle(s) in the SCF Transportation area.
- Turn off the radio, lights, and all other electronic equipment.

3.3 Staff assigned to the secondary position, regardless of morning or evening assignment, will also be responsible for accepting and processing inmate court clothing from Monday through Friday, 1200 – 1800 hours daily. (Refer to section 7.0 of this procedure for additional information.)

4.0 Banning Court Holding

4.1 Transporting staff will contact Banning Court Central Control upon arrival, via HT or landline.
gate, transporting deputies will drive the vehicle(s) inside the enclosed sally port, checking for suspicious person(s) and/or vehicle(s). Once inside, the gate will be secured.

4.3 Prior to unloading any inmates, the security deputy will search the sally port area for contraband.

4.3.1 The inmates will be unloaded from the vehicle(s) and placed into a holding cell, observing all classification guidelines.

4.3.2 Once the inmates have entered the holding facility, armed staff will secure all weapons in the gun locker. If additional assistance is required to move the inmates into the holding facility, Court Services deputies may be utilized.

4.3.3 Weapons are prohibited inside the secured holding area of Banning Court.

5.0 Supervising Inmates

5.1 The welfare of all inmates held within the court holding facilities will be monitored once every 60 minutes. These checks are not intended to be a head count, rather an inmate welfare/security check. These checks are visual only. After each check, the deputy conducting the check will make a notation on the court log, indicating the time, the deputy name, ID#, and comments to include any identified inmate welfare problems.

5.2 When called upon by courtroom staff, deputies will remove the requested inmates from the courtroom and place them in a holding cell according to classification.

5.2.1 Inmate(s) will be escorted to the appropriate elevator for the assigned courtroom.

5.2.2 The Banning Central Control operator will not open the elevator doors on the courtroom floor without a visual of a Court Services deputy.

5.2.3 Inmate(s) will be escorted from the court to the court holding cells. The Court Services deputy will advise when the inmate is finished, and an elevator will be sent for that inmate.

5.2.4 Inmates will be searched and returned to the holding cells.

5.2.5 Transportation staff will not mix or move different inmate classifications to and from the courtrooms at the same time.

5.3 Banning Court staff will facilitate attorney visits when at all possible. Banning court staff will adhere to Department Policy 507.20 (Official Visits).

6.0 Emergency Procedures

6.1 In the event of a medical emergency, Banning Court staff will render first aid, call "911" for any serious medical emergency, and then notify a transportation supervisor.

6.1.1 A transportation supervisor or designee will assign a transportation staff member to respond to Banning Court to assist with the emergency.

6.1.2 If medical transport is necessary, a sworn transportation deputy will ride in the ambulance with the inmate. Two transportation deputies will respond from SCF to assist; one deputy to follow the ambulance in an unmarked Sheriff's unit, and one to...
remain at the court to serve as a replacement for the deputy riding in the ambulance with the inmate.

6.2 In the event the court holding facility requires emergency evacuation, all inmates are to be removed from the court holding facility via the nearest and safest route possible and loaded into transportation vehicles.

6.2.1 Transportation staff will notify Sheriff’s Dispatch and transportation supervision as soon as possible about the emergency evacuation.

6.3 In the event of an inmate escape, transportation staff will notify Sheriff’s Dispatch, the appropriate local law enforcement agency(ies), and a transportation supervisor as soon as possible.

6.3.1 Transportation staff will adhere to Department Policy 502.03 (Escapes).

7.0 Court Clothing Deposits

7.1 Court clothing will be accepted only for those inmates involved in jury trial or when an inmate’s case is trailing and awaiting a courtroom assignment.

7.1.1 Court Clothing will not be accepted by the lobby officer. Court clothing will only be accepted by a secondary deputy at the Banning Court.

7.2 Clothing will be accepted by appointment Monday through Friday, at the Banning Court, between 1200 and 1800 hours. Clothing will not be accepted on weekends or holidays. Persons showing up without an appointment may have to wait to make their deposit.

7.2.1 An appointment can be made by calling Banning Court Holding (951-572-5593) and asking for Court Clothing.
7.2.2 A deputy at Banning Court will take the phone call and set up an appointment.
7.2.3 Court clothing exchanges will take place in the Banning Court Lobby.

7.3 Exchanges or deposits of court clothing must be made no later than the day before they are needed.

7.4 Clothing for court purposes can be accepted from any inmate family member or friend. There is no limit to the number of exchanges; however, the exchanges must be made on a one-for-one basis, as only one set of clothing will be stored for each inmate.

7.4.1 The receiving deputy will determine whether the inmate is in trial or if their case is trailing.
7.4.2 The receiving deputy will check the court clothing log and class notes before accepting any court clothing.
7.4.3 Receiving deputies will accept only one set of clothing at a time, utilizing RSD Form 550. If a previous clothing deposit exists, they will be exchanged.
7.4.4 Inmate court clothing will be thoroughly searched and placed in a blue clothing bag, with the pink copy of the receipt in the bag. The inmate’s name
will be made visible.

7.4.5 Clothing bags will be stored in the Property Storage Closet.

7.5 All clothing transactions will be properly documented on a RSD form 550, with full identifying information and phone numbers for the person leaving the clothing.

7.5.1 RSD Form 550 includes a disclaimer regarding disposition of clothing within 10 days of trial completion.

7.5.2 RSD Form 550 distribution will be as follows: White copy to transportation, yellow copy to inmate’s file, pink copy will stay with clothing, and Golden Rod copy to depositing party.

7.5.3 RSD Form 550 is kept in the transportation coordinator supply cabinet.

7.6 All transactions will be documented in the court clothing log and in the inmate’s class notes.

8.0 Court Clothing Releases

8.1 Only staff assigned to the secondary deputy position will be permitted to release court clothing.

8.2 All clothing will be thoroughly searched prior to placing the items in a paper bag.

8.2.1 The pink copy of RSD Form 550, as well as the inmate’s page from the clothing log, will both be attached to the bag.

8.2.2 The inmate’s name and booking number will be written on the bag.

8.3 The secondary deputy will notify the depositor once the clothing is ready for release and document this action on the court log.

8.4 The court clothing room will be checked once a week for clothing that can be returned or otherwise disposed of.

8.5 Clothing not claimed within ten court days after completion of trial will be donated to the Inmate Welfare Fund.

8.6 After the clothes are picked up, or are released to the Inmate Welfare Fund, the form will be retained in the court clothing release book for one year.

9.0 Inmates Sentenced to Death, Life or a Lengthy Sentence

9.1 Once Court Holding staff receives information of an inmate sentenced to death, life, or to a lengthy sentence of 15 years or more, Court Holding staff will notify the Classification Unit at the facility where the inmate is assigned. The Classification Unit Deputies will annotate the notification in the inmates’ class notes. In addition, the Court Deputy will call to inform the transportation deputies.

9.2 The Classification Deputy will notify mental health staff. Mental health staff will evaluate the inmate to determine if the inmate needs enhanced supervision or mental health services.
9.2.1 The Classification Deputy will document in the inmate’s classification notes that mental health was notified.

9.3 When the Business Office staff receives court paperwork that reflects a death, life, or lengthy sentence of 15 years or more they will they notify classification of the sentence for follow-up.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 510.02 (Court Transportation) with the following additions:

PROCEDURE

1.0 Court Sign-out Deputy

1.1 The court sign-out deputy assigned to LJC will coordinate inmate movement to and from JBDC through the Transportation Coordinator.

2.0 Inmates Returning from Court after Receiving a Lengthy Sentence

2.1 Once LJC receives notification that an inmate has been sentenced to a lengthy sentence of 15 years or more, LJC will contact the on-duty Classification Coordinator and provide them with the inmate’s demographic information and length of sentence imposed.

2.2 The Classification Coordinator will be responsible for referring the inmate to Mental Health staff for evaluation, prior to the inmate returning to their assigned housing location.

2.2.1 If the inmate is currently housed at another facility and was transferred for court only, the Classification Coordinator will notify Mental Health staff and Classification, at the transferring facility, of the inmate’s demographic information and length of sentence imposed.

2.2.2 The Classification Coordinator will also document this notification in the inmate’s class notes.

2.3 Once the inmate has been evaluated by Mental Health, the Classification Coordinator will be responsible for coordinating with them to determine appropriate housing.

2.3.1 The Classification Coordinator will also make a class note entry detailing the inmate was evaluated by Mental Health and where the inmate was housed.

2.4 Anytime the Business Office receives a Jail Minute Order (JMO) that details an inmate has been condemned to a lengthy sentence of 15 years or more, they will verify, via class notes, the inmate was evaluated by Mental Health.

2.4.1 If there is no indication in class notes the inmate was evaluated, the Business Office staff member will notify the Classification Coordinator of the discrepancy.

2.4.2 The Classification Coordinator will be responsible for investigating the discrepancy and correcting the issue.
TITLE: Court Transportation

The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in the Department Policy 501.02 (Court Transportation) with the following procedural additions:

PROCEDURE

1.0 Hallway Coordinator

1.1 RPDC Transportation shall assign a Hallway Coordinator for morning court movement and an additional Hallway Coordinator for afternoon court movement.

1.2 The Hallway Coordinator shall work in the lead capacity and give direction to the other Transportation deputies to coordinate efficient movement of inmates within the unit.

2.0 Hallway Coordinator Responsibilities

2.1 Prior to inmates leaving the facility for routine movement, the Hallway Coordinator will be responsible for the following:

2.1.1 At the beginning of their shift, each Hallway Coordinator shall be briefed on any concerns effecting the unit.

2.1.2 Hallway Coordinators will receive a copy of the movement lists for each specific court and corresponding bus line to keep accurate account of all inmate movement in and out of the facility.

2.1.3 Hallway Coordinators are responsible to call down all inmates from their assigned housing units so they will be ready for transport at the assigned time.

2.1.4 Once inmates are in the Transportation area, custody staff shall assist with searching and restraining of inmates to allow for transport.

2.1.5 Inmates assigned to the Riverside Court shall be escorted to the Hall of Justice (HOJ) via the tunnel.

2.1.6 All other inmates being transported to outlying courts shall be placed in the proper cells labeled by court destination and classification status.

2.1.7 It is the responsibility of the Hallway Coordinator to check the Special Precautions and Keep Away Lists each day for the orderly running of the unit.

2.1.8 When buses arrive for transport, assigned custody staff will assist with escorting inmates to or from the bus sally port.

- The inmates shall be loaded in the bus according to the bus driver’s seating chart.

2.1.9 Inmates shall not be left in vehicles unattended.

3.0 Outlying Court Duties/Riverside Juvenile Court, Historic Court and Riverside Family Court
3.1 Riverside Juvenile Court

3.1.1 Transportation staff assigned to the Riverside Juvenile Court are responsible to account for all inmates that are due in court prior to leaving the facility.

3.1.2 Transportation staff shall verify they are in possession of a lunch for each inmate.

3.1.3 Transportation staff arriving at the Riverside Juvenile Court will park inside the court sally port to drop off inmates. Transportation staff will check for suspicious persons and vehicles. Once clear, the inmate(s) will be escorted into the facility.

3.1.4 The inmate(s) shall be placed into a holding cell while maintaining separation based on gender and classification status.

3.1.5 The welfare of all inmates will be monitored once every 30 minutes. The 30-minute checks are not intended to be a head count, rather an inmate welfare/security check. The check is visual only.

3.1.6 Once called, the inmate(s) shall be escorted to the appropriate courtroom.

3.1.7 When returned from the courtroom, the inmates shall be searched and returned to the appropriate holding cells to await transport back to RPDC.

3.1.8 Any court paperwork shall be handled by the court clerks.

3.1.9 Attorneys who are representing the inmates shall be allowed to confer with their clients while at the juvenile court.

- Assigned staff shall escort the inmate to the designated interview area.
- All materials being passed between the attorney and the inmate shall be inspected for contraband.
- The inmate shall be searched and placed back in the holding cell when the attorney is finished with the conference.

3.1.10 Child/Parent Visitations

- Visitation between the child and inmate parent will only occur upon an order by the juvenile court.
- The deputy will escort the inmate to the designated visiting area and provide security during the visit.
- Once the visit is complete, the deputy will search the inmate and return him/her to holding.

- In the event of a medical emergency in the holding area, assigned staff shall render first aid, call “911” for any serious medical emergency, and then notify a transportation supervisor.

- If an ambulance transport is necessary, a deputy shall ride in the ambulance with the inmate in accordance to Corrections Division Policy 510.01 (Transportation Security).

- When the inmate has been cleared from the hospital, the deputy shall call the Transportation Coordinator to arrange the return transportation.

3.1.12 In the event the court holding facility requires emergency evacuation, all inmates are to be removed from the court holding facility to the transportation

3.1.10 Child/Parent Visitations

- Visitation between the child and inmate parent will only occur upon an order by the juvenile court.
- The deputy will escort the inmate to the designated visiting area and provide security during the visit.
- Once the visit is complete, the deputy will search the inmate and return him/her to holding.
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3.2 Historic Court

3.2.1 Transportation staff assigned to conduct a transport to the Historic Court are responsible for all inmates which are due in court and are accounted for.

3.2.2

3.3 Riverside Family Court

3.3.1 Transportation staff assigned to transport to the Riverside Family Court are responsible for all inmates due in court and that they are accounted for.

3.3.2

4.0 Inmates returning to RPDC

4.1 Assigned transportation staff will help escort the inmates into the Transportation holding area from the vehicles arriving from outlying facilities.
4.2 The Hallway Coordinator will designate where inmates will be moved to according to their movement lists.

4.3 Inmates housed at RPDC will be sent back to their housing locations once it is confirmed that the housing unit is clear to receive them.

- A meal will be provided to the inmate if it is time for a meal and the housing units have already fed.

4.4 Any RPDC paperwork arriving on the transport runs will be taken by the Hallway Coordinator to the business office.

5.0 Any vehicle(s) utilized during a shift shall be refueled and parked on the Transportation ramp in the designated area.

- Staff shall verify the vehicle is secured and the radio, lights, etc. are turned off.

6.0 Inmates Sentenced to Death, Life, or a lengthy sentence

6.1 Court Deputy shall notify the Transportation Deputy (e.g., HOJ) on the length of sentence given, if over 15 years.

6.2 Transportation Deputy will notify their supervision and the Classification unit of the inmate's sentence. Transportation Deputy shall escort the inmate to Male Intake and secure the inmate in an interview booth to be seen by Mental Health. Transportation Deputy shall document the inmate's movement and pending Mental Health status in class notes.

6.2.1 Classification will ensure the interview takes place and a Mental Health Assessment form is submitted from Mental Health and documented in class notes prior to the inmate returning to their assigned housing unit.

6.3 Court Services will fax a copy of the Remedial Plan Form to the RPDC Transportation Sergeant.

6.3.1 The Transportation Sergeant will place a copy of the fax in the inmate's Booking file in the Business Office.

6.3.2 The Transportation Sergeant will verify Class notes are entered and Notifications were made to the facility where the inmate is housed.

6.3.3 The Transportation Sergeant will make an entry in the Floor Supervisors Pass-on Log regarding the notifications

6.4 When Business Office staff receive court paperwork that reflects a death, life, or lengthy sentence of 15 years or more, they will check the inmate's classification notes to see if mental health has been notified of the inmate's sentence.

6.4.1 If no classification notes have been entered documenting mental health notification, Business Office staff will contact Classification and advise them of the sentence.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.02 (Court Transportation) with the following procedural additions:

PROCEDURE

1.0 General Information

1.1 Transportation of Cois Byrd Detention Center inmates to and from court shall be done by the Transportation Unit.

2.0 Pro-Per and Non-Pro-Per Inmates and Court Paperwork

2.1 Inmates who are pro-per shall be allowed to bring legal paperwork to and from court as needed. These documents should be related to their current court case. Prior to being transported to court, the documents and/or envelopes shall be thoroughly inspected for contraband.

2.2 Non-Pro-Per inmates, who have obtained a court order to transport their legal paperwork to court, may do so as needed. These documents should be related to their current court case. Prior to being transported to court, the documents and/or envelopes shall be thoroughly inspected for contraband.

4.0 Inmates Sentenced to Death, Life, or a Lengthy Sentence
4.2 Class notes shall be entered noting the sentence imposed on inmate, placement of inmate at Intake to see mental health staff and notification made to supervision.

4.3 Upon completion of mental health evaluation, inmate will be escorted to assigned housing location or alternate location if enhanced supervision and/or further medical health services are needed.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 510.02 (Court Transportation) with the following procedural additions:

PROCEDURE

1.0 Inmates Sentenced to Death, Life or a Length Sentence

1.1 Once Court Transportation/Blythe Jail Floor staff receive information of an inmate sentenced to death, life, or to a lengthy sentence of 15 years or more, they will notify the Classification Unit at the facility where the inmate is assigned.

1.2 The Classification Deputy will notify Mental Health. Mental Health will evaluate the inmate to determine if the inmate needs enhanced supervision or behavioral health services.

1.3 The Classification Deputy will document in the inmate’s classification notes that behavioral health was notified.

1.4 When Business Office staff or Staff assigned to the “Desk” receives court paperwork that reflects a death, life, or lengthy sentence of 15 years or more, they will check the inmate’s classification notes to see if Mental Health have been notified.

➢ If no classification notes are entered, documenting Mental Health have been notified, Business Office staff or the “desk” staff will contact Classification to advise them of the sentence.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in the Department Policy 510.03 (Inmate Movement and Transfers).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 510.03 (Inmate Movement and Transfers).
The Robert Presley Detention Center, shall follow and adhere to the guidelines outlined in Departmental Policy 510.03 (Inmate Movement and Transfers) with the following procedural additions:

PROCEDURE

1.0 General Information

1.2 The primary deputy will be responsible for overseeing the transfer run, maintain all paperwork and headcount.

2.0 Pre-Departure Responsibilities

2.1 The bus shall be checked-out per RPDC procedure 510.09 (Vehicle Use).

2.2 The primary deputy shall meet with the Transportation Coordinator and receive a copy of the transfer list.

2.3 The primary deputy will maintain communication with CCMU/HMU staff to coordinate the most current add-ons/scratches.

2.4 Inmates shall not be left unattended in any transportation vehicle.

3.0 Blue Bus Line

3.1 The Blue bus line originates from RPDC and will transport transfers/sign-outs to the Larry Smith Correctional Facility. These inmates might be destined to Banning, Indio and Blythe courts.

3.1.1 It is imperative, the Blue Bus Line shall depart RPDC before 0500 hours so that all inmates assigned to Blythe court will arrive on time.

3.2 The primary & support deputies will allocate all necessary inmate property, B.O. files, medical files and transfer mail.

3.3 Inmates will be fed a sack-lunch at Transportation, prior to departure.

3.4 The primary deputy will take roll-call of all inmates boarding the bus.

3.5 All bus lines must be separated by classification and board by classification.
3.6 Arrival at Larry D. Smith Correctional facility:
3.6.1 The primary deputy will verify that all inmates destined to Indio & Blythe, are made available to Yellow Bus Line deputies. All other inmates destined to SCF will be made available to SCF transportation staff.
3.6.2 The primary deputies will conduct headcount and appropriate property and files for inmates destined to be transferred to RPDC for court or medical appointments.

3.7 All inmates listed on the Blue Bus Line "Inmate Movement List," will be transported to RPDC.
3.8 Primary and support deputies will assist the AM Hall Coordinator as needed.

4.0 Green Bus Line
4.1 The Green Bus Line originates from RPDC and is scheduled to transport transfers and sign-outs to SCF and CBDC.
4.2 The primary & support deputies will appropriate all necessary inmate property, B.O. files, medical files and transfer mail.
4.3 The primary deputy will take roll call of all inmates boarding the bus
4.4 All bus lines must be loaded and separated by classification.
4.5 Arrival at SCF:
4.5.1 The primary deputy will verify that all inmates destined to Indio, are made available to Yellow line deputies. All other inmates destined to SCF will be made available to SCF transportation staff.
4.5.2 The primary deputies will conduct headcount and appropriate property and files for inmates destined to be transported to RPDC for court or medical appointments.
4.6 The Green Bus Line primary deputy will verify that any inmates listed on the transfer list, destined to CBDC, board the bus, along with inmate property and B.O. files.
Green Bus Line will transport CBDC inmates who have completed their court hearing or medical appointment at SCF.
4.7 Arrival at CBDC:
4.7.1 Both deputies will verify that all inmates, property and paperwork is unloaded.
4.8 The Green Bus Line will transport any inmates returning to RPDC.

5.0 Red/White Bus Line
5.1 The red line originates from RPDC and is tasked with transporting court sign-outs and Indio transfers. The red line will only transport to SCF and meet yellow line
6.0 State Chain

6.1 The primary & support deputy will be responsible for overseeing the transfer run, maintain all paperwork and conduct headcount. The following items must follow all inmates to their destined prison:

6.1.1 Prison packet.
6.1.2 Inmate medical packet.
6.1.3 Inmate property
6.1.4 A check with total monies, of all inmates, paid to the designated prison.

6.2 The support deputy along with Transportation’s AM Hall staff will chain and load all inmates on to the bus.
7.1.2 The Transportation Office Coordinator will telephone Riverside Juvenile Hall and advise the inmate will be picked-up within 15 minutes.

7.2 The transporting deputy will proceed to the Garfield street gate entrance, at the rear of the juvenile hall. Use the remote control to open the gate.

7.3 The transporting deputy will then proceed into the internal sally port by using the same gate opener. (Caution, the antenna on some of the vans will hit the top of the overhead fence in the internal sally port area, so check the overhead clearance if you are driving a van. If the van will not fit into the sally port, load the inmate(s) just outside of the sally port, using caution.)

7.3.1 Once inside the internal sally port and the gate is closed, the deputy will exit the vehicle, push the call-button or use the internal phone and await Juvenile Hall staff prior to loading/unloading any inmates.

7.3.2 All juvenile inmates must be received and returned chained. For officer safety, all inmates will be searched before boarding any RSO vehicle.

7.3.3 The transporting deputy will maintain radio communication with dispatch, and will provide destination, starting vehicle mileage and ending vehicle mileage.

7.3.4 The transporting deputy will complete a “Daily Transportation Log and Vehicle Inspection” (RSD Form 566).

7.4 Pursuant to Welfare and Institutions Code 208(a), prohibit, “...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.”
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 510.03 (Inmate Movement and Transfers).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 510.03 (Inmate Movement and Transfers).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 510.04 (Out of County Transfers) with the following procedural additions:

PROCEDURE

1.0 General Information

1.1 SCF personnel tasked with out of county transfers shall verify the following:

1.2 Coordinate with Riverside Transportation for the transfer of the inmate to RPDC for ultimate transfer to the requesting agency.

1.3 SCF staff shall follow Facility Procedure 506.18b (State Prison Commitments), for transfer of inmates pending state prison commitments.
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 510.04 (Out of County Transports) with the following procedural additions:

PROCEDURE

1.0 Out of County Transfers

1.1 JBDC staff will coordinate with Riverside Transportation for the transfer of an inmate to RPDC for transfer to an outside requesting agency, with exception to the following.

1.1.1 Inmates with OOC holds for San Diego County will be transferred to CBDC for pick up.

1.1.2 Inmates with OOC holds for Imperial County will be transferred to CBDC for pick up.
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 510.04 (Out of County Transfers) with the following procedural additions:

PROCEDURE

1.0 General Information

1.1 The RPDC Transportation Unit is responsible for most out of county transports. This includes: State prison runs, statewide runs, and out of county transfers. Each of these specific transports will be addressed in this procedure.

2.0 Preparation for Out of County Transfers

2.1 The Transportation Coordinator shall maintain a current list of the out of county transfers that need to be transferred and picked up at LASD, OCSD, SBSD and SDSD.

2.1.1 The current list of transfers and pick-ups shall be documented on the Out of County Transfer sheet.

2.1.2 The Transportation Coordinator shall provide the business office with a copy of the transfer sheet on the day prior to the transfer.

- This allows the business office to begin rolling the files for the inmates being transferred out during the night shift.
- Inmates being transferred from RPDC shall be ready by 0600 hours.
- The primary deputy shall be responsible for all paperwork.
- If the inmates are not ready by 0600 hours, the Transportation Coordinator shall notify the appropriate transportation supervisor.

2.1.3 The Transportation Coordinator shall give the assigned deputies the transfer list indicating the inmates being transferred to the other facility and the inmates to be picked up either by warrant or court order.

2.1.4 The transporting deputies shall obtain two (2) copies of the court order. One court order shall go to the out of county facility, if the inmate is being picked up in that manner, and the other copy shall go to the RPDC booking desk.

2.1.5 The Transportation Coordinator shall give the assigned deputies all of the Riverside County warrants the inmates are to be picked up on.

2.1.6 All inmates transferred to another county facility, per court order, shall have a RPDC notice of detainer stapled to the property bag.

2.1.7 The inmates being transferred to an out of county facility or are being picked up by an out of county agency, shall be brought to the transportation area and placed into a transportation holding cell.
2.1.8 The Transportation Coordinator or the Statewide Coordinator shall sign off the release file and verify the inmate's money and property, with the inmate, are brought to the transportation area.

3.0 Preparation for Local State Prison Runs

3.1 State prison runs may be staffed with one or more deputies; Statewide prison runs shall be staffed with a minimum of two deputies, with at least one armed.

3.2.1 The primary deputy shall be responsible for verifying the following paperwork prior to leaving RPDC

- Verify that the original court paperwork includes the following; Inmate's name, date of birth, state prison and term sentenced to, court seal, signature of the clerk and name of the judge. (If the commit lacks the requirements, the state prison will not accept the commit or the inmate.)

- The primary deputy shall verify there is original court paperwork, medical file, and money receipt for all inmates scheduled for drop off.

- The primary deputy shall verify the inmate money receipts match the check issued and the check is signed and made out to the appropriate prison. The inmate money receipts shall be filed in Transportation for three months.

- The primary deputy shall verify the Riverside County Detainer form is transported with every inmate where a Detainer form was provided for the inmate by the RPDC Business Office.

- The Riverside County Detainer form will be attached to left side of the release file folder with any warrant, detainer or hold from the outside agency and be inside of a blue Sign-Out cover folder. Note: The blue cover folder will indicate the inmate is a Sign-Out and will have a Detainer form in the release file.

- Assigned staff shall obtain a cellular phone so contact can be maintained with RPDC. The names of the deputies, cell phone number, and destination shall be placed on the transportation coordinator's board.

- Assigned staff shall secure all inmate property in the vehicle and take enough restraints for inmates to be picked up.

- The check for the statewide trip, containing the monies for the transporting deputies, should be cashed the day prior to the statewide trip.

- The inmates shall be appropriately restrained for the transport to the state prison.

- A roll call and headcount shall be conducted to verify the right inmates are being transported.

- The transporting deputies shall load the inmates, inmate property, all necessary paperwork, the statewide briefcase and a cellular telephone onto the bus.

- If sack lunches are taken for inmates, they shall be placed in an ice chest.

4.0 Transporting Inmates, General Procedures
4.1 The inmates shall be loaded in the vehicle following all classification procedures.

4.2 The transporting deputies shall proceed directly to their destination.

4.3 In the event a transportation vehicle is followed by a suspicious vehicle; deputies should not deviate from the original course. Deputies shall take the following steps:

- Radio dispatch, or telephone 911, and request assistance giving the suspicious vehicle's description, license plate number if possible, your location and direction of travel.
- Request a patrol unit be dispatched to your location to stop the suspicious vehicle.
- Do not stop the vehicle, proceed to your destination.

4.4 The transporting deputies shall call the scheduled correctional facilities if running behind or are ahead of the scheduled pick up time.

4.5 During Statewide transportations, the transporting deputies shall call the Rio Cosumnes Correctional Center (RCCC) in Sacramento and advise the number of inmates (overnight only) that will be housed for the night.

4.6 Receipts shall be kept for all expenses.

4.7 The inmates shall be appropriately restrained at all times.

4.8 While in transit, restroom facilities that must be used by inmates will first be inspected, and then the inmate shall be escorted one at time. Restraints will not be removed.

4.10 Inmates shall not be left in any vehicles unattended.

4.11 Meals:

- Transporting deputies may check with other correctional facilities for a sack lunch if sack lunches were not brought from RPDC. It is at the discretion of the transporting deputies if they want to purchase meals from a restaurant for the enroute inmates. If meals are purchased, receipts must be retained.
- Inmates shall not be taken into a restaurant under any circumstance.

5.0 Transportation to County Correctional Facilities (other than Riverside County)

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5.1 Once at the destination, one deputy shall contact the transportation office and pick up the property and the Riverside County warrant abstracts of the inmates to be picked up, as well as the out of county warrants.

- The transporting deputies shall contact the Transportation Coordinator and advise him/her of their arrival.
- The deputies shall ask if there are any holds on any of the inmates from another agency other than Riverside County.
- If there are any holds on the inmates, the transporting deputies shall document the holding agency on the transfer sheet and verify a copy of the hold from the requesting agency is attached.

5.2 The transporting deputies shall escort the transferred inmates into the facility, and they will be processed by the accepting agency.

- The deputies shall verify all inmate property is released to the agency accepting the transfers.
- The deputies shall verify the agency accepting the transfers' sign the Riverside County Detainer form, if one is provided for any inmate.
- The white copy of the Riverside County Detainer form shall be left with the receiving officer of the outside agency.
- The yellow copy of the Riverside County Detainer form shall return with the deputies to RPDC and delivered to the RPDC Business Office.

5.3 Once all transfers and their property have been accepted, the transporting deputies shall pick up the transfers for Riverside County.

- All inmates shall be thoroughly searched prior to being restrained.
- Transporting deputies shall properly restrain all inmate transfers.
- The inmate transfers shall be loaded in the vehicle following all classification procedures.

5.4 Prior to leaving the facility, the transporting deputies shall verify they have the correct number of inmates, checked against the out of county sheet prepared by the Transportation Coordinator, their personal property, and all pertinent paperwork.

5.5 Transporting deputies shall contact the Transportation Coordinator and give an approximate arrival time for RPDC.

6.0 Transporting Inmates to and from State Prison

6.1 The cell phone shall be turned on at all times while driving in the transportation vehicle.
6.3 Assigned staff shall locate the weapons lock-up and follow all rules and regulations posted by the state prison.

- These rules and regulations are usually posted near the front gate of the state prison.

6.4 State Prison drop-off procedure.

- Take all the inmate property and paperwork into receiving and release (R&R) prior to unloading the inmate(s).
- The inmates shall be unchained only at the direction of state personnel.
- All Riverside County inmate clothing shall be retrieved after the state officer's dress out the inmates in state clothing.
- If the inmate jumpsuits and shoes are left at the state prison, the following state chain run shall pick up the jumpsuits and shoes.
- All restraints shall be retrieved.
- RPDC staff shall obtain body receipts on all inmates received by the state.

6.5 State Prison pick-ups

- Locate the records department if the state prison requires the process to go through their records department.
- Deliver a copy of the court transportation order to the records department.
- Assigned staff shall obtain the proper paperwork, which would contain one or more of the following: a CDC Detainer and a Body Receipt from the records' office.
- Drive the vehicle to receiving and release (R & R).
- The CDC officer in charge of "Out to Courts" shall be contacted and given the paperwork received from the records department.
- Completed copies of the CDC Detainer, Body Receipt, Medical history, and a photo of the inmate shall be obtained from the CDC officer.
- The primary deputy shall verify the inmate's identification, property and money.
- The inmate shall be thoroughly searched, in accordance with policy 502.11, prior to being accepted by RPDC transportation staff.
- The inmate shall be properly restrained.

7.0 Return to RPDC

7.1 Transporting deputies shall escort the new inmate transfers to the transportation area and place the inmates in a holding cell according to classification.

7.2 The transporting deputies shall verify all inmate property and paperwork is accounted for.

7.3 All inmates being booked into RPDC, per court order or warrant, shall be taken to Male/Female intake and booked in.
7.4 The transportation deputies will advise intake of all inmates who meet the current misdemeanor cite criteria.

7.5 Once all inmates are booked into RPDC their names and warrant/court order case numbers shall be documented on the transfer sheet.
PROCEDURE

1.0 General Information

1.1 For the exception of Imperial and San Diego County Sheriff’s Department, the Robert Presley Detention Center is designated as the primary inmate drop off/pick up location for outside agencies.

2.0 Transportation Coordinator Duties

2.1 The Transportation Coordinator assigned to the morning shift shall conduct the following duties:

3.0 Transfer List

3.1 In the event the inmate listed on the transfer list (Hot Sheet) is not housed at the Cois Byrd Detention Center, the Transportation Coordinator shall complete the following:
3.1.1 Notify Cois Byrd Detention Center Headcount Coordinator to arrange to have the inmate transferred to Cois Byrd Detention Center at least one day prior to the actual transport day.

3.1.2 If the inmate’s last day is the actual day of transport, contact the Cois Byrd Detention Center Headcount Coordinator to have the inmate transported with the early morning court run on the same day.

3.1.3 Female inmates are not currently housed at the Cois Byrd Detention Center; therefore, the Cois Byrd Detention Center Transportation Unit or Floor Staff (on weekends) will transport all female inmates to the Cois Byrd Detention Center on the evening before or morning of the scheduled departure/arrival.

3.1.4 If there is an inmate with an Imperial County warrant housed at a facility other than Cois Byrd Detention Center, the Cois Byrd Detention Center Headcount Coordinator will be contacted and advise the inmate needs to be transferred to Cois Byrd Detention Center in Imperial County.

4.0 Release of Out of County Inmate

4.1 The Cois Byrd Detention Center Release Officer shall notify the Transportation Coordinator when the inmate has completed the release process and is ready for pick-up. The Transportation Coordinator will then report to the release area to complete the following tasks:

4.2 Reconfirm the identity of the inmate scheduled for transport.

4.4 Obtain the inmate’s property, money, Transfer Discharge Health Summary and Detainer, if applicable.

4.6 Advise the assigned transport deputies of all pertinent information, including the location of all items that must accompany the inmate(s) to San Diego County.

4.7 Provide the transport deputies with a cellular phone as an additional means of communication in the event of an emergency.

5.0 Transport Deputy

5.1 The transport deputies assigned to the Cois Byrd Detention Center shall complete the following prior to departure:

5.2 Confirm the identity of the inmate(s) scheduled for transport.

5.3 Verify all inmate property; money and necessary paperwork accompany the inmate.
5.4 Verify all inmate leg and waist restraints are properly secured.

5.5 Transport inmates observing inmate classifications.

5.6 Deliver inmate to the receiving facility, following the agency’s guidelines for the bookings.

5.7 Maintain inmate accountability at all times.

6.0 San Diego Transports

6.1 The transporting deputy shall complete the following when transporting inmates from San Diego County to Cois Byrd Detention Center:

6.2 Prepare each inmate for the booking process by filling out a Receiving Sheet and verify a copy of the warrant is attached.

6.3 Upon San Diego County Sheriff’s arrival to the Cois Byrd Detention Center, the Transportation Coordinator will complete the following:

6.3.1 Verify the inmate’s identity and warrant information.
6.3.2 Verify the transporting deputy signs the inmate’s release file in the area designated for release to another agency.
6.3.3 Verify the transporting deputy has all necessary documents and property.
The Blythe Jail shall follow and adhere to the guidelines outlined in the Department Policy 501.04 (Out of County Transfers) with the following procedural additions:

PROCEDURE

1.0 General Information

1.1 Blythe jail personnel assigned to process out of county transfers shall complete the following:

1.1.1 Confirm with the other agency the identity of the individual wanted, generally confirmed through teletyping the agency.
1.1.2 Contact the medical personnel and obtain medical files or information.
1.1.3 Obtain the inmate property and money.
1.1.4 Coordinate with the Headcount Management Unit for the transfer of the inmate to the appropriate facility in order to affect the transfer to the requesting agency.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in the Department Policy 510.05 (Medical Transportation).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 510.05 (Medical Transportation).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in the Department Policy 510.05 (Medical Transportation) with the following procedural additions:

**PROCEDURE**

1.0 Riverside University Health System-Medical Center (RUHS) Assignment

1.1 The RPDC transportation Unit is responsible for transporting inmates to RUHS for pre-arranged medical appointments, except for dialysis.

1.2 The RUHS assignment shall be staffed with an appropriate deputy to inmate ratio.

1.3 The primary deputy is responsible for all paperwork for this assignment.

1.4 RPDC floor operations deputies are responsible for all unscheduled medical transportation runs to RUHS.

1.5 Due to staffing shortages, some pre-arranged medical appointments may be covered by RPDC floor operations.

2.0 Duties Prior to Leaving the Jail

2.1 The primary deputy shall collect the medical appointments from the transportation office along with a vehicle.

2.1.1 All vehicle inspection and use procedures shall be followed.

2.2 The primary deputy shall fill out the RPDC Hospital Run Log with the information from the medical appointment forms.

2.2.1 Transporting personnel to medical runs or RUHS appointments shall be familiar with the inmate’s classification and security risk before leaving the facility.

2.3 Custody staff shall assist in searching, restraining, and escorting inmates as needed.

2.4 Transporting personnel for outpatient medical appointments shall verify the sack lunches are provided and placed into an appropriate ice chest for delivery to the hospital.
2.8 Inmates shall not be left in vehicles unattended.

3.0 Duties at the Riverside University Health System-Medical Center (RUHS)

3.1 The immediate area shall be checked for suspicious vehicles and/or persons upon arriving at RUHS.

3.3 Prior to the removal of the inmate(s) and opening of the transportation vehicle doors, the transporting deputy shall conduct a visual inspection ensuring the applied waist chains and cuffs are still secure.

3.4 Inmate(s) shall be placed into one of three holding cells according to classification.

3.5 Sack lunches shall be kept in the ice chest designated for RUHS and placed in the hallway next to the control pod.

3.6 Once the inmate(s) are secured in the holding cells, and additional outpatient clinic custody staff are available to supervise the inmate(s), the primary deputy shall deliver the necessary medical paperwork to the appropriate location throughout the hospital.

3.7 Custody staff assigned to the outpatient clinics shall remain available to deliver inmates to the appropriate clinic.

3.8 While escorting inmates through RUHS, custody staff shall remain mindful of their surroundings for potential security concerns.

3.8.1 The escorting deputy shall check the interior of the clinic/office.
3.8.2 The escorting deputy shall remain with the inmate at all times and pay close attention to the interaction of the medical staff and the inmate.
3.8.3 For safety reasons, and when possible, the escorting deputy shall place themselves in a position of advantage and in close proximity of the inmate.
3.8.4 The escorting deputy shall not remove the restraints from the inmate unless it is medically necessary for the purposes of the examination or treatment which cannot be completed if the inmate remained restrained.

- If the restraints have to be removed, the inmate should be restrained in a manner that does not interfere with the medical procedure being performed, but still serves to keep the inmate secured.

3.9 Upon Conclusion of the appointment, the inmate shall be escorted back to the DCU with any medical paperwork provided by clinic staff.

3.10.1 If the inmate is admitted to the hospital, custody staff shall remain with the inmate until properly relieved.

3.10 Custody staff shall ensure that all inmate(s) are fed while they are temporarily housed at the DCU.

3.11 Upon conclusion of the clinic appointments, custody staff shall properly restrain the inmates and facilitate their transport back to the facility.

4.0 Return to RPDC

4.1 Upon arrival at the facility, transporting custody staff shall call Sheriff's Dispatch and log-off their call sign designator and advise they are out of service.

4.2 Upon arrival at the facility, transporting custody staff shall unload all inmate(s) and conduct a cursory search of the interior of the vehicle.

4.3 The inmates returning from clinic appointments shall be escorted into the transportation section of the facility. Inmates returning from unscheduled medical runs (24-hour watch), or who were discharged from the DCU, shall be escorted to Male Intake and the following will be done:

4.3.1 The restraints will be removed.
4.3.2 Assigned staff shall conduct a thorough search in accordance with Department Policy 502.11 (Strip Searches).
4.3.3 The inmates shall be placed into a transportation or intake holding cell.
4.3.4 Inmates returning from the DCU, or a 24-hour watch, shall be evaluated by the Intake Nurse.

4.4 If the inmates have missed feeding, they will be fed, and then rehoused.

4.5 If the inmates have not missed feeding, they can be sent directly back to their RPDC housing location.

4.6 The primary deputy shall do the following:

4.6.1 Time stamp all the paperwork and turn the paperwork in to the medical staff.
4.6.2 Complete the medical log, documenting the time of arrival at the clinic, the time the inmate was seen and the time the examination was completed.
4.6.3 If returning from a medical run, supervision, Floor Operations, and Classification Unit staff shall be notified of the inmate's return.

4.7 The vehicle shall be serviced and parked in the proper space.

5.0 Inmates housed in a hospital room outside of the Detention Care Unit (DCU), sometimes referred to as a “24-hour watch.”

5.1 Inmates who are outside the facility shall be secured with waist and leg chains. The supervisor may waive this requirement for inmates in housed in a room at a hospital due to medical reasons, after consulting with the classification sergeant and/or watch commander or designee.

5.2 For security purposes, any inmate who is outside the jail facility for medical treatment shall be accompanied at all times by an armed deputy sheriff for security purposes. When a second uniformed employee is needed as stated below, a correctional deputy may be deployed. Dependent on the inmate's security risk, the supervisor may choose to send additional personnel to facilitate the 24-hour watch.

5.3 During normal operations, the custody staff shall not allow the inmate to have visitors or telephone calls. If the inmate has not been transferred to the Detention Care Unit within two weeks, inquiries for visitation and telephone calls shall be forwarded to the shift sergeant for review.

5.3.1 The shift sergeant will forward the information to the classification sergeant. The classification sergeant will get prior approval from the watch commander or designee.

5.4 Once the inmate is transferred to DCU, DCU procedures will apply.

5.5 When the inmate is medically released for a return to the facility, the transporting deputy shall return to the facility with the inmate.

6.0 Terminally Ill Inmates

6.1 In the case of terminal illness, an inmate’s next of kin will only be notified by the watch commander or designee.

6.2 Medical staff (e.g., Doctor, Critical Care Social Liaison or Social Worker) will determine when death may be eminent. This information should be provided to the deputy providing security.

6.3 Upon receiving the eminent death notification, custody staff shall notify the shift sergeant. Additional notification will be made to the DCU supervisor if the inmate is an admitted patient at RUHS.

6.4 The shift sergeant shall notify the watch commander or designee.

6.5 The watch commander, or designee, will only notify an inmate's next of kin if the inmate is not physically able, or mentally capable, to make the notification on their
own behalf.

6.6 The watch commander, or designee, may take into account the security risk of the inmate, the overall safety of transporting officers, and the safety of hospital staff when determining whether or not to and allow visits.

6.7 If visits are granted, at least two deputies shall be posted at the room for security measures (one with the inmate and one at the door) at all times. Custody staff will utilize a paper visiting log to document all visitors entering the room. Visitors will be subject to the following guidelines:

- Only two family members will be allowed at any given time.
- Children shall be accompanied by an adult.
- Visitors may be subjected to a cursory search and are not allowed to bring personal items other than those items normally allowed during regular visiting at the facility.
- Visits shall be limited to one hour or less as determined by medical staff for the medical well-being of the inmate.
- The shift sergeant will ensure the visitors' information is documented in the inmate's classification notes in JIMS.
- Visits may be canceled at any time for the security of the deputies, medical staff or inmate.

6.8 The sergeant shall document next of kin notification on the facility Supervisors Pass-On Log.

6.9 When an inmate passes away while as a patient of a hospital, custody staff shall refer to the Robert Presley Detention Center Procedure 501.12 (Inmate Deaths) for the documentation and notification process.

6.9.1 The Jurupa Valley Station is the designated agency for investigating inmate deaths at RUHS as it is an extension of RPDC.

6.9.2 Information contained in the report submitted by custody staff shall include:

- Inmate's name and booking number;
- Date the inmate was admitted to the DCU or hospital;
- Inmate's medical condition prior to expiring;
- Date and time inmate was pronounced deceased;
- Name of attending doctor;
- Name of attending nurse;
- Name of the RPDC sergeant advised of the inmate death;
- Date and time the Jurupa Valley Station or Central Homicide Unit personnel were notified;
- The Coroner's name, the Coroner's report file number; and the Jurupa Valley Station or Central Homicide Unit "In Custody Death" report file number.

6.9.3 Once the body is in the custody of the Coroner's Office, custody staff overseeing the security of the decedent are relieved.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 510.05 (Medical Transportation) with the following procedural additions:

PROCEDURE

1.0 General Information

1.1 All medical and special transports are to be completed through the Transportation Sally Port.

2.0 Duties Prior To Leaving the Facility

2.1 The primary deputy shall collect the Medical Appointments from the Transportation Office and obtain an assigned vehicle.

2.1.1 A vehicle inspection shall be conducted per existing policy.

2.2 The primary deputy shall fill out the "Riverside University Health System-Medical Center Runs" form with the necessary information.

2.2.1 Transporting personnel assigned to RUHS runs shall be familiar with the inmate’s classification and security risk before leaving the facility.

2.3 Custody staff shall assist in searching, restraining, and escorting inmates as needed.

2.4 Transporting staff assigned for outpatient medical appointment shall verify sack lunches are provided and placed into an appropriate ice chest for delivery to the hospital.

2.5 Inmates shall not be left in vehicles unattended.

3.0 Duties for outpatient clinic appointments at the Riverside University Health System-Medical Center (RUHS)

3.1 The immediate area shall be checked for suspicious vehicles and/or persons upon arriving at RUHS.
3.4 Inmate(s) shall be placed into one of three holding cells according to their classification.

3.5 Sack lunches shall be kept in the ice chest designated for RUHS and placed in the hallway next to the control pod.

3.6 Once the inmate(s) are secured in the holding cells, and additional outpatient clinic custody staff are available to supervise the inmate(s), the primary deputy shall deliver the necessary medical paperwork to the appropriate location throughout the hospital.

3.7 Custody staff assigned to outpatient clinics shall remain available to deliver inmates to the appropriate clinic.

3.8 While escorting inmates through RUHS, custody staff shall remain mindful of their surroundings for potential security concerns.

3.8.1 The escorting deputy shall check the interior of the clinic/office.

3.8.2 The escorting deputy shall remain with the inmate at all times and pay close attention to the interaction of the medical staff and the inmate.

3.8.3 For safety reasons, and when possible, the escorting deputy shall place themselves in a position of advantage and in close proximity of the inmate.

3.8.4 The escorting deputy shall not remove the restraints from the inmate unless it is medically necessary for the purposes of examination or treatment which cannot be completed if the inmate remained restrained.

- If the restraints have to be removed, the inmate should be restrained in a manner that does not interfere with the medical procedure being performed, but still serves to keep the inmate secured.

3.9 Upon conclusion of the appointment, the inmate shall be escorted back to the DCU with any medical paperwork provided by clinic staff.

3.10 Custody staff shall verify that all inmates are fed while they are temporarily housed at the DCU.

3.11 Upon conclusion of the clinic appointments, custody staff shall properly restrain the inmates and facilitate their transport back to the facility.

4.0 Return to CBDC

4.1 Upon arrival at the facility, transporting personnel shall unload all inmates and conduct a cursory search of the interior of the vehicle.

4.2 The inmates shall be escorted into the transportation section of the facility, and the following shall be conducted:
4.2.1 The restraints will be removed.
4.2.2 Custody staff shall conduct a search in accordance with Department Policy 502.11 (Strip Searches).
4.2.3 The inmates shall be placed into a transportation holding cell.

4.3 If the inmates have missed a routine meal, they will be fed in Transportation before being sent back to their assigned housing unit.

4.4 If the inmates have not missed a routine meal, they can be sent directly back to their assigned housing location.

4.5 Upon conclusion of the medical transport, the primary deputy shall do the following:

4.5.1 Time stamp all paperwork and give it to the appropriate medical staff.
4.5.2 Complete the appropriate medical log documenting the time of arrival at the clinic, the time the inmate was seen, and the time the examination was completed.
RIVERSIDE COUNTY SHERIFF’S DEPARTMENT
BLYTHE JAIL PROCEDURES MANUAL

TITLE: Medical Transportation
NUMBER: 510.05

The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 510.05 (Medical Transportation) with the following procedural additions:

PROCEDURE

1.0 General Information

1.1 Blythe Jail staff members are responsible for the transportation of Blythe jail inmates to and from locally scheduled medical and dental appointments.

1.2 Only armed deputies shall make transports to the local hospital or if approved to a doctor’s office as directed by medical staff.

1.3 All inmates shall be placed in restraints as outlined in Department Policy 503.08 (Restraint Devices).

1.4 For appointments that are scheduled at the Riverside University Health System-Medical Center (RUHS) or the Robert Presley Detention Center, Blythe Jail inmates will be transported via the regular Indio jail transport or by special transport as needed.

1.5 All inmates returning to the Blythe Jail from medical and dental appointments shall be thoroughly searched and properly returned to their housing unit.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 510.06 (Special Transports).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 510.06 (Special Transports).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 510.06 (Special Transports) with the following procedural additions:

PROCEDURE

1.0 Death Penalty (San Quentin) Runs

1.1 RPDC is the primary facility to handle all special transportation runs for inmates who are sentenced to death.

1.2 A Transportation supervisor shall make arrangements for inmates to be transported to appropriate State Prison facility upon being sentenced to death.

1.3 Upon sentencing an inmate to death, court staff will notify the appropriate Transportation Unit. A Transportation supervisor shall be made immediately aware of this status.

   1.3.1 The Transportation supervisor shall advise the transportation lieutenant of the order.

1.4 Per 1217 P.C., inmates sentenced to death row shall be transported within 10 days from the time of judgment.

2.0 Significant Public Benefit Parolee special transportation runs:

2.1 Special transportation runs occasionally arise from the issuance of a court order involving nationals from countries outside the United States. The court order is issued and lists the potential witnesses as “Significant Public Benefit Parolees.” These “Parolees” may or may not be considered criminals in their country. United States Government Code Title 8, Section 1182 makes it necessary for local law enforcement to take custody and control of Significant Public Benefit Parolees.

2.2 All requests shall be forwarded to a sheriff’s Transportation Unit supervisor as soon as the order is signed and issued by the judge.

   2.2.1 The lieutenant in charge of Transportation shall be immediately made aware of the order.

2.3 The facility commander or his/her designee will coordinate with supervision in Transportation to accommodate the needs of transporting and monitoring those designated as Significant Public Benefit Parolees.
2.3.1 Supervision in charge of transporting and monitoring of the Significant Benefit Parolees shall contact the supervisor at the Immigration and Naturalization Service (Officer of Immigration Litigation: 202-616-4870) in Washington, D.C. and verify required security measures.

2.3.2 The Immigration and Naturalization Service will determine the "level of custody" required. (i.e., The level of custody may require 24-hour security, or it may only require that law enforcement pick the Significant Public Benefit Parolee(s) up at the point of entry and deliver the Parolee(s) to a named destination; without round-the-clock security.) This determination must be made prior to the Significant Public Benefit Parolee(s) entering the United States and the sheriff's department assuming control of them.

2.4 The projected cost for providing staff, transportation, and other arrangements are to be determined by the Transportation supervisor or his/her designee prior to picking up the Significant Public Benefit Parolee(s). This information shall be forwarded, via chain of command, to the person/agency requesting the witness(es) presence.

2.5 The Transportation lieutenant should contact the Vice Consul of the originating country from which the Significant Public Benefit Parolee(s) reside. A manual titled Foreign National Consular Notification gives the phone number and information on how to contact Vice Consul for different countries. The Vice Consul may meet with the arriving parolee(s) at the point of entry and explain certain requirements set forth by law enforcement.

2.6 Prior to responding to the point of entry and assuming custody of the Significant Public Benefit Parolee(s), confirmation with Immigration and Naturalization will be made by the supervisor in charge of the operation to determine the required paperwork in order to receive said person(s).

2.6.1 Prior to responding to the point of entry and assuming custody several other issues must be considered based on the "level of custody":
- Staffing level decided against number of "Parolees" (no fewer than 2 deputies; either 2 sworn or 1 sworn with one non-sworn.)
- Physical restraints (determined by level of custody)
- Method of Transportation.
- Type and manner of search for the persons and property of the Significant Public Benefit Parolee(s) upon acceptance by the sheriff's department.
- Housing location (County Counsel will be responsible to litigate with defendant's counsel as to the location of where the Significant Public Benefit Parolee(s) shall be housed.)
- Meals: type (sack, hot, restaurant, etc.) where they are to be served (room, restaurant, court, etc.)

2.7 Sheriff personnel assigned to receive custody of the Significant Public Benefit Parolees will take custody of those persons from the Immigration and Naturalization Service at the designated point of entry (e.g., Mexico Border, airport, etc.).

2.8 The Immigration and Naturalization Service, as well as the U.S. Customs, shall be allowed to search the parolee and complete necessary paperwork prior to delivering
the Significant Public Benefit Parolee(s) to Riverside Sheriff personnel.

2.9 To promote and expedite understanding and safety, every effort should be made to ensure that at least one deputy is assigned with the Significant Public Benefit Parolee(s) who speaks their native language.

2.10 All persons requesting to visit with the Significant Public Benefit Parolee(s) while in the Sheriff’s custody shall be pre-approved by a sergeant (or above) overseeing the operation. These persons shall be subject to search and a criminal record check prior to visiting with the Significant Public Benefit Parolee(s). Those requesting to visit must also have a valid, photo identification as determined by the supervisor in charge or his/her designee.

2.11 Sheriff personnel (a sergeant and those assigned) will return the Significant Public Benefit Parolee(s) to the Immigration and Naturalization Service at the designated time and point of departure from the United States.

2.12 The Sergeant overseeing the operation shall forward the final cost sheet to the Transportation Lieutenant and Accounting and Finance through County Counsel. The decision as to who will ultimately be responsible for incurring the cost of the project will be made by the court.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in the Department Policy 510.06 (Special Transports).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 510.06 (Special Transports).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 510.07 (Transportation Coordinator(s)) with the following procedural additions:

PROCEDURE

General Information

To facilitate inmate movement, several specific assignments have been designated. The following positions work together to provide safe and secure inmate movement during the transportation of inmates:

- Court Liaison (1.0)
- Office Coordinator (2.0)
- Hall Coordinator (3.0)
- Line Coordinator (4.0)

1.0 Court Liaison

1.1. The Court Liaison will create a “Housing Unit Court List”. The Housing Unit Court List is to include all SCF inmates requiring transportation for court, medical/clinic, dental, Mental health, or transfer. The Court Liaison will distribute the Housing Unit Court List to all housing units.

1.2. The Court Liaison will notify supervision of any Juvenile, Patton or any special runs.

2.0 Office Coordinator

2.1. The Office Coordinator will direct deputies to assist with inmate movement.

2.2. The Office Coordinator will assign Transportation Personnel and Vehicles for any special runs.

3.0 Hall Coordinator

3.1. The Hall Coordinator will secure a copy of the Universal Transfer List.

3.2. Notify all housing units via telephone or provide a list and advise to send court and/or transfer inmates to Transportation.

   3.2.1 Separate all inmates according to classification and place them into the appropriate holding cells with the door clearly marked with their specific classification.

   3.2.2 Inmate head count will be taken.

   3.2.3 The Hall Coordinator will check the Universal Transfer List and other
available resources to determine inmate keep-away information. These inmates from within SCF and incoming inmates from outside facilities will be kept separate and have color matching “keep-away flags” placed on their waist chains.

3.3 The Hall Coordinator will feed inmates temporarily housed in the Transportation holding cells.

3.4 The Hall Coordinator will notify the nursing staff of any inmate medical problems or medical emergencies.

3.5 Refer to Department Policy 502.11 (Strip Searches) and 503.08 (Restraint Devices) for further information.

4.0 Line Coordinator

4.1 The Line Coordinator will secure a copy of the Universal Transfer List familiarize themselves with the inmate movement for that time period.

4.2 At end of shift the Line Coordinator is responsible for ensuring court, medical/clinic, mental health, dental or transfers are in their respective housing location. If there are discrepancies, supervision shall be notified.

4.3 Both Transportation Shifts will thoroughly search the inmate workers and supervise them while they clean Transportation. This includes cells, hallways, bathrooms, and offices.

- The inmate workers shall be directed to sweep, mop, wax, and buff the floors of the Transportation area. They shall also wash down the walls and baseboards of Transportation when necessary.
- Transportation Staff will take the trash out at the end of each day.
The John J. Benoit Detention Center will follow and adhere to the guidelines outlined in Department Policy 510.07 (Transportation Coordinator(s)) with the following procedural additions:

PROCEDURE

To facilitate inmate movement, several specific assignments have been designated. The following positions work together to provide safe and secure inmate movement during the transportation of inmates.

1.0 Court Liaison

1.1 The Court Liaison will create a "Housing Unit Court List". The Housing Unit Court List is to include all JBDC inmates requiring transportation for court, medical/clinic, dental, Mental health, or transfer. The Court Liaison will distribute the Housing Unit Court List to all housing units.

1.2 The Court Liaison will notify supervision of any Juvenile, Patton or any special runs.

1.3 The Court Liaison will assist the Transportation, Hall, and Line Coordinators as needed.

2.0 Transportation Coordinator

2.1 The Transportation Coordinator will obtain the original court calendar and a copy of the Universal Transfer List.

2.2 The Transportation Coordinator will direct deputies to assist with inmate movement.

2.3 The Transportation Coordinator will assign Transportation staff and vehicles for any special runs.

2.4 At end of shift the Transportation Coordinator is responsible for ensuring court, medical/clinic, mental health, dental or transfers are in their respective housing location. If there are discrepancies, supervision will be notified.

3.0 Hall Coordinator

3.1 The Hall Coordinator will secure a copy of the Universal Transfer List.

3.2 The Hall Coordinator will notify all housing units via telephone or provide a list and advise to send court and/or transfer inmates to Transportation.
3.2.1 Separate all inmates according to classification and place them into the appropriate holding cells with the door clearly marked with their specific classification.

3.2.2 Inmate headcount will be taken.

3.2.3 The Hall Coordinator will check the Universal Transfer List and other available resources to determine inmate keep-away information. These inmates from within JBDC and incoming inmates from outside facilities will be kept separate and have color matching "keep-away flags" placed on their waist chains.

3.3 The Hall Coordinator will insure that inmates temporarily housed in Transportation holding cells are fed.

3.4 The Hall Coordinator will notify the nursing staff of any inmate medical problems or medical emergencies.

4.0 Line Coordinator

4.1 The Line Coordinator will secure a copy of the Universal Transfer List familiarize themselves with the inmate movement for that time period.

4.2 At end of shift the Line Coordinator is responsible for ensuring court, medical/clinic, mental health, dental or transfers are in their respective housing location. If there are discrepancies, supervision will be notified.

4.3 Both transportation shifts will thoroughly search the inmate workers and supervise them while they clean Transportation. This includes cells, hallways, bathrooms, and offices.

4.3.1 The inmate workers will be directed to sweep, mop, wax, and buff the floors of the Transportation area. They will also wash down the walls and baseboards of Transportation when necessary.

4.3.2 Transportation Staff will take the trash out at the end of each day.
TITLE: Transportation Coordinator(s)  NUMBER: 510.07

The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 510.07 (Transportation Coordinator(s)) with the following procedural additions:

PROCEDURE

General Information

The Robert Presley Detention Center is responsible for the majority of inmate transportation and movement to court. To facilitate this inmate movement, several specific assignments have been designated. The following positions work together to provide safe and secure inmate movement:

- Warrant Desk Coordinator (1.0)
- Morning Primary Deputy (2.0)
- Statewide Coordinator (3.0)
- Hall Coordinator (4.0)

1.0 Warrant Desk Coordinator

1.2 Collecting the transportation mail from the RPDC briefing room and transportation orders from the mail tray in the Business Office. Collect transportation warrant abstracts and transportation teletypes from the printer in the Transportation Coordinator’s Office.

1.3 All court orders shall be time stamped and sorted according to the agency and/or facility holding the inmate. (LASO, SBSO, OCSO, SDSO, State Prison, etc.)

1.3.1 The Warrant Desk Coordinator shall review each court order for the following information: Full name, DOB, booking or State Prison number, housing location, location to be transported, original signature of the judge issuing the order and a court seal.

1.3.2 The Warrant Desk Coordinator shall determine which agencies need to be contacted first. This will be based on the date the inmate is ordered to court.
If the agency is local (LASO, SBSO, SDSO, OCSO, etc.) Make arrangements to have the inmate picked up by the RPDC Transportation Unit or brought to RPDC by the other agency.

1.4 The warrant abstracts, teletypes, and transfer sheet shall be sorted according to the agency holding the inmate (e.g., LASO, SBSO, OCSO, SDSO, State Prison).

1.5 The Warrant Desk Coordinator shall refer to the following schedule when determining pick-up and drop-off arrangements from the facility.

- Monday: SBSO to RPDC
- Tuesday: RPDC to LASO
- Wednesday: RPDC to local state facilities (CIM, CIW, CRC)
- Thursday: OCSO to RPDC
- Friday: LASO to RPDC

1.5.1 If the inmate bailed out of custody, or has been cite released, list his/her name on the out of county transfer sheet and the date he/she was released. Additionally, write the date and type of release on the warrant abstract and notify the business office or the transportation unit of the respective agency.

1.6 The Warrant Desk Coordinator shall list all transferring inmates on the “Roll-up sheet,” the day prior to the expected transfer date. Additionally, a copy of the Roll-up sheet shall be given to the Business Office.

1.6.1 For transfers being conducted by RSO personnel, a copy of the “Roll-up sheet” shall be given to the transporting deputy(s) to confirm who is being transferred or picked up from the other agency.

1.6.2 When transfers are being conducted by an allied agency, both Male and Female Intake shall be given a copy of the list pertaining to the incoming transfers.

1.6.3 The original transfer sheet shall be completed by the Warrant Desk Coordinator and scanned into REDS.

1.7 The Warrant Desk Coordinator shall provide all inmates being transported to other facilities or jurisdictions have been placed in a pre-assigned Transportation holding cell and have been fed during the regularly scheduled meal times.

1.7.1 Floor personnel shall feed the state chain inmates and early morning transfers that are not a regularly scheduled transportation run.

1.7.2 The kitchen shall be contacted, and sack lunches shall be ordered for inmates attending outpatient medical appointments before 0500 hours each morning. Lunches should arrive by 0630 hours.

- If the kitchen staff fails to deliver the sack lunches by 0630 hours, the Warrant Desk Coordinator shall notify a Transportation supervisor immediately.
The transport deputy will work with medical and the kitchen to verify special diets for court inmates are obtained as needed.

1.7.3 Hot meals shall be ordered for the inmates being fed in the Transportation holding cells and sack lunches shall be ordered for inmates located in the Hall of Justice.

1.8 Equipment and vehicles:

1.8.1 The Warrant Desk Coordinator shall verify all transportation vehicles, keys and HT's are accounted for.

1.8.2 If vehicles are missing, the Warrant Desk Coordinator shall contact the Intake sergeant to find out if floor personnel are using the vehicle.

1.9 Court Calendar:

1.9.1 The Warrant Desk Coordinator shall circle the housing unit locations on the court calendar of all inmates going to court for the day.

1.9.2 All calendars received from outlying courts (e.g., Juvenile Court) shall be compared to the jail calendar for conflicts. The Warrant Desk Coordinator shall make the necessary corrections during the comparison. 1.9.3 The court calendar shall be photocopied for use by additional Transportation staff.

1.10 The Warrant Desk Coordinator shall verify a copy of the corrected court calendar is delivered to the facility Business Office.

1.11 Preparation of daily assignment sheet.

1.11.1 All Transportation personnel shall be assigned to one or more transportation function.

1.11.2 The Warrant Desk Coordinator shall determine how many inmates will be going to HOJ, RUHS, or other locations and mark the number of inmates for those respective areas on the assignment sheet.

1.11.3 The Warrant Desk Coordinator shall assign the appropriate number of vehicle(s) for each assignment.

1.12 The Warrant Desk Coordinator shall re-assign Transportation personnel during the day as dictated by need.

1.13 The Warrant Desk Coordinator shall prepare assignments for the upcoming week based on transportation orders and the estimated court calendar.

1.14 On a daily basis, the RPDC Warrant Desk Coordinator will be responsible for verifying all inmate files, and Department internal are delivered to the facility Business Office.

2.0 Morning Primary Deputy
2.1 The primary deputy shall secure an H.T. and a copy of the court calendar immediately after briefing. The court calendar shall include all Riverside courts as well as any outlying courts (e.g. Juvenile Court).

2.2 Calling the inmates to Transportation:

2.2.1 Each housing unit within the facility shall be advised which inmate is scheduled for court and when to send their respective inmates to the Transportation Unit.

2.2.2 Upon arrival, separation of classification status will be maintained. Inmates will be searched and placed into a pre-designated holding cell.

2.2.3 The Morning Primary Deputy shall check the court calendar and other available resources to determine inmate keep-away information. Inmates from within the facility, and those coming in for court from outside facilities, will be kept separate and have color matching “keep-away flags” placed on their waist chains.

2.3 Searching and chaining inmates:

2.3.1 While keeping the proper inmate to staff ratio, inmates will be instructed to step out of the cell and to place their backs against the wall.

2.3.2 A cursory search shall be conducted on all inmates.

2.3.3 Upon completion of the search, the inmates shall be instructed face the wall in preparation to be restrained.

2.3.4 Assigned staff shall properly restrain all inmates.

2.3.5 Once restrained with the appropriate waist chain and leg shackles, the inmates shall be placed back into the appropriate Transportation holding cell.

2.3.6 This process shall be repeated until all inmates within the Transportation Unit have been searched and restrained.

2.4 Escorting to the Hall of Justice.

2.4.1 Before leaving the Transportation Unit, the inmates shall be told their respective courtroom number.

2.4.2 All inmates shall be restrained with waist chains and leg shackles unless documented by medical staff of an existing medical condition. If a medical condition exists, the inmate will be restrained by other means.

2.4.3 Inmates shall line up on the red and yellow lines facing the door to the Transportation Coordinators Office.
2.5 Confirmation

2.5.1 The Morning Primary Deputy shall confirm all inmates going to the Hall of Justice have been accounted. The completed court calendar shall be given to the Warrant Desk Coordinator for retention.

3.0 Statewide Coordinator

3.1 Court Orders - The Statewide Coordinator shall receive court orders for transportation and arrest warrants for persons who are presently incarcerated anywhere in the state except Riverside, Los Angeles, San Bernardino, Orange and San Diego Counties.

3.2 The Statewide Coordinator shall collect all transportation court orders from the District Attorney’s Office, the facility Business Office, the facility Lobby, and the Transportation mailbox located in the second floor Briefing Room.

3.3 All court orders shall be lodged in the Court Order Tracking System (COTS) and sorted according to agency and/or holding facility.

3.3.1 The Statewide Coordinator shall review each court order ensuring it contains the following information: The inmate’s full name, date of birth (DOB), booking or state prison number, housing facility, location to be transported, signature of judge issuing the order and a court seal.

3.4 The Statewide Coordinator shall coordinate with the California Department of Corrections and Rehabilitation (CDCR) and the Department of Juvenile Justice (DJJ) facilities located throughout the state.
3.4.2 All inmate pickups shall coincide with their respective court appearance dates and/or be consistent with the time parameters contained in Section 821 and 822 of the California Penal Code.
3.4.3 The Statewide Coordinator shall schedule a return to state prison, on a selected basis, CDCR inmates who have completed legal matters in Riverside County and are eligible to return.

3.5 Statewide Run - The Statewide Coordinator may receive telephone calls and or emails from state prisons and other county correctional facilities throughout the state. The agencies will notify the Statewide Coordinator when inmates are being released from their custody who have active holds or warrants with Riverside County.

3.5.1 The Statewide Coordinator shall coordinate inmate pick-ups with the various state and county agencies.

3.6 The Statewide Coordinator shall prepare a weekly routing schedule for the Statewide team.

3.6.1 The schedule shall show the trip number, the trip dates, the day number of the trip, the duty hours for the transporting personnel, the inmate’s correctional facility, the correctional facilities telephone number, the Statewide personnel’s ETA to the correctional facilities, the inmates full name, the inmates CDCR or booking number, and the inmates charges.

3.6.2 The schedule shall be established in the order the inmates are to be picked up.

3.6.3 The routing schedule may be revised and updated prior to and during the Statewide trip.

3.6.4 Copies of all paperwork necessary to pick up inmates shall be included with the routing schedule.

3.7 The Statewide Coordinator shall update, as needed, a letter of special instruction for the statewide trips.

3.8 A pre-departure briefing shall be conducted with the transporting deputies prior to the Statewide trip.

3.9 The Statewide Coordinator shall prepare and receive sufficient advance funds for the Statewide personnel.
3.10 The Statewide Coordinator shall provide current telephone numbers and gas cards to the transporting personnel.

3.11 Federal Prisoners - The procedures for federal prisoners are the same as for state prisoners. The court order for federal prisoners is typically ten (10) page in length and is referred to as a “ten-point letter” by the federal prisons.

3.12 Record Keeping - The Statewide Coordinator shall maintain financial and related data files and Statewide liaison files.

  ➢ The Statewide Coordinator shall prepare monthly statistical reports for transportation supervision.

4.0 Transportation Hall Coordinator

4.1 The daily cleaning of the transportation area.

  4.1.1 The inmate workers that are assigned by the Classification Unit are to be used for cleaning.
  4.1.2 The Hall Coordinator shall thoroughly search the inmate workers and supervise them while they clean the transportation area which include cells, hallways, bathrooms, and offices.
  4.1.3 The inmate workers shall be directed to sweep, mop, wax, and buff the floors of the transportation area. They shall also wash down the walls and baseboards of the transportation area when necessary.
  4.1.4 The inmate workers shall empty all trash in the transportation area and replace all trash can liners.

  ➢ The Hall Coordinator shall take the trash to the loading dock at the end of the day.

4.2 The Transportation Hall Coordinator shall feed inmates temporarily housed in the transportation holding cells.

  4.2.1 As soon as the meals arrive, the Hall Coordinator shall verify the inmates temporarily housed in the transportation holding cells are fed.
  4.2.2 The Hall Coordinator shall collect all food trays and notify the kitchen that the food cart is ready for pick up.
  4.2.3 The Hall Coordinator shall supervise the cleaning of the cells upon completion of feeding.

4.3 The Hall Coordinator shall notify the Intake Nurse of any inmate medical problems or medical emergencies.

4.4 The Hall Coordinator shall maintain the inventory of supplies kept in the utility closet and within the Transportation Coordinator’s Office.

  4.4.1 If additional supplies are needed, the Hall Coordinator shall fill out an RPDC Supply Request Form and submit it to a Transportation Supervisor for approval.
4.4.2 The Hall Coordinator shall take the signed supply request form to the Loading Dock and collect the necessary supplies.

4.5 Acceptance of court clothing.

4.5.1 Civilian clothing shall be accepted only for those inmates involved in jury trials or when an inmate’s case is trailing and awaiting a courtroom assignment.

4.5.2 Clothing will be accepted by appointment Monday through Friday, between 1030 hours and 1600 hours. Clothing will not be accepted on weekends or holidays.

4.5.3 On special circumstances, the facility Property Room deputy can accept court clothing Monday through Friday, between 1800 and 2300 hours. Arrangements will be made through the Transportation Hall Coordinator.

4.5.4 Arrangements for exchanges or deposits of court clothing shall be made at least one day in advance.

4.5.5 Court clothing will be accepted from anyone. There is no limit to the number of exchanges; however, the exchanges must be made on a one-for-one basis, as only one set of clothing will be stored for each inmate.

- The Hall Coordinator shall determine if the inmate is in trial, or his case is trailing.
- The Hall Coordinator shall check the court clothing log and class notes before accepting any court clothing.
- RPDC Transportation will accept only one set of clothing at a time. If a previous clothing deposit exists, they will be exchanged.
- RSD Form 550 will be completed.

Inmate court clothing shall be thoroughly searched and placed in a green clothing bag with the pink copy of the receipt in the bag with the inmate’s name visible. The bag shall be placed in the court clothing closet.

4.5.6 Clothing will not be accepted by the lobby deputy. All transactions must be made with the Hall Coordinator.

4.5.7 All transactions will be documented in the court clothing log and in the inmate’s classification notes.

4.6 Release of court clothing.

4.6.1 All court clothing to be released shall be placed in a paper bag.

- Thoroughly search the clothing prior to placing the items in a paper bag. Attach the pink copy of the 550 to the bag.
- The inmate’s page from the clothing log shall be removed and attached to the bag.
- The inmate’s name and booking number shall be written on the bag.

4.6.2 Notify the depositor the clothing is ready for release. Document your action on the court clothing log.
4.6.3 The Hall Coordinator will check the court clothing closet once a week for clothing that can be returned or otherwise disposed of.
4.6.4 Clothing not claimed within ten court days after completion of the trial will be donated to the Inmate Welfare Fund.
4.6.5 After the clothes are picked up, or are released to the Inmate Welfare Fund, the 550 RSD Form is kept in the court clothing release book for one year.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 501.07 (Transportation Coordinator(s)) with the following procedural additions:

**PROCEDURE**

**General Information**

The Cois Byrd Detention Center (CBDC) is responsible for inmate transportation and movement to court. To facilitate this inmate movement, several specific assignments have been designated. The following positions work together for safe and secure inmate movement:

- **Transportation Coordinator (Corporal or designee)** (1.0)
- **A.M. Hallway Lead #1 and #2** (2.0)
- **P.M. Hallway Coordinator** (3.0)

1.0 Transportation Coordinator

1.1 Collecting the original court calendar by 0230 hours from the Business Office.

1.2 Collecting the transportation mail, warrant abstracts transportation teletypes and copies of the court orders from the mail tray in the Business Office.

1.2.1 The Transportation Coordinator shall review each court order for the following information: full name, date of birth, booking or state prison number, housing location, location to be transported, original signature of the judge issuing the order and a court seal.

1.2.2 The Transportation Coordinator shall determine which agencies need to be contacted. This will be based on the date the inmate is ordered in court.

- When contacting other county agencies, arrangements can be made over the telephone. The Transportation Coordinator shall call the transportation section of the other agency and find out if the inmate is still in custody. If so, verify there are at least three days left for the inmate to be transported to CBDC.
- If the agency is local (SDSO or RJ Donovan State Prison), arrange to have the inmate picked up or delivered in accordance to our rotational transportation agreement no later than one day prior to scheduled transport of inmate.
- If the inmate bailed or was cite released, list his/her name on the out of county transfer sheet and the date he/she was released. Also, write the date and type of release on the warrant abstract and put it in the Daily Transportation Log Book, which is kept for one month.
1.2.3 On the out of county transfer sheet, the Transportation Coordinator shall list all the names of all inmates to be transferred.

- On the day of the transfer, a copy of the out of county transfer sheet shall be given to the transportation deputy(s).

1.2.4 The Transportation Coordinator shall determine the housing location of the out of county transfer and notify HMU if the inmate needs to be transferred to CBDC prior to being released to another agency.

1.2.5 The Transportation Coordinator shall notify the Business Office at least one day prior to the out of county transfer to process the transfer as a midnight release to another agency. The morning of the transfer, the transportation coordinator shall contact the release desk to confirm that the out of county transfer has been processed for release to another agency.

1.2.6 On the day of the transfer, the Transportation Coordinator shall prepare and review all the necessary documents required to transfer and release the inmate. The Transportation Coordinator shall verify all warrant abstracts, detainers, court orders or any paperwork in the inmate file indicating a hold or detainer on the inmate due to be released or transferred.

1.2.7 On the day of the transfer, the transportation deputies will pick up the inmate from release. They will review the release paperwork and obtain any property or monies belonging to the transfer and have the inmate properly identify his/her property prior to transport. The transfer deputy will then keep the property or money in safekeeping for the transfer during transport until the OOC transfer is released to another agency.

1.2.8 Upon taking custody of the out of county transfer the transporting deputies will sign the release paperwork, including the date and time, and signing the section stating whom the Inmate is Released to.

1.3 The hallway lead #1 and #2 deputies will verify all inmates being transported to SCF, RPDC, Indio Jail, Blythe Jail, state prison, and/or any out of county facility have been placed in the proper Transportation holding cells and have been fed.

1.3.1 Inmates being fed in the Transportation holding cells and the Southwest Justice Center court holding cells shall be given a sack, breakfast and sack lunch. Any inmates remaining in these cells at the facility scheduled dinner time will be given a hot meal.

1.4 Equipment and vehicles

1.4.1 The Transportation Coordinator shall verify all transportation vehicles, transportation cell keys, vehicle keys, cell phones, Tasers and HT’s assigned to the CBDC Transportation Unit are accounted for on the transportation keys and HT log at the beginning of each shift.

- The Transportation Coordinator will turn in a copy to Central Control for emergency “Man Down” identification only.
1.4.2 If vehicles are missing, the Transportation Coordinator shall contact the intake sergeant to learn if floor personnel are using the vehicle and determine the vehicle’s location.

1.5 Court Calendar:

1.5.1 The Transportation Coordinator shall review the SWJC court calendar and determine if there are any inmates requiring a wheelchair van transport if so, they will coordinate the transport of those inmates to CBDC for their court appearance. The Transportation Coordinator shall also review the court calendar and determine if any inmate who is housed at RUHS in the DCU or in any safety cell have been cleared by medical or mental health staff to attend court.

- The Transportation Coordinator or hallway lead deputy shall notify HMU of the special transport of these inmates and/or if they will be appearing in court on the scheduled day.

- Any special court transports outside of the regular bus line transport shall be notated on the special incident board in the Transportation Coordinator’s Office. The information shall include the inmate name, inmate’s location, booking number, classification and the courtroom. The inmate’s class notes will be updated reflecting if the inmate was cleared to attend court and if transported.

1.5.2 The court calendar shall be photocopied for the Transportation personnel. The administrative segregation and protective custody inmates shall be identified on the court calendar. Prior to it being delivered to the justice center, the deputy preparing the copies shall write “P.C.” and/or “Ad Seg” by the inmate’s name.

1.5.3 The Transportation Coordinator shall verify a copy of the corrected court calendar is delivered to the Business Office and Transportation Sergeant’s Office.

1.5.4 The Transportation Coordinator shall review the Court Calendar and Bus Line Lists to identify any inmates with special needs (black box, cross chain, handicaps or keep aways).

1.5.5 All the special care inmates identified as being transported to/from CBDC will be noted on the “Special Incident Board” in the CBDC Transportation Coordinator’s Office.

1.5.6 The Transportation Coordinator is responsible for maintaining a current list of Special Care inmates within all the facilities and their court dates. This list will be updated weekly and emailed to the transportation coordinators at the other facilities as well as the CBDC floor operation corporals/seniors.
1.6.1 A.M. Courts:
The Transportation Coordinator shall review the daily court bus line list created by HMU. The list shall confirm that all inmates scheduled to appear on the SWJC court calendar are also listed as being transported to CBDC by any one of the coordinating bus lines from the facility where they are housed. Any discrepancies on the bus line list shall be corrected and HMU shall be notified of the changes. A revised list shall be given to the CBDC Orange Line bus drivers and hallway lead deputies.

1.6.2 P.M. Courts:
The Transportation Coordinator shall review the daily Arraignment/Transfer list created by HMU. The coordinator shall confirm that all inmates scheduled to appear on the SWJC court calendar are listed as being transported to CBDC by any one of the coordinating bus lines from the facility they were housed. Additionally, any inmates scheduled to be transferred to/from CBDC shall be confirmed against the transfer list provided by classification. Discrepancies on the bus line list shall be corrected and HMU shall be notified of all changes. A revised list shall be prepared and given to the CBDC Orange Line bus drivers and hallway lead deputies.

1.6.3 The Transportation Coordinator shall oversee that all inmates leaving the Facility are wearing an identifying wristband which is checked against each inmate prior to boarding the bus line and that each inmate is assigned a specific seat number on the bus line.

1.7 The daily assignment sheet shall be prepared.

1.7.1 All Transportation personnel shall be assigned to one or more of the Transportation functions.

1.7.2 The Transportation Coordinator shall determine how many inmates will be going to each court or other locations and mark the number of inmates on the assignment sheet.

1.7.3 The Transportation Coordinator shall assign the appropriate vehicle(s) for each assignment.

1.8 The Transportation Coordinator shall re-assign Transportation personnel during the day as dictated by need.

1.9 The Transportation Coordinator shall prepare for the next day assignments based on transportation orders and the estimated court calendar.

2.0 The Transportation Hallway Lead Deputies

2.1 The primary deputy shall secure an H.T., transportation cell keys, a copy of the court pull list and the court calendar from the Business Office. The court calendar shall include all Southwest courts, as well as the outlying courts. Both the court calendar and court pull list will include an additional page listing the “Keep Aways” attending court each day.

2.1.1 All Transportation holding cells shall have a placard placed on the outside of the cell door identifying the classification and/or gender of the inmate, prior to their placement inside that cell.

2.1.2 Hallway Lead Deputy:
Shall visually check and inspect each of the transportation holding cells, confirming the cell is empty and secure prior placing inmates in the cell. The cell should have sufficient toilet paper and the door, sink and toilet must be in working order. The cells shall have a magnetic placard on the exterior of the cell door identifying the classification of the inmates to be placed within that same cell. If “Keep Away” inmates are to be placed into a transportation holding cell, the inmate’s name and flag color are to be written on the exterior of the cell window or written on a card and placed in the card slot associated with that same cell. This is to prevent combining two or more inmates who are flagged to be physically kept away from one another during any court or inmate movement. Each time a transportation or court holding cell is emptied of inmates, a new inspection of the cell must be conducted before placing any other inmates in the same cell.

2.2 Female Transfer Searches:

2.2.1 All female inmate transfers shall be searched by a female deputy prior to being escorted to a CBDC Transportation holding cell. The search will consist of a pat down search and/or non-intrusive sensor and scanning device search. In the event a custody staff member feels a more thorough search is necessary, it shall be conducted in accordance with Strip Searches Policy 502.11 by a deputy of the same gender.

2.3 The hallway lead deputy shall confirm with all the housing units that they have sent their inmates scheduled for court to the CBDC Transportation area.
2.4.1 A safe number of inmates per staff shall be instructed to step out of the cell and instructed to place their hands behind their back as they step into the hallway, then to face the wall with their hands on their head and their elbows resting onto the wall.

2.4.2 A search shall be conducted in the transportation unit hallway. The search will consist of a pat down search and/or non-intrusive sensor and scanning device search. In the event a custody staff member feels a more thorough search is necessary, it shall be conducted in accordance with Department Policy 502.11 (Strip Search).

2.4.3 During pill/sick call for inmates being held in the transportation holding cells, a transportation deputy will stand by with medical staff for the duration.

2.4.4 Transportation staff will stand by with medical while pill call is being conducted.

2.4.5 Assigned staff shall feed the inmates in Transportation. All available staff will assist in chaining the inmates.

2.4.6 Waist chained inmates shall be placed in the appropriate Transportation holding cells.

2.5 Arrival of other facility inmates:

2.5.1 When other facility inmates arrive, all other CBDC inmate movement shall cease in the Transportation area to prevent the inadvertent mixing of classifications.

2.5.2 As the inmates exit the bus and enter the Transportation area, a roll call shall be taken matching the inmate’s wristband to the court list.

2.5.3 The transfer inmates shall be called first and placed in the appropriate holding cells. This will be followed by protective custody, administrative segregation, females, etc. Each classification or gender as practically as the pre-existing bus seat assignments will allow.

2.6 Court classification

2.6.1 The inmates shall be advised of which court that they are scheduled to make an appearance.

2.6.2 Any inmate leaving the facility regardless of classification shall wear leg chains unless a medical condition exists where leg restraints would cause further injury or be medically impractical such as a prosthetic limb (i.e. leg), per medical staff. Pregnant females shall be restrained in the front with no leg restraints (Procedure 504.05). The medical conditions must be concerned by medical.

2.6.3 Inmates shall line up on the red line facing away from the door to the transportation coordinator’s office.

2.6.4 Protective custody, administrative segregation, female’s, general population inmates shall be walked separately from each other to prevent the inadvertently mixing of inmate classifications.

2.7 Confirmation

2.7.1 The hallway lead deputy shall confirm the entire court calendar inmates are accounted for and provide a completed calendar with the Transportation
Coordinator

3.0 Transportation Hallway Lead Coordinator

3.1 The Transportation hallway lead coordinator shall verify that the Transportation cells are searched and cleaned.

3.1.1 The Transportation staff will be responsible for bringing the inmate workers down to Transportation. These inmate workers will be predetermined by classification.

3.1.2 The cleaning crew deputy shall thoroughly search the inmate workers and supervise them while they clean the transportation area including cells, hallways, bathrooms, and offices.

3.1.3 The inmate workers shall be directed to sweep, mop, wax and buff the floors of the transportation area. They shall also wash down the walls and baseboards when necessary.

3.1.4 The inmate workers shall empty all trash in the Transportation area and replace all trash can liners.

➤ The Transportation hallway lead coordinator shall take the trash to the loading dock at the end of the day.

3.1.5 The Transportation hallway lead coordinator shall verify all cells are cleaned after every meal.

3.2 The Transportation hallway lead coordinator shall feed inmates temporarily housed in the transportation holding cells.

➤ Hot meals, or sack lunches, are ordered for the inmate workers, court inmates, court returnees and transfers who have not eaten lunch or dinner.

3.2.2 If there are not enough meals to feed the inmates, the Transportation hallway lead coordinator shall notify the food coordinator and order more meals.

➤ Hot meals shall be provided when they are available.

3.2.3 The Transportation hallway lead coordinator shall collect all food trays and notify the kitchen that the food cart is ready for pick up.

3.3 The Transportation hallway lead coordinator shall notify the Intake Nurse of any inmate medical problems or medical emergencies.

3.4 The Transportation hallway lead coordinator shall inventory the supplies kept in the utility closet and the Transportation Hall Coordinator’s Office.
3.4.1 If additional supplies are needed, the Transportation hallway lead coordinator shall fill out an CBDC supply request form and submit the form to a Transportation supervisor for approval.

3.4.2 The Transportation hallway lead coordinator shall take the signed supply request form to the loading dock supply officer and collect the supplies.

3.5 Transportation staff, or the property deputy after hours, shall accept court clothing.

3.5.1 Civilian clothing shall be accepted only for those inmates involved in jury trials, or when an inmate’s case is trailing and awaiting a courtroom assignment.

3.5.2 General Public:

- May schedule their clothing exchanges the day before the scheduled court appearance.
- May schedule their pick-ups after 1000 hours.
- Clothing will be accepted by appointment only Monday through Friday, between -1000 hours and 1700- hours by Transportation staff.
- RSD form 550 will be filled out by the employee accepting the clothing.
- Inmate court clothing shall be thoroughly searched for contraband and placed in a green clothing bag with the pink copy of the receipt in the bag with the inmate’s name visible. The bag shall be placed on the rack in the justice center storage room. The remaining copies of the receipt will be distributed by Transportation staff.
- Transportation staff may advise persons arriving without an appointment that they may not make their clothing exchange or deposit as the facility schedule generally is unable to accommodate walk-in appointments.
- Exchanges or deposits of court clothing must be made no later than the day before the inmate’s scheduled court date.

3.5.3 Public Defenders Office & CDL (Contract Defense attorney’s): May schedule and complete their initial clothing exchange, exchanges and pick-ups at 1400 or 1600 hours only (unless authorized by Transportation staff.)

3.5.4 Clothing for court purposes will be accepted from anyone. There is no limit to the number of exchanges; however, the exchanges must be made on a one-for-one basis, as only one set of clothing will be stored for each inmate.

- Transportation staff shall determine if the inmate is in trial or his case is trailing.
- Transportation staff shall check the court clothing log and class notes before accepting any court clothing.
- CBDC Transportation will accept only one set of clothing at a time. If a previous clothing deposit exists, they will be exchanged.
- Clothing will not be accepted without an appointment unless approved by a sergeant.

3.5.5 Clothing will not be accepted by the Lobby deputy, it will only be accepted by Transportation staff or the property deputy.
3.6 Only the Transportation staff may exchange court clothing.

3.6.1 Document the exchange on RSD form 550.

- Change the forms heading to show that the transaction is an “exchange.”
- Describe the clothing being returned and the clothing being accepted.
- The clothing log and class notes shall be updated.

3.6.2 All clothing transactions will be properly documented on a RSD form 550, with full identifying information and phone numbers for the person leaving the clothing.

- A RSD form 550 includes a disclaimer regarding disposition of clothing within 10 days of trial completion.
- A RSD form 550 distribution will be as follows: Yellow copy to inmates file, pink copy will stay with clothing, goldenrod copy to depositing party, and white copy will be filed in Transportation.
- RSD form 550 is kept in the Transportation Coordinators supply cabinet and Classification.

3.6.3 All transactions will be documented in the Court Clothing log and in the inmate’s class notes.

3.6.4 Transportation staff shall release court clothing.

3.6.5 All clothing shall be placed in a paper bag.

- Attach the pink copy of the RSD form 550 to the bag.
- The inmates name and booking number shall be written on the bag.

3.6.6 Transportation staff will check the court clothing room once a week for clothing that can be returned or otherwise disposed of.

3.6.7 Clothing not claimed within ten court days after completion of the trial will be donated to the public defender’s office. After the clothes are picked up, or donated, the form is kept in the court clothing release book for one year.

3.7 Assist other personnel assigned to the Transportation Unit as necessary.
All transportation offices must be clear of trash; lights turned off and locked by the late P.M. shift prior to leaving for the day.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 510.07 (Transportation Coordinator) with the following procedural additions:

PROCEDURE

1.0 Transportation Coordinator

   1.1 The Blythe Jail classification coordinator (lead classification deputy) acts as the Blythe Jail transportation coordinator.

2.0 Movement of Inmates

   2.1 Designated staff assigned to floor operations shall coordinate movement of Blythe Jail inmates from their housing unit, to the transportation area.

   2.2 Custody staff shall check the inmate against his/her inmate status card and the daily court or medical appointment calendar.

       2.2.1 This check shall be done prior to the inmate’s departure from the facility and upon return of the inmate to the facility.

3.0 Return of Inmates

   3.1 All inmates returning to the facility shall be properly and thoroughly searched and returned to their proper housing unit.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 510.08 (Vehicle Call Out).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 510.08 (Vehicle Call Out).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 510.08 (Vehicle Call Out) with the following procedural additions:

PROCEDURE

1.0 If RPDC receives a request for the call out for transportation vehicles, the transportation supervisor or floor supervisor shall attempt to determine how many vehicles will be needed.

1.1 The operation of the Sprinter van will require; one commercial licensed driver & one look-out, one of which will be a sworn Deputy Sheriff.

- These keys will be in the Transportation office, grey key box.

1.2 In the event that a bus and driver are needed, the following personnel are to be notified:

- Jail Commander
- Transportation Lieutenant
- Transportation Sergeant

1.2.1 The Jail Commander, if he/she approves the call out, may assign their designee, to make the arrangements.

1.2.2 A telephone roster with licensing and contact information will be maintained by the Transportation supervisor.

- Each bus holds a maximum of fifty inmates.

- Depending on the bus, there will be anywhere from three to seven cages that hold a maximum of one- two inmates for separate classification segregation.

1.2.4 At least two drivers, with at least one being sworn, will be called, and consideration will be given for the number of armed personnel that may be needed.

- Inmates shall not be left in vehicles unattended.
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 510.08 (Vehicle Call Out).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 510.08 (Vehicle Call Out) with the following procedural additions:

PROCEDURE

1.0 General Information

1.1 Blythe Jail currently has two unmarked patrol vehicles and one van that may be used in a case of emergency.

1.2 The call out and use of vehicles for other than routine corrections transportation requires the authorization of the watch commander/supervisor.

1.2.1 The requesting party shall coordinate with jail supervisors to determine how many vans and/or vehicles are needed.

1.2.2 If any other agency other than Riverside Sheriff’s Department require our vehicles must be approved by the commander.

1.2.3 A supervisor may call in additional custodial personnel, as authorized, if inmates or arrestees are to be transported.

1.3 If Blythe jail staff should require the use of other facility transportation vehicles, the on-duty supervisor of the facility where the request is being made shall be contacted for coordination.

1.4 This request shall first be approved by the Facility Commander or his designate.

1.4.1 In an emergency, a supervisor may make this request pending the approval of the Facility Commander or their designee.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 510.09 (Vehicle Use).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 510.09 (Vehicle Use) with the following procedural additions:

**PROCEDURE**

1.0 Transportation Vehicle Breakdowns

1.1 If the transport vehicle has a flat tire or suffers a mechanical breakdown, the driver of the vehicle shall stop the vehicle safely out of the traffic lane and notify dispatch of the breakdown.

1.2 The driver shall make sure the vehicle emergency flashers are activated and flares or other emergency safety devices are placed behind the vehicle.

1.3 If the vehicle can be repaired, such as a flat tire, request dispatch to send an allied law enforcement officer to stand by as you make the repair.

1.4 If immediate repairs cannot be made, stay with the vehicle and have dispatch notify the facilities watch commander. Arrangements will be made to have another vehicle sent to take over the transportation run. The disabled vehicle should be towed to the county garage. Before moving inmates between the two vehicles, arrange for additional law enforcement officers to be present for sufficient security. Notify dispatch when the transportation run has resumed.

2.0 Transportation Log

2.1 Completed RSD Form 566, (Daily Transportation Log and Vehicle Inspection) are to be reviewed by a supervisor.

2.2 Once reviewed, the log will be forwarded to clerical for retention.
The Robert Presley Detention Center shall follow and adhere to the guidelines in Department Policy 510.09 (Vehicle Use) with the following procedural additions:

PROCEDURE

1.0 Check out procedure for transportation vans or cars.

   1.1 Keys for the vehicle shall be obtained from the Transportation Coordinator.

       1.1.1 Proper training is required before checking out a specialty vehicle. Specialty vehicles include:

               ➢ Wheel Chair “Lift” van.
               ➢ Bus.
               ➢ Sprinter—it is preferred, when available, that a licensed bus driver operates the Sprinter.

       NOTE: No employee will operate a specialty vehicle without first attending formal training presented by the RPDC transportation training officer. All training will be documented on a roster and placed into the employees “I” file for verification.

       1.2 A RSD Form 566, (Daily Transportation Log and Vehicle Inspection report) shall be obtained from the transportation office.

       1.3 All deputies checking-out a vehicle, shall place a name tag on the corresponding vehicle hook. All deputies are responsible for completing a thorough vehicle log, for all assigned transportations.

2.0 Bus Use

   2.1 The bus shall be returned to the bus maintenance facility (Penske) when finished for the day.

       2.1.1 A vehicle inspection sheet shall be completed and turned into the maintenance facility supervisor and one copy to the “Vehicle Coordinator.”

   2.2 The keys shall be placed back in the lock box at the bus maintenance facility.

3.0 Vehicle assigned to Floor Operations

   3.1 Two cars and three vans are assigned to Floor Operations.

       3.1.1 If Floor Operations needs more vehicles the Intake Sergeant shall contact the Transportation Coordinator.
4.0 Parking

4.1 There are limited parking spaces at and around RPDC, therefore, the following parking restrictions apply.

4.2 There is no parking, at any time, in the county parking spaces reserved for the Board of Supervisors, Judges, or Department Heads.

4.3 Vehicles are authorized to park in the underground parking area and on the ramp to the underground area of RPDC:

- RPDC Transportation vehicles with assigned parking spaces.
- Police vehicles transporting prisoners or conducting official business at RPDC.
- County owned vehicles driven by Sheriff's Administration staff.
- County owned vehicles driven by RPDC staff.
- Government owned vehicles driven by law enforcement personnel while processing a booking or release.
- Business or privately-owned vehicles driven by service personnel while actually servicing the facility, such as blood draw nurses, computer repair, elevator repair.
- The Correctional Health Service Medical Director.

4.4 No one is to park his or her personal vehicle in the underground parking lot or on the ramp, unless specific permission is granted by the Sheriff, Under Sheriff, Chief Deputy, or Facility Commander.

- This includes weekends, holidays, and nights.
- RPDC supervisors are to periodically check the parking areas for compliance.
- Personnel who violate these parking procedures are subject to disciplinary action.
- Personnel assigned to Statewide Transportation, are authorized to park their personal vehicle on the ramp, while on assignment.

5.0 Vehicle Coordinator

5.1 The Vehicle Coordinator shall collect and maintain the transportation vehicle inspection logs and the daily transportation logs in the following manner:

5.1.1 Collect vehicle inspection logs from the vehicle report box located just outside the “Transportation Coordinator Office.”

5.1.2 Review the logs for accuracy, discrepancies, and completeness. If any discrepancies are found, the form will be return to the driver and only the driver will clear up any discrepancies.

5.2 The Vehicle Coordinator shall complete and submit the Sheriff’s Department car pool mileage report for all of the vehicles assigned to RPDC.

5.3 The Vehicle Coordinator shall collect and review all State inmate body receipts. All receipts will then be delivered to the Business Office, where each receipt will be
6.0 Vehicle Service

6.1 If the Vehicle Coordinator determines that a vehicle needs to be sent to the County Garage for repair, the Vehicle Coordinator shall notify the Transportation Coordinator and the Transportation supervisor in charge of vehicle maintenance.

6.1.1 The Vehicle Coordinator shall fill out an automated maintenance request at Penske or form 946-8, (Vehicle Maintenance Request), at our county garage.
6.1.2 The Vehicle Coordinator will be responsible for making arrangements, to deliver each vehicle and the Maintenance Request form to the county garage.
6.1.3 The Vehicle Coordinator shall place a “Shop” tag on the key hook.

6.2 After the vehicle is repaired and returned to RPDC, the Vehicle Coordinator shall remove the “Shop” tag from the key hook.

6.3 The Vehicle Coordinator shall file all monthly Transportation vehicle inspection logs in the filing cabinets located across from the Transportation Coordinator’s office.
6.3.1 The logs for each month shall be filed in separate folders. They will be scanned into REDS and stored as an “Administrative Log.”
6.3.2 The folders containing the monthly Transportation logs shall be kept for a minimum period of three years. After the three-year period, the logs shall be destroyed.

6.4 The Coordinator shall verify all vehicles are equipped with trauma bags and first aid kits.

7.0 Car Pool Mileage Report

7.1 The Vehicle Coordinator shall complete and submit a monthly car pool mileage report to the appropriate supervisor and to Accounting and Finance.

7.1.1 At the end of each month, usually by the 25th, the Vehicle Coordinator shall obtain the mileage of all vehicles assigned to RPDC
7.1.2 The vehicles assigned to RPDC include all vehicles assigned to the Transportation unit, the RPDC commander, Floor Operations, Food Services, Support Service and RPDC Administration.
7.1.3 The Vehicle Coordinator shall record the ending mileage of each vehicle from the previous month as the starting mileage, the actual ending mileage and the total miles driven on the car pool mileage report.
7.1.4 The Vehicle Coordinator shall combine the mileage driven figures at the bottom of the report for all vehicles to obtain a report figure.
7.1.5 After the monthly car pool mileage report is reviewed and returned, the Vehicle Coordinator shall make two (2) copies of the report.

- The original copy of the report shall be sent to Sheriff’s Accounting and Finance and the other copy shall be kept in the Transportation monthly report file.
8.0 Monthly vehicle inspections

8.1 Monthly, the Vehicle Coordinator shall conduct a thorough Transportation vehicle inspection.

8.1.2 The MCI buses are included in this inspection, even though they are kept at a maintenance facility and maintained by their mechanics.

8.1.3 All damage and/or discrepancies shall be documented in the Transportation vehicle damage three ring binder, located in the Transportation Coordinator’s Office, and reported to the responsible Transportation supervisor, immediately.

8.1.4 The Vehicle Coordinator shall determine if a vehicle is unsafe or needs to be repaired.

➢ The Vehicle Coordinator shall arrange for the vehicle to be taken to the County Garage for repair.
➢ A “Shop” tag shall be placed on the key hook in the Transportation Coordinator’s office indicating the vehicle is down for repair.

8.2 The Vehicle Coordinator shall arrange to have the vehicle picked up and returned to RPDC whenever the Transportation Coordinator’s office is notified that a vehicle is repaired and ready to be picked up.

8.3 Once a repaired vehicle is returned to RPDC, the Vehicle Coordinator shall thoroughly inspect the vehicle and removed “Shop” tag from the key hook.

9.0 Miscellaneous Vehicle Coordinator Duties

9.1 The Vehicle Coordinator may be utilized in any Transportation assignment, due to absences, or for duties that cannot be filled by the given number of personnel.

9.2 The Vehicle Coordinator will verify that the “Daily Transportation Log” and Vehicle Inspection Log” are kept for a minimum of three years.
The Cois Byrd Detention Center will follow and adhere to the guidelines outlined in Department Policy 510.09 (Vehicle Use) with the following procedural additions:

PROCEDURE

1.0 Checkout of Transportation Unit Vehicles

1.1 All keys for vehicles assigned to Transportation shall be signed out from the Transportation Briefing Room.

1.3.1 Specific training is required before checking out a specialty vehicle. Specialty vehicles include:

- Wheel Chair “Lift” van.
- Bus, all sizes

**NOTE:** No employee will operate a wheel chair “lift” van or bus without first attending formal training presented by the CBDC Transportation training officer. All training will be documented on a roster and placed into the employees “I” file for verification.

1.2 A Vehicle Inspection Log shall be obtained from the Transportation Office or the Intake Sergeant’s Office and shall be completed and turned in upon completion of vehicle use.

2.0 Checkout of Floor Operations Vehicles

2.1 Keys for all vehicles assigned to Floor Operations shall be signed out from the Intake Sergeant’s Office.

2.1.1 The keys for vehicles assigned to CBDC Administration will be retained in the office of the Administrative Sergeant.

2.1.2 These vehicles can be signed out for Floor Operations use if all other vehicles assigned to Floor Operations are in use.

2.3 All vehicles shall be signed back in and the keys returned to the Intake Sergeant’s office at completion of use.

2.4 A Vehicle Inspection Log shall be obtained from the Transportation Office or the Intake Sergeant’s Office and shall be completed and turned in upon completion of vehicle use.

3.0 Vehicle Breakdowns
3.1. If the transport vehicle has a flat tire or suffers a mechanical breakdown, the driver of the vehicle shall stop the vehicle safely out of the traffic lane and notify dispatch of the breakdown.

3.1.1 The driver shall make sure the vehicle emergency flashers are activated and flares or other emergency safety devices are placed behind the vehicle.

3.1.2 If the vehicle can be repaired immediately and safely, such as a flat tire, repairs can be made at the scene and the transportation run continued. Dispatch can request an allied law enforcement officer to stand by as repairs are made.

3.1.3 If immediate repairs cannot be made, deputies shall stay with the vehicle and have dispatch notify the CBDC Transportation supervisor or Watch Commander. Arrangements will be made to have another vehicle sent to take over the transportation run. The disabled vehicle should be towed to the county garage. Prior to moving inmates between the two vehicles, deputies shall arrange for allied law enforcement officers to be present for sufficient security. Dispatch shall be notified when the transportation resumes.

4.0 Vehicle Coordinator

4.1 The Vehicle Coordinator shall collect and maintain the Transportation Vehicle/Inspection Logs and the Daily Transportation Logs in the following manner:

4.1.1 Collect Vehicle Inspection Logs from the tray located in the Transportation briefing room.
4.1.2 Review the logs for accuracy, discrepancies, and completeness. Clear up any discrepancies.

4.2 The Vehicle Coordinator shall complete and submit the Sheriff’s Department carpool mileage report for all the vehicles assigned to CBDC.

4.3 The Vehicle Coordinator shall complete and submit a monthly carpool mileage report to the appropriate supervisor and to Accounting and Finance.

4.3.1 At the end of each month, usually by the 25th, the Vehicle Coordinator shall obtain the mileage of all vehicles assigned to CBDC.

4.3.2 The vehicles assigned to CBDC include all vehicles assigned to the Transportation Unit, the CBDC Commander, Floor Operations, Food Services, Support Services and CBDC Administration.

4.3.3 The Vehicle Coordinator shall record the ending mileage of each vehicle from the previous month as the starting mileage, the actual ending mileage and the total miles driven on the carpool mileage report.

4.3.4 The Vehicle Coordinator shall combine the mileage driven figures at the bottom of the report for all vehicles to obtain a report figure.

4.3.5 After the monthly carpool mileage report is reviewed and returned, the Vehicle Coordinator shall make two (2) copies of the report.

➢ The original copy of the report shall be sent to Sheriff’s Accounting and Finance and the other copy shall be kept in the Transportation monthly
5.0 Vehicle Service

5.1 If the Vehicle Coordinator determines that a vehicle assigned to CBDC needs to be sent to the County Garage for repair, the Vehicle Coordinator shall notify the Transportation Coordinator and the Transportation supervisor in charge of vehicle maintenance.

5.1.1 The Vehicle Coordinator shall fill out a Maintenance Request Form.
5.1.2 The Transportation Coordinator shall arrange for someone to take the vehicle and the Maintenance Request form to the county garage.

6.0 Quarterly Vehicle Inspections

6.1 Quarterly, the Vehicle Coordinator shall conduct a thorough transportation vehicle inspection.

6.1.1 All damage and/or discrepancies shall be documented in the Transportation vehicle damage three ring binder, located in the Transportation Coordinator’s Office, and reported to the responsible Transportation supervisor, immediately.
6.1.2 The Vehicle Coordinator shall determine if a vehicle is unsafe or needs to be repaired.

➢ The Vehicle Coordinator shall arrange for the vehicle to be taken to the County Garage for repair.

6.2 The Vehicle Coordinator shall arrange to have the vehicle picked up and returned to CBDC whenever the Transportation Coordinator’s office is notified that a vehicle is repaired and ready to be picked up.

6.3 Once a repaired vehicle is returned to CBDC, the Vehicle Coordinator shall thoroughly inspect the vehicle.

6.4 The Vehicle Coordinator shall forward all quarterly Transportation vehicle inspection logs to Cois Byrd Administration.

6.4.1 The quarterly Transportation logs shall be kept for a minimum period of three years. After the three-year period, the logs shall be destroyed.

7.0 Transportation of Juveniles or Opposite Sex Inmates

7.1 When transporting juveniles or inmates of the opposite sex, the “Time and Mileage” procedure shall be utilized as follows:

➢ At the time the deputy begins transportation the deputy will advise Central Control that he or she is transporting a prisoner(s). The deputy will advise the destination and starting mileage. The deputy will also log the time and mileage on any log he or she is responsible for maintaining.
 Central Control will acknowledge the transmission and advise of his/her starting
time.
 Upon arrival at the intended destination, the deputy will advise dispatch of his/her
arrival and state the mileage shown on the odometer.

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The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 510.09 (Vehicle Use) with the following procedural additions:

PROCEDURE

1.0 Monthly Vehicle Inspections

1.1 Monthly vehicle inspections will be completed by the Classification/Transportation Sergeant.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 510.10 (Juveniles in Adult Court Holding).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 510.10 (Juveniles in Adult Court Holding).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 510.10 (Juveniles in Adult Court Holding).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 510.10 (Juveniles in Adult Court Holding).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 510.10 (Juveniles in Adult Court Holding).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines as outlined in Department Policy 510.11 (Transportation Radio Use).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 510.11 (Transportation Radio Use).
The Robert Presley Detention Center shall follow and adhere to the guidelines as outlined in Department Policy 510.11 (Transportation Radio Use).
| TITLE: Transportation Radio Use | NUMBER: 510.11 |

The Cois Byrd Detention Center will follow and adhere to the guidelines outlined in Department Policy 510.11 (Transportation Radio use).
The Blythe Jail shall follow and adhere to the guidelines as outlined in Department Policy 510.11 (Transportation Radio Use).
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 510.12 (Hall of Justice Court).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in department Policy 510.12 (Hall of Justice Court) with the following procedural additions:

PROCEDURE

1.0 Larson Justice Center (LJC) Hall Coordinator

1.1 The LJC Hall Coordinator will oversee inmate movement between the main portion of the John J. Benoit Detention Center and the attached holding area in the basement of the Larson Justice Center (LJC).

1.2 This LJC Hall Coordinator is responsible for coordinating the safe and efficient movement of inmates to and from courts.

1.3 The LJC Hall Coordinator will retrieve a "Universal Transfer List" and a "Housing Unit Court List."

1.4 The LJC Hall Coordinator will notify all housing units via telephone or provide a list and advise to send court and/or transfer inmates to the Larson Justice Center (LJC).

1.5 The LJC Hall Coordinator staff will coordinate the placement of inmates into the holding cells and elevators using existing classification guidelines.

1.6 The LJC Hall Coordinator will ensure that inmates with "keep-aways" are kept in separate holding cells.

1.7 The LJC Hall Coordinator will direct deputies to assist with inmate movement.

1.8 Notify the court services deputy when all inmates are ready for court and coordinate all inmate movement from the basement holding area to the appropriate court room elevators.

1.9 Notify the court services deputies of any escape risk or high-risk inmate on calendar for their court rooms.

1.10 Ensure all courts at the LJC involving JBDC inmates are no longer in session prior to securing for the day. If a courtroom is going to remain in session beyond normal hours (i.e. jury trial), the deputy shall notify the JBDC on duty watch commander.

1.11 At the end of the business day, the LJC Hall Coordinator is responsible for handing over the daily court pull-sheet to the person working the court paperwork assignment.
2.1 The LJC Pod Deputy will pick up the LJC holding area keys from the key safe located in Central Control.

2.2 The LJC Pod Deputy is responsible for facilitating inmate movement to/from court via LJC elevators.

2.3 The LJC Pod Deputy will coordinate with the Court Sign-Out to facilitate inmate movement to/from court.

2.4 The LJC Pod Deputy will maintain visual observation of inmates inside of the elevators, and inside Court Holding Cells at all times.

2.5 Prior to entering the LJC Pod, the deputy will conduct a security check of all basement holding cells and adjoining areas.

2.6 The LJC Pod Deputy will operate the security control panel, coordinating elevator operations and constantly monitor inmate movement.

2.7 At no time will the basement control room be opened when there are inmates located outside the cells or on the floor.

2.8 Doors to elevators occupied by inmates will not be opened until confirmation is made and enough staff is present to safely take control of the inmates.

2.9 Prior to securing for the day, the LJC Pod Deputy will contact court services and the LJC Hall Coordinator to ensure all inmates have been returned to JBDC. After securing the LJC holding area, the control room deputy will return the LJC keys to the key safe.

3.0 LJC Runner

3.2 All inmates will be searched each time they are placed and removed from a holding cell.

3.3 No more than (10) ten inmates in one elevator at anytime, keeping within existing classification guidelines.

3.4 Conduct security checks of all basement holding cells and attorney consult rooms.

3.5 Contact the Food Coordinator to make meal arrangements for the inmates at the holding facility.

3.6 Ensure all cells and attorney rooms are cleaned and the trash removed from the basement holding area before securing for the day.

3.7 Physically inspect all basement holding cells and attorney rooms for inmates before securing for the day. Notify the LJC Pod Deputy the basement is clear/secure.
4.0 Court Clothing

4.1 LJC floor staff will be responsible for accepting civilian court clothing for inmates involved in jury trials.

4.2 Civilian clothing will be accepted only for those inmates involved in jury trials or when an inmate’s case is trailing and awaiting a courtroom assignment.

4.3 Clothing will be accepted Monday through Friday, between 1500 hours and 1700 hours. Clothing will not be accepted on weekends or holidays.

4.4 Exchanges or deposits of court clothing must be made no later than the day before they are needed.

4.5 Clothing for court purposes will be accepted from anyone. There is no limit to the number of exchanges; however, no more than four sets of court clothing will be stored for each inmate.
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 510.12 (Hall of Justice Court).
The Cois Byrd Detention Center will follow and adhere to the guidelines outlined in Department Policy 510.12 (Hall of Justice Court) with the following procedural additions:

**PROCEDURE**

1.0 Southwest Hall of Justice Court Assignment

1.1 The CBDC Transportation Unit is responsible for inmate movement to the Hall of Justice.

1.3 The AM Transportation Hall lead is responsible for all paperwork for this assignment; however, most the paperwork for the Hall of Justice is electronically transmitted to CBDC Business Office.

2.0 Duties Prior to Court Starting

2.1 The AM Transportation Hall lead will retrieve the court calendar and create a list of inmates who are going to the Southwest Justice Court.

2.1.1 The Headcount Management Unit (HMU) will send a list of inmates scheduled for SWJC Court and outgoing transfers. The AM Transportation Hall lead will give a copy of both lists to the SWJC Hall Coordinator and the drivers scheduled to do the runs to RPDC and to SCF.

2.1.3 The AM Transportation Hall lead will ensure all inmates scheduled to appear at the SWJC Court are on the list. The AM Transportation Hall lead will also advise HMU if there are any inmates on calendar to appear but are not on their lists.

2.2 If an inmate is identified being housed on the security unit at RUHS HMU will call custody staff assigned to the DCU to determine if the inmate is medically cleared. If the inmate is unable to appear for his scheduled appearance, HMU will notify the AM Transportation Hall lead, who will annotate it on the SWJC Court Pull Sheet. The SWJC Hall Coordinator will notify the appropriate courtroom to inform them of the inmate’s unavailability.

2.3 The AM Transportation Hall lead will email the SWJC Court Pull Sheet, to the SWJC Court Services Deputies.
2.4 Once the inmates are in route to the other facilities, the AM Transportation Hall Lead will announce via the radio, for all housing units to advise when their SWJC Court inmates are ready for pick up.

2.5 The remaining transportation staff will go to each housing unit and pull inmates needed for Southwest Court.

2.5.1 Inmates shall be thoroughly searched in accordance with Department Policy 502.11(Strip Searches), prior to being transported to court.
2.5.2 Inmates shall generally be restrained with waist chains and ankle chains.
2.5.3 Court orders and security concerns may dictate alternate restraints.

2.6 Prior to the inmates being escorted to the SWJC Court holding area, the SWJC Hall Coordinator shall thoroughly search all holding cells for contraband and any maintenance issues, prior to the inmates being escorted to the holding area.

2.6.1 The SWJC Hall Coordinator shall assign each Administrative Housing inmate an individual holding cell. Inmates in trial will also be assigned an individual holding cell.
2.6.2 The SWJC Hall Coordinator shall pull court clothing for all inmates going to trial, and with dress-out orders, and place the clothing on the designated holding cell door.

2.7 All CBDC inmates shall be escorted to the SWJC Court Holding area and placed in their designated cells.

2.7.1 All holding cells will remain closed when they are empty in Court Holding. Prior to placing an inmate in a holding cell, custody staff shall confirm the cell is empty before placing an inmate in the cell.
2.7.2 Inmates are separated and housed in the holding cells per their classification and sex.
2.7.3 Administrative Housing inmates will be escorted separately per policy.

3.0 Southwest Justice Center Central Control Staff Responsibilities

3.2 The SWJC Central Control staff is responsible for answering the telephone.

3.4 The exterior doors to the SWJC Central Control shall remain secured at all times.

4.0 Basic Operation Instructions

4.1 Elevator Door Control
4.1.1 Inmates will be permitted to ride in an elevator without an escort.

4.1.2 To open an elevator door, depress the elevator intercom panel button for the designated floor the elevator is on and depress the elevator open intercom panel button once the elevator has stopped. To close an elevator door, depress the intercom panel button of the designated floor and depress the door close intercom panel button.

4.1.3 The SWJC Central Control staff shall insure that there are no more than 15 persons on an elevator at one time (3500 lb. capacity).

4.2 Elevator Movement

4.2.1 Select the elevator to be used.

4.2.2 Depress the designated floor panel button and the door close button to send occupants to the desired floor.

4.2.3 When the elevator reaches its destination, a green light will indicate the elevator has reached the desired floor.

5.0 Emergency Operation of the Elevator

5.1 In case of an emergency, SWJC Central Control can relinquish control of an elevator so there can be independent service of each elevator by using a control panel located in a separate area outside of the elevator.

5.2 The keys to enter the elevator #6 and elevator #7 control rooms are located on the SWJC Master keys and SWJC Sergeant #1 and #2 keys. These keys are located inside of the facility's Central Control.

5.3 Once the elevators have been reset, the SWJC Central Control staff shall notify the contract repair company.

6.0 Courtroom Request for Inmates

6.1 When each courtroom calls for their inmates, the SWJC Central Control staff will notify the SWJC Hall Coordinator.

6.2 The SWJC Hall Coordinator will pull the inmates out of their designated cells. The SWJC Hall Coordinator will have them line up near the elevator corresponding to their courtroom.

6.2.1 The SWJC Hall Coordinator will annotate on the SWJC Court Pull Sheet the time each inmate is sent up to court and has returned from court. The SWJC Hall Coordinator will also annotate on the SJWC Court Pull Sheet if the inmate needs to return to court in the afternoon.

6.2.2 The SWJC Court Services deputies will escort the inmates to and from their designated courtrooms.

6.3 Inmates that are returning to court after lunch and/or are afternoon arraignments will have their restraints removed, placed in a holding cell and given their lunchtime meal.
6.4 CBDC inmates that are finished with court shall be escorted over to the CBDC Transportation area.

6.4.1 Inmates returning to their housing locations, during a feeding period (lunch/dinner) will be provided a meal.

6.5 Inmates from other correctional facilities will be escorted back to a CBDC Transportation holding cell until they are transported back to their facility.

6.6 All inmates shall be thoroughly searched upon returning from court per Department Policy 502.11 (Strip Searches).

7.0 Court Remands

7.1 When court services notify the SWJC Central Control staff there are out of custody remands to the sheriff’s custody, the court services deputy shall:

7.1.1 Ensure the receiving sheet, probable cause form, and court paperwork is correctly filled out.
7.1.2 Ensure all court-remanded inmate(s) are searched for contraband prior to sending them to the SWJC Court holding area.
7.1.3 All property shall be removed from the court remand and placed into a paper bag. All personal property will be attached to the court remand inmate’s paperwork.
7.1.4 The court remand inmate(s) are kept separate from other inmates while escorting them via the elevator.

7.2 The transportation staff shall escort the court remand to the CBDC intake medical office and booking desk for processing.

7.3 If the court services deputy has a question about the court remand inmate’s medical history, the court services deputy will contact CBDC medical staff prior to having the inmate escorted to the SWJC Court holding area.

8.0 Arraignment Court

8.1 The AM Transportation Hall lead will email the in-custody arraignment calendar to the SWJC Hall Coordinator.
8.2 The SWJC Hall Coordinator will annotate on the SWJC Arraignment Court Pull Sheet the designated court each inmate is assigned.

8.2.1 Each court will notify SWJC Central Control staff they are ready for their inmates.
8.2.2 The SWJC Central Control staff will notify the SWJC Hall Coordinator what inmates need to go to which courtroom. The SWJC Hall Coordinator will pull each inmate from their designated holding cell, apply waist chains and leg shackles, and direct them to the elevator corresponding to their court.
8.2.3 When the elevator has reached the designated floor, the court services deputy will escort the inmates to and from their designated courtrooms.
8.2.4 Each Arraignment Court Clerk will show the felony advisement of rights tape. The Court Clerk will play the Spanish advisement of rights tape for any Spanish-speaking inmates.

9.0 Courts in Extended Session

9.1 If there are courts that are still open, the SWJC Court holding area shall remain open until all courts are closed.

9.1.1 The SWJC Hall Coordinator and SWJC Central Control staff will remain in court holding until all inmates have returned from court.

10.0 Duties After all Courts are Closed for the Day

10.1 The SWJC Hall Coordinator and SWJC Central Control staff shall be responsible for closing the SWJC Court Holding area.

10.1.1 Inspect all the court holding cells for inmates, contraband or any maintenance issues.

10.1.2 Ensure all the court holding cells have been cleaned.

10.1.3 Close elevator doors.

10.1.4 Make final entry on security check log: Courts dark, all inmates accounted for, and all cells are empty.

10.1.5 Collect all keys assigned to court holding.

10.1.6 Escort any remaining inmates to the Transportation area.

10.1.7 Court Holding staff will tell CDBC Central Control to close the Court Holding slider door.

10.1.8 Return all court holding keys to the Transportation key box.

10.1.9 Place the SWJC Court Pull Sheet Master sets in the Transportation Coordinator’s Office.
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 510.12 (Hall of Justice Coordinator) with the following procedural additions:

**PROCEDURE**

1.0 General

1.1 The following procedure will cover inmate movement to and from the courtroom, holding while in court, and feeding of those inmates on the court calendar.

2.0 Court Transportation

2.1 Those inmates scheduled for court will be removed from their housing areas, searched, and appropriately restrained prior to movement to the courtroom.

2.2 Custody staff will assist the Court Services Deputy in escorting the inmate(s) to the courtroom holding cell.

2.3 Once the Court Services Deputy takes custody of the inmate(s) custody staff shall return to the facility.

2.4 The Court Services Deputy will return the inmates to the facility when their court appearance is complete.

2.5 When the inmate returns to the facility they will be searched, and the restraints will be removed. The inmate will be returned to their housing unit.

3.0 Court Holding

3.1 While in court, the inmate will remain where placed by the Court Services Deputy until returned to the facility.

4.0 Feeding

4.1 All inmates are returned to the facility for feeding. Inmates will be searched and placed into cells prior to being served any meal.
The Larry D. Smith Correctional Facility shall follow and adhere to the guidelines outlined in Department Policy 510.13 (Vehicle Specifications).
The John J. Benoit Detention Center shall follow and adhere to the guidelines outlined in Department Policy 510.13 (Vehicle Specifications).
The Robert Presley Detention Center shall follow and adhere to the guidelines outlined in Department Policy 510.13 (Vehicle Specifications).
The Cois Byrd Detention Center shall follow and adhere to the guidelines outlined in Department Policy 510.13 (Vehicle Specifications).
The Blythe Jail shall follow and adhere to the guidelines outlined in Department Policy 510.13 (Vehicle Specifications).