A MESSAGE FROM THE SHERIFF
This Custody Manual serves to provide the rules and structure by which we, the members of this Office, will operate our correctional facility and care for those in our custody. Our goal is to provide a safe, healthy, and secure environment for all incarcerated individuals, officers, service providers, and visitors. We will endeavor to successfully reintegrate those in custody back into the community. These goals will be achieved through our dedication to our organizational values of Service, Integrity, Teamwork and Excellence.

The Custody Manual is not static, but rather a living document, intended to be updated periodically to reflect the latest in case law, law enforcement and custodial practices, and legislative changes, so that we may safely and professionally protect individuals entrusted into our care.
LAW ENFORCEMENT CODE OF ETHICS
As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession . . . law enforcement.
MISSION STATEMENT / VISION STATEMENT
MISSION STATEMENT: IT IS THE MISSION OF THE AMADOR COUNTY SHERIFF’S OFFICE TO PROVIDE THE FINEST IN LAW ENFORCEMENT PROTECTION AND SECURITY TO THE CITIZENS OF OUR COMMUNITY AND THOSE THAT VISIT HERE, BY DEDICATING OURSELVES TO OUR ORGANIZATIONAL VALUES OF SERVICE, INTEGRITY, TEAMWORK AND EXCELLENCE.

VISION STATEMENT: THE AMADOR COUNTY SHERIFF’S OFFICE WILL BE RECOGNIZED AS ONE OF THE FINEST SHERIFF’S OFFICES IN THE STATE OF CALIFORNIA. OUR EMPLOYEES WILL BE RENOWNED FOR THEIR PROFESSIONALISM, DEDICATION TO EXCELLENCE, TEAMWORK, COMMUNITY PARTNERSHIP, AND COMMITMENT TO MAINTAINING THE HIGHEST QUALITY OF LIFE FOR THE CITIZENS OF AMADOR COUNTY.
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**Attachments**
Chapter 1 - Role and Authority
Organizational Structure and Responsibility

100.1 PURPOSE AND SCOPE
The organizational structure of the Office is designed to create an efficient means to accomplish its mission and goals and to provide for the best possible service to the public (15 CCR 1029(a)(1)).

100.2 CHAIN OF COMMAND
The chain of command of the Office begins with the Sheriff, to whom all employees of the Office are responsible.

To maintain continuity, order and effectiveness in the Office, a chain of command has been established and should be respected. All staff members should adhere to the chain of command in all official actions. However, nothing shall prohibit a staff member from initiating immediate action outside of the chain of command if it is necessitated by a complaint of discrimination, sexual harassment, gross malfeasance or a violation of the law.
Authority and Legal Assistance

102.1 PURPOSE AND SCOPE
This policy acknowledges and reflects the legal authority under which the Amador County Sheriffs Office shall operate and maintain a jail in this state. In addition to the authority vested by state law, the jail operates in accordance with these laws, constitutional mandates, regulations and local ordinances.

102.2 POLICY
It is the policy of this Office that the jail will be maintained by all lawful means for the incarceration of persons suspected of violating the law or who have been adjudicated as guilty of committing a crime or civil offense by a competent legal authority, as prescribed by law.

102.3 LEGAL FOUNDATION
Jail staff, at every level must have an understanding and true appreciation of their authority and limitations in the operation of a local detention facility. The Amador County Sheriffs Office recognizes and respects the value of all human life and the expectation of dignity without prejudice toward anyone. It is also understood that vesting law enforcement personnel with the authority to incarcerate suspected law violators to protect the public and prevent individuals from fleeing justice requires a careful balancing of individual rights and legitimate government interests.
Annual Review and Performance-Based Goals and Objectives

104.1 PURPOSE AND SCOPE
The Amador County Sheriff's Office is dedicated to the concept of continuous improvement in the services provided on behalf of the public and in accordance with applicable laws, regulations and best practices in the operation of this facility. This policy establishes minimum review criteria to measure and evaluate the success of achieving established goals and objectives.

104.2 POLICY
The Amador County Sheriff's Office shall strive to continually improve the operation of its facilities to ensure they are safe, humane, and protect inmates' constitutional and statutory rights. To this end, the Office shall conduct an annual review to evaluate its progress in meeting stated goals and objectives.

104.3 ANNUAL REVIEW
The Correction Captain should ensure that the custody management team conducts an annual management review of, at a minimum:

(a) Statutory, regulatory, and other requirements applicable to the operation of the facility.
(b) Lawsuits and/or court orders/consent decrees.
(c) Amador County Sheriff's Office policies, procedures, directives, and post orders that guide the operation of the facility.
(d) Fiscal operations and accounting procedures.
(e) Personnel issues/actions that include but are not limited to on-the-job injuries, internal affairs investigations, employee grievances, employee discipline, selection, and recruitment.
(f) Compliance with internal/external inspections of the facility.
(g) Condition of the physical plant, infrastructure, and maintenance efforts.
(h) Cleanliness of the facility.
(i) Inmate profiles and trends that measure:
   1. Inmate population (Average Daily Population).
   2. Inmate population by gender.
   3. Highest one-day count.
   5. Percentage of male inmates.
   6. Percentage of female inmates.
7. Juveniles in custody.
8. Felony inmates in custody.
11. Sentenced population.
12. Medical beds.
13. Mental health beds.
14. Meal counts (regular, medical, court meals).
15. Early releases.
16. Alternative-to-incarceration participants.
17. Special needs inmates.
18. Classification issues.
19. Inmate grievances (founded/denied).
20. Demographics (age, race, gang affiliation).

(j) Security issues that include:
1. Inmate-on-inmate assaults.
2. Inmate-on-staff assaults.
3. Major disturbances.
5. Suicide attempts (15 CCR 1030).

(k) Inmate programs including:
1. Education.
2. Commissary.
3. Drug and alcohol programs.
4. Faith-based services.

104.4 CRITERIA TO MEASURE PERFORMANCE
The following items will be used to measure and evaluate the level of success in achieving the Office’s stated goals:

(a) Fiscal year budget surpluses or successful operations even with budget reduction
(b) Findings from independent financial audits
(c) Inmate grievances
Annual Review and Performance-Based Goals and Objectives

(d) Documentation that Office investigators have completed the required specialized training in conducting sexual abuse investigations (28 CFR 115.34)

(e) Documented training hours received by staff

(f) Completed audits of the policy and procedures manuals

104.5 MANAGEMENT REVIEW PROCESS
The management team may employ several methods to assess performance, including the following:

(a) Performance analysis - Performance analysis attempts to discover discrepancies between the expected and actual levels of performance. This analysis should focus on whether the practices in this facility are meeting the mission of the Office and whether office policies and procedures are in alignment with statutes, regulations and court orders.

(b) One-to-one interviews - Scheduled interviews with custody staff held in private to encourage candid responses to help identify issues or conditions that should be targeted for review or correction.

(c) Questionnaires - Questionnaires should be used as a group method to solicit suggestions and information about what operations are in need of adjustment or where program resources should be directed.

(d) Staff debriefing - Staff should be periodically debriefed, especially after an emergency operation or incident, to identify aspects of facility operations that may need to be addressed by the management team and supervisors.

(e) Inspection findings - The Office is subject to a variety of administrative inspections (standard-setting authorities, command staff, grand jury, jail advocates). These annual inspections should be used to identify ongoing issues in the operation of this facility.

104.6 MANAGEMENT REVIEW RESULTS
The results of management reviews should be used in the ongoing process of continuous improvement. They should be used to direct changes in the operation of this facility or to identify successful operations that might be replicated in other areas of the facility. They should not, however, include specific identifying information of incidents or involved individuals.

The results of management reviews also may be used in full or in part to respond to inquiries from interested groups, such as the local legislative body, courts, grand jury or others, to provide information on issues concerning the operation of this facility, including action planning whenever appropriate.
Custody Manual

106.1 PURPOSE AND SCOPE
The Custody Manual is a statement of the current policies, rules, and guidelines of this office’s jail. All prior and existing manuals, orders, and regulations that are in conflict with this manual are revoked, except to the extent that portions of existing manuals, orders, and other regulations that have not been included herein shall remain in effect where they do not conflict with the provisions of this manual.

Except where otherwise expressly stated, the provisions of this manual shall be considered guidelines. It is recognized, however, that work in the custody environment is not always predictable, and circumstances may arise that warrant departure from these guidelines. It is the intent of this manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to members of this office under the circumstances reasonably known to them at the time of any incident.

106.2 POLICY
The manual of the Amador County Sheriff's Office Jail is hereby established and shall be referred to as the Custody Manual (15 CCR 1029). All members are to conform to the provisions of this manual.

106.2.1 DISCLAIMER
The provisions contained in the Custody Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Amador County Sheriff's Office and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the County, its officials or members. Violations of any provision of any policy contained within this manual shall only form the basis for office administrative action, training or discipline. The Amador County Sheriff's Office reserves the right to revise any policy content, in whole or in part.

106.3 RESPONSIBILITIES
The Sheriff shall be considered the ultimate authority for the provisions of this manual and shall continue to issue Office Directives, which shall modify the provisions to which they pertain. Office Directives shall remain in effect until such time as they may be permanently incorporated into the manual.

The Corrections Captain shall ensure that the Custody Manual is comprehensively reviewed at least every two years, updated as needed and the staff trained accordingly to ensure that the policies in the manual are current and reflect the mission of the Amador County Sheriff's Office (15 CCR 1029). The review shall be documented in written form sufficient to indicate that policies and procedures have been reviewed and amended as appropriate to facility changes.
106.3.1 COMMAND STAFF
The command staff should consist of the following:

- Sheriff
- Undersheriff
- Corrections Captain
- Corrections Lieutenant

106.3.2 OTHER PERSONNEL
Line and supervisory staff have a unique view of how policies and procedures influence the operation of the facility and therefore are expected to bring to the attention of their supervisors issues that might be addressed in a new or revised policy.

All members suggesting revision of the contents of the Custody Manual should forward their suggestions in writing, through the chain of command, to the Corrections Captain, who will consider the recommendation.

106.4 DEFINITIONS
The following words and terms shall have these assigned meanings, unless it is apparent from the content that they have a different meaning:

**Adult** - Any person 18 years of age or older.

**Office** - The Amador County Sheriff's Office.


**Employee** - Any person employed by the Amador County Sheriff's Office.

**Juvenile** - Any person under the age of 18.

**May** - Indicates a permissive, discretionary, or conditional action.

**Member** - Any person employed or appointed by the Amador County Sheriff's Office, including, but not limited to:

- Full- and part-time employees.
- Correctional Officers and Reserve Correctional Officers.
- Deputy Sheriffs and Reserve Deputy Sheriff's.
- General Services employees.
- Contractors
- Volunteers.

**Correctional Officer** - All persons, regardless of rank, who are employees and who are selected and trained in accordance with state law as correctional officers of the Amador County Sheriff's Office.
On-duty employee - Status during the period when he/she is actually engaged in the performance of his/her assigned duties.

Order - A written or verbal instruction issued by a superior.

Rank - The job classification title held by correctional officer.

Shall or will - Indicates a mandatory action.

Should - Indicates a generally required or expected action absent a rational basis for failing to conform.

106.5 DISTRIBUTION OF MANUAL
Copies of the Custody Manual shall be made available to all members. An electronic version of the Custody Manual will be made available to all members on the office network (15 CCR 1029).

No changes shall be made to the electronic version without authorization from the Corrections Captain.

106.6 MANUAL ACCEPTANCE
As a condition of employment, all members are required to read and obtain necessary clarification of this office’s policies. All members are required to sign a statement of receipt acknowledging that they have received a copy or have been provided access to the Custody Manual.

106.7 REVISIONS TO POLICIES
All members are responsible for keeping abreast of all Custody Manual revisions. The Training Sergeant will forward revisions to the Custody Manual as needed to all personnel via electronic mail. Each member shall acknowledge receipt by return e-mail or online acknowledgement, review the revisions and seek clarification as needed.

Each supervisor will ensure that members under his/her command are familiar with and understand all revisions.
Administrative Communications

108.1 PURPOSE AND SCOPE
Effective communications within the Office are critical to the accomplishment of the mission of the Office and the effective operation of the jail. Administrative communications of this office are governed by Amador County Sheriff's Office Policy §214 (Title 15 CCR § 1029(a)(1)).

108.2 POLICY
The Amador County Sheriffs Office will appropriately communicate significant events within the organization to its members. Both electronic and non-electronic administrative communications will be professional in appearance and comply with the established letterhead, signature and disclaimer guidelines, as applicable.
Annual Facility Inspection

112.1 PURPOSE AND SCOPE
Annual facility inspections are the collection of data designed to assist administrators, managers and supervisors in the management of the custody facility by means of establishing a systematic inspection and review of its operation. This policy provides guidelines for conducting the annual facility inspection.

112.1.1 POLICY
This office will use a formal annual inspection process of its facility to ensure that practices and operations are in compliance with statutes, regulations, policies and procedures and best practice standards (15 CCR 1029(a)(2)). Inspections will be used to help identify the need for new or revised policies and procedures, administrative needs, funding requirements, evaluation of service providers and changes in laws and regulations.

112.2 CORRECTIONS CAPTAIN RESPONSIBILITY
The Corrections Captain is responsible for collecting performance indicators and other relevant data to generate and provide an annual inspection of all custody facilities. The Corrections Captain will ensure that inspections are conducted as outlined below for each facility type on an annual basis.

Annual inspections may be used in preparation of inspections by outside entities, such as inspections by a government inspection authority, professional organization or accreditation body. In this case, the local inspection will serve as a pre-inspection review that will prepare the facility for the outside or third-party evaluator.

112.3 INSPECTION AREAS
The Corrections Lieutenant is responsible for coordinating annual inspections of the jail and Court Holding Facility by the County Health Department and the County Environmental Health Department; bi-annual inspections by the Board of State and Community Corrections; and bi-annual inspections by the State Fire Marshall or the local fire department.

112.4 FOCAL POINTS FOR INSPECTIONS
Inspections of facilities used for detaining persons pending arraignment, held during trial and held upon a lawful court commitment should include inspection of the policies, procedures and performance by management and staff to ensure compliance and timely updates. Inspections should include, but not be limited to, the following inspection points:

- Staff training
- Number of personnel
- Policy and procedures manual
- Fire suppression pre-planning
• Incident reports
• Death in-custody
• Documented suicide attempts
• Classification plan
• Reception and booking
• Communicable disease prevention plan
• Inmates with mental disorders
• Administrative segregation
• Developmentally disabled inmates
• Use of force and restraint devices
• Contraband control
• Perimeter security
• Searches (area and personal)
• Access to telephones
• Access to courts and counsel
• Inmate visiting
• Inmate mail
• Religious access
• Health care services
• Intake medical screening
• Vermin control
• Detoxification treatment
• Suicide prevention program
• First-aid kit
• Meals, frequency of serving
• Minimum diet
• Food service plan
• Food serving and supervision
• Facility sanitation, safety, maintenance
• Tools, key and lock control
Annual Facility Inspection

- Use of safety and sobering cells
- Plan for inmate discipline including rules and disciplinary penalties, forms of discipline, limitations on discipline and disciplinary records
- Standard bedding and linen use
- Mattresses
Chapter 2 - Organization and Administration
Supervision of Inmates - Minimum Requirements

204.1 PURPOSE AND SCOPE
The purpose of this policy is to ensure the safety and security of the facility through the application of appropriate staffing levels.

204.2 POLICY
It is the policy of this facility to provide for the safety and security of citizens, staff and inmates through appropriate staffing levels that are sufficient to operate the facility and perform functions related to the safety, security, custody and supervision of inmates.

204.3 SUPERVISION OF INMATES
There shall be, at all times, sufficient staff designated to remain in the facility for the supervision and welfare of inmates, to ensure the implementation and operation of all programs and activities as required by Title 15 CCR Minimum Jail Standards, and to respond to emergencies when needed. Such staff must not leave the facility while inmates are present and should not be assigned duties that could conflict with the supervision of inmates (15 CCR 1027).

When both male and female inmates are held at this facility, a minimum of one male and one female correctional officer should be on-duty in the jail at all times. Absent exigent circumstances, staff will not enter the cell or room occupied by an inmate of the opposite sex, except in the company of an employee of the same sex as the inmate.

Staff members shall not be placed in positions of responsibility for the supervision and welfare of inmates of the opposite sex in circumstances that can be described as an invasion of privacy or that may be degrading or humiliating to the inmates. Staff used as program resource personnel with inmates should be of the same sex as the inmates when reasonably available. However, at least one staff member of the same sex as the inmates should be on-duty and available to the inmates during all such activities.

The Corrections Captain or the authorized designee shall be responsible for developing staffing plans to comply with this policy. Records of staff deployment should be maintained in accordance with established records retention schedules (Penal Code § 4021; 15 CCR 1027).

204.4 SEPARATION OF DUTIES
Maintenance personnel are employed to perform preventive, routine and emergency maintenance functions. Custody staff will not be given physical plant maintenance duties that distract from their primary responsibility of supervising inmates.
Prohibition on Inmate Control

206.1 PURPOSE AND SCOPE
The purpose of this policy is to define the requirement that staff should at all times exercise control of the inmate population under their supervision and should prevent inmates from controlling other inmates within the facility.

206.2 POLICY
All staff, including support staff, contractors and volunteers should exercise control and supervision of all inmates under their control. It is the policy of this office to prohibit any staff member to implicitly allow, or by dereliction of duty allow, any inmate or group of inmates to exert authority over any other inmate (Penal Code § 4019.5; 15 CCR 1083(c)).

206.3 EDUCATION, DRUG OR ALCOHOL PROGRAM ASSISTANTS
Nothing in the policy is intended to restrict the legitimate use of inmates to assist in the instruction of educational or drug and alcohol programs. Any use of inmates in this manner will be expressly authorized by the Corrections Captain in a legally prescribed manner. Any program that uses inmates to assist in legitimate program activities will be closely supervised by facility employees or vocational instructors. Nothing in this section is intended to authorize an inmate program assistant to engage in disciplining other inmates.
Tool and Culinary Equipment

210.1 PURPOSE AND SCOPE
The purpose of this policy is to establish a tightly controlled process for the use of tools and culinary equipment in order to reduce the risk of such items becoming weapons for the inmate population. While there are times that specific inmate workers may need to possess tools or equipment for legitimate daily operations, the possession and use of those tools must be carefully monitored and controlled by staff (15 CCR 1029(a)(6)).

210.2 POLICY
It is the policy of this facility to securely store, inventory, control and monitor the use of tools and culinary equipment to ensure accountability and the secure use of these items (15 CCR 1029(a)(6)).

210.2.1 SERVING AND INDIVIDUAL EATING TOOLS
Individual eating tools (sporks) are issued to each inmate and they are the responsibility of each inmate. Inmates who lose or damage an issued eating tool are required to report the loss of the tool to corrections personnel.

210.3 CUSTODY TOOLS
Tools include all implements that are maintained within the secure perimeter of the facility to complete specific tasks. These tools include, but are not limited to, mops, brooms, dustpans and floor polishers.

All tools, culinary items or medical equipment shall be locked in secure cabinets or storage rooms when not in use.

Any time tools are brought into a secure area where inmates are present, staff supervising the area shall count the number of tools brought in to ensure that the same number of tools is taken out.

Any tool that is used within the secure perimeter of the facility must be closely monitored and controlled by the staff supervising the area so that it cannot be used as a weapon (15 CCR 1029(a)(6)). Inmates who are assigned tasks that require these tools shall be closely supervised.

An inventory of all tools used and stored within the secure perimeter of the facility shall be developed and maintained by the Corrections Captain. Tools will be inventoried by an assigned staff member at least once every 24 hours. The loss of any tool will be immediately reported to the on-duty supervisor, who shall initiate immediate action to locate or account for the missing tool, including:

(a) Detaining and searching any inmate who had access to the tool.
(b) Conducting a thorough search of the immediate area for the missing item.
(c) Initiating a facility-wide search.
The staff member responsible for the supervision of the use of the missing tool will prepare and submit a report to the Corrections Lieutenant documenting the specific tool that is missing and the circumstances of the disappearance. The report will be forwarded to the Corrections Captain. A report identifying all members involved in the search should be submitted to the on-duty supervisor documenting their findings.

210.4 MAINTENANCE OR CONSTRUCTION TOOLS
Maintenance or construction tools are those tools and equipment that are brought into and out of the secure perimeter of the facility by employees or contractors to facilitate repairs or construction of the physical plant. Only the tools and equipment needed specifically for the intended work will be permitted into the facility. All tools and equipment will be inventoried and a list of the tools will be provided to the control booth prior to any tools or equipment being brought inside the secure perimeter.

A staff member will check the tools being brought into this facility against the inventory list. Prior to entering the secure perimeter of the facility, the contractor shall be instructed to maintain personal possession of the tools at all times. When it is necessary to complete a task in an area where inmates are present, the inmates shall be locked down by staff supervising the area.

When the person has finished working in the area, a correctional officer will ensure that all tools are accounted for by checking the tool inventory. In the event of a discrepancy, the on-duty supervisor shall be immediately notified and appropriate action taken to locate or account for the items. Once all tools have been accounted for, the inmates may be released from lockdown.

210.5 EXTERIOR-USE TOOLS
Exterior-use tools are those that are used by inmate workers outside of the secure perimeter. These tools include, but are not limited to, the following:

- Handheld tools
- Power tools
- Landscape maintenance tools
- Farm equipment

Only inmate workers who are classified to work outside the secure perimeter of the facility will be allowed to possess exterior-use tools. The correctional officer responsible for supervising inmate workers on outside work crews will inventory all tools assigned for this purpose at the beginning of the shift.

Any tool issued to an inmate will be logged with the inmate’s name, the tool type and serial number documented. When an inmate worker is finished with that tool, the responsible staff member shall check the tool against the check-out log and document its return. Inmate workers shall not be permitted to pass tools between each other except under the direct supervision of a correctional officer.
All tools will be checked-in and noted on the log and returned to the tool storage area at the end of each shift. Until all tools are accounted for, inmate workers should not be released from the work assignment.

In the event that an exterior-use tool is missing, the correctional officer shall immediately notify a supervisor. A thorough search for the tool will be undertaken and an incident report shall be completed. Inmates may only be released from their work assignments when it has been determined that it is safe to do so, and upon the approval of the supervisor. The incident report with all relevant information shall be forwarded to the Corrections Captain.

210.6 KITCHEN EQUIPMENT
Culinary tools are located in the kitchen and include common tools used in the preparation, service and delivery of meals.

All kitchen knives or metal tools with sharp edges shall be stored in a locked cabinet. There shall be an outline of the tool's assigned location in the cabinet so that any tool missing from the cabinet can be easily identified. When in use, all knives shall be tethered to the work area. All tools shall be returned to the secure cabinet when not in use.

The correctional officer assigned to the kitchen shall inventory all kitchen tools at the beginning of his/her shift and prior to the arrival of inmate workers. Kitchen tools will only be issued to inmates who have been classified as inmate workers. Staff will supervise inmates at all times when the inmates are using tools.

Each tool issued will be assigned to an individual inmate and logged. The inmate’s name and the tool type will be documented. When an inmate worker is finished with a tool, the tool shall be checked in with the correctional officer and documented. Inmate workers shall not be permitted to pass tools between each other except under the direct supervision of a correctional officer.

All tools will be returned to the kitchen tool cabinet at the end of each shift and must be accounted for prior to any inmate worker being released from the work assignment.

In the event that a kitchen tool is missing, the correctional officer shall immediately notify the on-duty supervisor, who shall initiate immediate action to locate or account for the missing tool. A thorough search for the tool will be undertaken and an incident report shall be completed by the correctional officer responsible for the supervision of the use of the tool. The incident report with all relevant information shall be forwarded to the Corrections Captain.
Inmate Records

214.1 PURPOSE AND SCOPE
This policy establishes the procedures required to create and maintain accurate records of all persons booked and confined in this facility.

214.2 POLICY
It is the policy of this office that all records shall be complete and comprehensive, resulting in reliable data that provides information about each inmate’s period of confinement, as well as histories of previous confinement in this facility. All inmate records are official office documents and should be used for official business only. Inmate records are a vital component of the criminal justice system and should only be released to authorized persons.

214.3 RECORD MAINTENANCE
It shall be the responsibility of the Records Bureau to maintain records on all persons who have been committed or assigned to this facility, including but not limited to the following (15 CCR 1041):

- Information gathered during the admission process as provided in the Inmate Reception Policy
- Photographs and fingerprints cross-referenced to the booking number
- Duration of confinement
- Cash and property inventory and receipts
- Classification records, including inmate classification levels and housing restrictions
- Housing history records
- Reports of disciplinary events and dispositions
- Grievances and dispositions
- Reports of incidents or crimes committed during confinement
- Request forms
- Special visit forms
- Court appearances, documents, and the disposition of hearings
- Work documentation
- Program documentation
- Visitation records
- Telephone records
- Medical, dental, mental health, drug and alcohol screenings, assessments, treatments, and medications
Inmate Records

- Non-medical information regarding disabilities and other limitations

The Corrections Captain or the authorized designee shall establish a procedure for managing inmate records.

214.3.1 COURT ORDERS OF NAME OR GENDER CHANGE
When a court order is received that involves a name change of an inmate, the Records Bureau shall document the new name in the inmate’s records and list any prior names as an alias. When a court order is received involving a gender change, appropriate adjustments will be made to the inmate records (Code of Civil Procedure § 1279.5).

214.4 RELEASE OF INMATE RECORDS
Inmate records are confidential and shall be used for official business only. Any release of inmate records shall be made only in compliance with a lawful court order or as authorized by state and federal law to persons having a legitimate criminal justice need, or with a consent form signed by the inmate (15 CCR 1045). A copy of the release authorization document shall be maintained in the inmate record file.

214.5 ELECTRONIC RECORD MAINTENANCE
All inmate records and data maintained in an electronic format shall be accessible only through a login/password-protected system capable of documenting by name, date and time any person who has accessed the information. The Corrections Captain or authorized designee shall be responsible for working with the information technology personnel to ensure the security of the data and to develop and maintain a copy of the security plan.

214.6 RECORDS RETENTION
Inmate records shall be maintained consistent with the established records retention schedule.

214.7 INFORMATION SHARING REGARDING IMMIGRATION STATUS
No member of this office will prohibit, or in any way restrict, another member from doing any of the following regarding the citizenship or immigration status, lawful or unlawful, of any individual (8 USC § 1373; Government Code § 7284.6):

(a) Sending information to, or requesting or receiving such information from federal immigration officials
(b) Maintaining such information in office records
(c) Exchanging such information with any other federal, state or local government entity

Nothing in this policy restricts sharing information permissible under the California Values Act.
Records and Data Practices

215.1 PURPOSE AND SCOPE
This policy establishes guidelines for the control and access of confidential records by staff, contractors and volunteers.

215.2 ACCESS TO CRIMINAL RECORDS
Official files, documents, records, electronic data, video and audio recordings and information held by the Amador County Sheriffs Office or in the custody or control of office employees, volunteers or contractors are regarded as non-public and/or confidential.

Access to confidential paper or electronically generated records in this facility is restricted at various locations according to job function and the need to know. Employees working in assigned areas will only have access to the information that is necessary for the performance of their duties. Granting access to other employees or anyone outside of the work area must meet with supervisory approval. All requests for information received from outside the Office shall be forwarded to the Corrections Captain.

Custody staff, volunteers and contractors shall not access, disclose or permit the disclosure or use of such files, documents, reports, records, video or audio recordings or other confidential information except as required in the performance of their official duties and in accordance with office policies, statutes, ordinances and regulations related to data practices.

Custody staff, volunteers and contractors who are uncertain of the confidentiality status of any document should consult with a supervisor to determine the status of the documents in question.

215.3 STAFF TRAINING
Prior to being allowed to work inside this facility, all custody staff, volunteers and contractors will receive training on office records, policies and confidentiality requirements, including the potential criminal and civil penalties that may result from a breach of confidentiality in violation of this policy and all applicable statutes.
Report Preparation

219.1 PURPOSE AND SCOPE
Report preparation is a major part of each correctional officer's job. The purpose of reports is to refresh the correctional officer's memory and to provide sufficient information for a follow-up investigation and successful prosecution or a disciplinary proceeding. Report writing is the subject of substantial formal and on-the-job training.

219.2 REPORT PREPARATION
Employees should ensure that reports are sufficiently detailed for their purpose and free from errors prior to submission. Reports shall be prepared by the staff assigned to investigate or document an incident, approved by a supervisor and submitted to the Corrections Captain or the authorized designee in a timely manner (15 CCR 1044). Any incident resulting in death, injury or endangerment to staff or a visitor, serious injury to an inmate, escape, a major disturbance, a facility emergency or an unsafe condition at the facility shall be submitted to the Corrections Captain as soon as practicable but within 24 hours of the incident. It is the responsibility of the assigned employee to ensure that all the above listed reports meet this requirement or that supervisory approval has been obtained to delay the report. The supervisor must determine whether the report will be available in time for appropriate action to be taken, such as administrative notifications or resolution, investigative leads or an inmate disciplinary proceeding.

Handwritten reports must be prepared legibly. If the report is not prepared legibly, the employee shall be required by the reviewing supervisor to promptly correct the report. Employees who dictate reports by any means shall use appropriate grammar, as content is not the responsibility of the typist. Employees who generate reports on computers are subject to all requirements of this policy.

All reports shall accurately reflect the identity of the persons involved, all pertinent information seen, heard or assimilated by any other sense, and any actions taken. Employees shall not suppress, conceal or distort the facts of any reported incident, nor shall any employee make a false report orally or in writing. Generally, the reporting employee's opinions should not be included in reports unless specifically identified as such.

219.3 REQUIRED REPORTING
Written reports are required in all of the following situations on the appropriate office-approved form unless otherwise approved by a supervisor (15 CCR 1044).

219.3.1 CRIMINAL ACTIVITY REPORTING
When an employee responds to an incident, or as a result of self-initiated activity, and becomes aware of any activity where a crime has occurred, the employee is required to document the activity. The fact that a victim is not desirous of prosecution is not an exception to documentation.
219.3.2 INCIDENT REPORTING

Incident reports generally serve as an in-house notation of occurrences in the facility and to initiate, document and support the inmate disciplinary process. The Office shall establish a filing system that differentiates between incident reports, crime reports and disciplinary actions. This policy does not require the duplication of information on two different forms. Where both exist, cross-referencing facilitates retrieval of one or both.

Incidents that shall be documented using the appropriate approved report include (15 CCR 1044):

(a) Non-criminal incidents of rule violations by inmates.
(b) Attempted suicide or suicidal ideation on the part of an inmate, if known.
(c) Non-criminal breaches of security or evidence of an escape attempt.
(d) Non-criminal security threats, including intelligence related to jail activities.
(e) Significant incidents related to medical issues, health or safety in the jail.
(f) Discovery of contraband in the possession of inmates or their housing areas.
(g) All incidents involving the accidental or natural death of a human being. Refer to Office policy on Reporting Inmate Deaths.
(h) Risk management incidents to include injuries to inmates and lost or damaged property.

219.3.3 DEATHS

All deaths shall be investigated and a report completed by a qualified investigating officer to determine the manner of death and to gather information, including statements of inmates and staff who were in the area at the time the death occurred.

Reporting of deaths will be handled in accordance with the Reporting Inmate Deaths Policy.

219.3.4 USE OF FORCE

Reports related to the use of force shall be made in accordance with the Use of Force Policy.

219.4 GENERAL POLICY OF EXPEDITIOUS REPORTING

In general, all employees and supervisors shall act with promptness and efficiency in the preparation and processing of all reports. An incomplete report, unorganized reports or reports delayed without supervisory approval are not acceptable. Reports shall be processed according to established priorities or according to special priority necessary under exceptional circumstances.

219.4.1 GENERAL USE OF OTHER HANDWRITTEN FORMS

County, state and federal agency forms may be block printed as appropriate. In general, the form itself may make the requirement for typing apparent.
219.5 REPORT CORRECTIONS
Supervisors shall review reports for content and accuracy. If a correction is necessary, the reviewing supervisor should return it to the reporting employee for correction as soon as practicable. It shall be the responsibility of the originating employee to ensure that any report returned for correction is processed in a timely manner. It shall be the responsibility of the supervisor rejecting the report to follow up on any report corrections not received in a timely manner.

219.6 REPORT CHANGES OR ALTERATIONS
Reports that have been approved by a supervisor and submitted to the Records Bureau for filing and distribution shall not be modified or altered except by way of a supplemental report. Reviewed reports that have not yet been submitted to the Records Bureau may be corrected or modified by the authoring employee only with the knowledge and authorization of the reviewing supervisor.
Key and Electronic Access Device Control

221.1 PURPOSE AND SCOPE
The control and accountability of facility keys and electronic access devices are vital factors in maintaining a safe and secure environment for inmates, staff, volunteers, contractors and the public (15 CCR 1029(a)(6)). This policy outlines the methods that the Office will use in maintaining strict security of its keys and electronic access devices. For ease of reference, the term "key" as used in this policy includes all physical means of access to or exit from the secure areas of the facility.

221.2 POLICY
It is the policy of this office that all keys used to access secure areas of the facility or to exit the secure areas of the facility are strictly controlled. Employees and supervisors will be held accountable for the security and safety of the facility. (Title 15 CCR § 1029(a)(6)).

221.2.1 KEYSET CONTENTS
Keysets issued to staff for use within the secure perimeter of the facility shall not contain any key that would permit access to areas outside the secure perimeter.

221.2.2 KEY CONTROL
All facility keys shall be maintained in a key box within the Control Room room. Employees shall not duplicate, mark, alter or manufacture any key without written authorization from the Corrections Captain or the authorized designee.

Under no circumstances will security keys be made available to inmates regardless of their status.

221.2.3 LOCK POLICY
All security perimeter entrances, Control Room doors and cell doors shall be kept locked, except when used for admission or exit of employees, inmates or visitors, and in an emergency. Operators of sallyports shall ensure that only one of the doors of a sallyport is opened at any time for entry or exit purposes, except where the entry or exit of emergency personnel requires the operator to override the doors and allow for rapid entry or exit.

221.2.4 TESTING
Locks to security doors or gates shall be tested for proper function at least monthly to ensure proper operation. This testing shall be documented and a monthly report forwarded to the Corrections Lieutenant.

221.2.5 EXTERIOR DOOR AND ARMORY KEYS
Duplicate keys for exterior doors to the facility shall be kept in a locked cabinet in the main office.

221.2.6 MISSING KEYS
Any staff member who discovers that a key or keyset is missing shall immediately make a verbal report to a supervisor and shall prepare a written incident report as directed by the supervisor.
The supervisor shall immediately initiate a search for the missing key. If a reasonable effort to locate the key fails, the supervisor shall order a lockdown of the facility. All inmates shall be locked in their cells/housing units. Inmates shall not be allowed to pass into or out of the facility without being thoroughly searched for the missing key. The supervisor shall, as soon as practicable, notify the Corrections Lieutenant regarding the loss of the key, when it was discovered and the circumstances involved.

A methodical and thorough search of the entire facility will be made by the on-duty staff.

If, after a thorough search, the key or keyset is not located, the Corrections Captain will determine whether to re-key any locks that may have been compromised, and whether this should be done immediately.

The Corrections Captain shall initiate an investigation into the disappearance of the keys to reexamine the procedures for key control, and shall notify the Sheriff of his/her findings. Based upon the findings of the investigation and any recommendations, the procedures governing this policy may be amended.

221.2.7 DAMAGED KEYS OR LOCK

Damaged keys or locks shall be promptly reported to a supervisor. No part of a broken key shall be left in the lock. All portions of the damaged key must be turned in to the Corrections Lieutenant, who will ensure duplicate keys are provided as needed. Damaged locks shall be replaced or repaired as soon as practicable. Appropriate security measures shall be taken until such time as the lock is properly restored. No lock to a security door or gate shall be permitted to be inoperable or left in an unsuitable condition unless approved by the Corrections Captain. No inmate shall be secured in a cell, detention room or area that has inoperable locks.

221.3 ELECTRONIC ACCESS DEVICES

Proximity cards, fobs or other devices may be issued to staff to allow access to restricted or controlled areas of the facility. In the event of a lost or stolen device, an employee shall notify his/her supervisor as soon as it is known the device is missing. The device shall be immediately deactivated to prevent unauthorized use.
Daily Activity Logs and Shift Reports

224.1 PURPOSE AND SCOPE
Accurate and legible records are vital to the management of the facility. They provide a means for managers to review events and emergency situations that have occurred within the facility.

This policy provides guidance for creating and maintaining accurate and legible records necessary for the management of the facility.

224.2 POLICY
This policy establishes the requirement for the preparation, maintenance and retention of permanent logs and shift reports to provide a record of both routine activities and unusual events such as emergencies or other notable occurrences.

224.3 PROCEDURES
All members assigned to a security post shall prepare an accurate daily activity log and shift report. The daily activity log and shift report is a permanent record of daily activities. Members who falsify any official document may be subject to disciplinary action, up to and including termination, as well as criminal prosecution.

All members will adhere to the following procedures when preparing a daily activity log or shift report:

(a) Black ink pen shall be used, unless entries are logged into an electronic record.
(b) Entries should be legible and provide sufficient detail to ensure that the log entry or report properly reflects the events of the day.
(c) Entries shall include the name and badge number of the individual making the entry.
(d) Entries shall reflect the date and time of the event logged.
(e) Entries created and stored electronically shall not be modified. If corrections or changes become necessary, they shall be done by way of a supplemental entry, leaving the original entry unaltered and retrievable.
(f) Handwritten log entries requiring modification shall be crossed out with one line and a new entry made, noting that it is a correction.

224.4 SHIFT ACTIVITY LOG
Corrections officers shall enter all pertinent information into the daily activity log when any of the following occur:

(a) Bookings or releases
(b) Formal counts and hourly checks
(c) Well-being checks, security checks and inspections
(d) Meal service
(e) Medication delivery, sick call or inmate complaint of illness or injury and the action taken
(f) Inmate activities
(g) Yard and library schedule
(h) Unusual occurrences

224.5 SUPERVISOR RESPONSIBILITIES
Supervisors shall review the daily activity logs and shift reports during the course of each shift. Supervisors shall sign and include the date and time of review on each log or report. When appropriate, supervisors should include comments in the logbook with regard to an incident or unusual occurrence in the facility.

Whenever a major event in the facility requires a coordinated command response, the Incident Commander (IC) should designate someone to keep a running log that identifies, at a minimum, the following:

• Date and time the incident began
• Specific location of the incident
• Times of significant response measures taken during the incident
• Name, identification number and time of arrival of personnel on-scene
• Orders issued by the IC
• Significant events that occurred as a result of the incident

The above information should remain available to the IC throughout the event to assist with ongoing response planning.
Administrative and Supervisory Inspections

230.1 PURPOSE AND SCOPE
The purpose of this policy is to establish both regularly scheduled and unannounced inspections of the facility's living and activity areas. This is to encourage contact with staff and inmates and to observe inmate living and working conditions. Inspections may be useful in identifying deficiencies, which can be corrected, as well as processes working properly, which may be replicated elsewhere in the facility.

230.2 POLICY
Tours and inspections shall be conducted by administrative and supervisory staff throughout the jail at least weekly to facilitate and encourage communication among administrators, managers, supervisors, staff employees, inmates and the visiting public.

230.3 INSPECTIONS
The Corrections Captain is responsible for ensuring that scheduled and unscheduled inspections, visits and contacts are implemented to minimally include:

   (a) The general conditions and overall climate of the facility.
   (b) The living and working conditions of inmates.
   (c) Communication between administrators, managers, supervisors, staff, inmates and the visiting public.
   (d) Compliance with policies.
   (e) Safety, security and sanitation concerns.
   (f) Inmate concerns.
   (g) Meal services.

230.3.1 AREAS TO BE INSPECTED
Supervisor inspections should occur in all occupied areas of the facility on a daily basis, including weekends and holidays. Inspections should be conducted randomly and special effort should be given to tour and informally inspect the following areas:

   • Inmate housing areas
   • Booking and receiving areas, including holding cells
   • Exercise yard and recreation areas
   • Visiting and program areas
   • Medical and dental service areas
   • Vocational work areas, e.g., the kitchen, janitorial closets
Administrative and Supervisory Inspections

- Sally ports and transportation staging areas

230.4 INSPECTIONS OF SECURITY EQUIPMENT
The Corrections Lieutenant shall be responsible for designating a qualified person to conduct weekly inspections of all security devices, identifying those in need of repair or maintenance and providing a written report of the results of the inspection. The Corrections Lieutenant shall document all action taken to correct identified deficiencies, including maintenance records, and shall retain those records in accordance with established records retention schedules.

230.5 DOCUMENTATION AND REPORTING
Significant issues of security or safety shall be addressed promptly. Areas needing immediate attention may be referred directly to the Amador County Facilities Department, with appropriate notice provided to the Corrections Lieutenant consistent with this section.

Issues relating to security or safety shall be documented in a maintenance request and forwarded to the Corrections Lieutenant. The Corrections Lieutenant shall review the maintenance requests and ensure that any deficiencies noted are addressed or forwarded through the chain of command, as appropriate.
Perimeter Security

232.1 PURPOSE AND SCOPE
The purpose of this policy is to establish this facility's perimeters, to ensure that incarcerated inmates remain inside the perimeters, and that visitors, vendors, volunteers and employee access is granted only with proper authorization and through designated safety vestibules and sally ports. The secure perimeter of this facility will provide protection from the escape of persons being processed, held or housed, and will act as a defense against the entry of unauthorized persons. It shall be maintained to prevent contraband from entering the secure areas of the facility (Title 15 CCR § 1029(a)(6)).

232.2 POLICY
All entry points to the secure perimeter of the facility shall be monitored and controlled continuously by Control Room staff. The entire perimeter shall be inspected, maintained, monitored and continuously assessed to ensure its physical integrity and prevent unauthorized entry, inmate escape and contraband from entering the facility.

232.2.1 VISITORS
This facility shall be maintained as a secure area and no person shall enter any portion of the inner perimeter without specific authorization from the Corrections Captain or the authorized designee. All visitors shall be required to provide satisfactory identification, such as a valid driver's license, valid passport or military identification. Visitors shall be required to sign in on the visitor log and state the reason for the visit. Visitors must wear a visitor's badge at all times and shall be escorted by one or more staff members at all times while they are in the secure areas of the facility.

232.3 PROCEDURE
The secure perimeter shall be maintained by assigned staff. The Corrections Captain or the authorized designee shall ensure that a staffing plan is in place to monitor the secure perimeter of this facility. Suspicious activity at or near the perimeter shall immediately be reported to the Corrections Lieutenant and the Control Room staff. The Control Room staff shall initiate an appropriate law enforcement response.

Individuals suspected to be in violation of any law may be subject to detention or arrest. Warrant checks should be conducted on all individuals who are on the property without proper authorization. Individuals found to be loitering on or around the perimeter of the facility will be stopped and questioned to determine the circumstances of their presence. They may be denied entrance into the facility.

The Control Room staff shall identify all persons seeking to gain access to the secure perimeter of the facility. Persons delivering goods or services shall identify themselves to the Control Room staff prior to being allowed access to the delivery area.
Perimeter Security

Materials delivered to or transported from the facility’s secure perimeter shall be inspected for contraband. Vendors making deliveries into the secure area of the facility will do so under the supervision of custody staff.

Keys to the secure perimeter shall be issued to all correctional staff.

Weapons lockers are provided outside all secure perimeter entrances. All weapons must be secured prior to an individual being allowed to enter the facility.

Operation of the sally port doors will be done in such a manner as to effectively control movement in and out of the secure inner perimeter of this facility. Control Room staff are responsible for ensuring all perimeter surveillance equipment is in good working order and shall immediately report malfunctions or failures to the on-duty sergeant.
Accessibility - Facility and Equipment

234.1 PURPOSE AND SCOPE
This policy is intended to ensure that staff and the general public have access to the facility, in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act (29 USC § 794).

234.1.1 DISABILITY DEFINED
A disability is any physical or mental impairment that substantially limits one or more major life activities. These include, but are not limited to, any disability that would substantially limit the mobility of an individual or an impairment of vision and/or hearing, speaking or performing manual tasks that require some level of dexterity. Additionally, disability includes a physical or mental impairment that would inhibit a person's ability to meet the requirements established by the Office for conducting visitation or other business in the facility.

234.2 POLICY
The Amador County Sheriffs Office prohibits discrimination of persons with disabilities. The Amador County Sheriffs Office adheres to the ADA and all other applicable federal and state laws, regulations and guidelines in providing reasonable accommodations to ensure that the facility is reasonably accessible to and usable by individuals.

234.3 ACCOMMODATIONS
As part of the compliance with the ADA and the commitment to provide access to persons with disabilities, the Office will provide reasonable accommodations that include, but are not limited to:

- Vehicle parking areas that accommodate cars and vans or other vehicles with wheelchair lifts.
- Public areas that are wheelchair accessible.
- Drinking fountains that can accommodate wheelchairs or other mobility devices.
- ADA-compliant elevators.
- Restroom areas that are wheelchair compliant and meet ADA standards for accessibility.
- Search areas and metal detection devices, including private areas where alternative search methods may be performed.
- Services and equipment for the deaf and hard of hearing.
- Visitor check-in areas.
- Visitation areas, including attorney interview rooms that can accommodate wheelchairs and other mobility devices.
234.3.1 MEMBER RESPONSIBILITIES
Members receiving a request for accommodation should make reasonable attempts to do so. If a request cannot be reasonably accommodated, a supervisor should be notified.

Members becoming aware of any potential ADA violation should document the issue in a memorandum and forward the memorandum to the Corrections Captain with a copy to the ADA coordinator.

Members receiving a complaint of disability discrimination or inability to reasonably access the facility, or any other complaint related to the ADA, should document the complaint and refer the matter to the ADA coordinator.

234.4 ADA COORDINATOR
The Corrections Captain should appoint a staff member to serve as the ADA coordinator, whose primary responsibilities include, but are not limited to, coordinating compliance with ADA requirements. The ADA coordinator should be knowledgeable and experienced in a variety of areas, including:

(a) The office’s structure, activities and employees, including special issues relating to the requirements of the jail.
(b) The ADA and other laws that address the rights of people with disabilities, such as Section 504 of the Rehabilitation Act (29 USC § 794).
(c) The accommodation needs of people with a broad range of disabilities.
(d) Alternative formats and technologies that enable staff, inmates and the public with disabilities to communicate, participate and perform tasks related to jail activities.
(e) Construction and remodeling requirements with respect to ADA design standards.
(f) Working cooperatively with staff, inmates and the public with disabilities, as well as with local disability advocacy groups or other disability groups.
(g) Negotiation and mediation.

234.4.1 DISSEMINATION OF INFORMATION
The ADA coordinator will be responsible for the dissemination of information to staff and visitors on issues specifically related, but not limited to:

• Services available to members of the public who are disabled.
• Accessing services to accommodate disabilities.
• Registering complaints or grievances relating to issues involving the ADA.

234.5 TRAINING
The ADA coordinator should work with the Training Sergeant as appropriate, developing training regarding issues specifically related, but not limited to:

(a) The requirements of Section 504 of the Rehabilitation Act (29 USC § 794).
(b) Office policies and procedures relating to ADA requirements.
Public Information Release

236.1 PURPOSE AND SCOPE
This policy provides guidelines for the release of information to the general public. Media release information is governed by Amador County Sheriff's Office Policy Manual §346, News Media Relations.

236.2 POLICY
It is the policy of this office that the ultimate authority and responsibility for the release of information shall remain with the Sheriff. However, in situations not warranting immediate notice to the Sheriff the release information may be made in accordance with this policy, Policy Manual §346, News Media Relations, and applicable law (Title 15 CCR § 1045).

236.3 SCOPE OF INFORMATION SUBJECT TO RELEASE
The Office will maintain a daily log of individuals who are currently in custody or were recently booked. Unless restricted by law and except to the extent that disclosure of a particular item of information would endanger the safety of a person involved in an investigation or would endanger the successful completion of the investigation or a related investigation, the following information on inmates and persons booked is considered public information and can be released upon request:

(a) The full name and occupation of the inmate
(b) The inmate's physical description, including date of birth
(c) Date and time of arrest
(d) Date and time of booking
(e) Location of arrest
(f) All charges the inmate is being held on, including outstanding warrants, probation/parole holds
(g) Amount of bail
(h) The time and manner of the inmate's release or the location where the inmate is currently being held
(i) Arresting agency

Information on this facility's policies and procedures regarding non-security related matters, (i.e., programs, facility rules and regulations, visitation, health care, religious services) can be released to the general public by any custody staff member. A copy of the applicable portions of this facility's policy and procedures manual can be made available for public review with the approval of the Sheriff.
Public Information Release

Any information related to the applicable portions shall be redacted before being provided to the general public. Applicable regulations for the operation of a custody facility can be made available for review by the public and inmates. Inmates can request a copy through the inmate programs staff.

Information related to escapes, suicides or crimes occurring in this facility shall only be released with the approval of the Corrections Captain or the authorized designee.

Identifying information pertaining to a juvenile detainee shall not be publicly released without prior approval of a competent court, except as otherwise authorized by law. Information concerning incidents involving certain sex crimes and other offenses set forth in all applicable laws shall be restricted.

Identifying information concerning deceased individuals shall not be released to the media until notification of next of kin or until otherwise cleared by the coroner's/medical examiner's office or otherwise required by law.
Community Relations and Public Information Plan

238.1 PURPOSE AND SCOPE
This policy provides guidelines to custody personnel when dealing with the general public or interested groups when requests are received to share information regarding the operations and policies of the facility (15 CCR 1045). (See the News Media Relations policy for guidance on media releases.)

238.2 RESPONSIBILITIES
The Corrections Captain is responsible for ensuring that the following information is public and available to all who inquire about it.

(a) The Board of State and Community Corrections Minimum Standards for Local Detention Facilities as found in Title 15 of the California Code of Regulations.

(b) Facility rules and procedures affecting inmates as specified in 15 CCR sections:
   1. 1045, Public Information Plan
   2. 1061, Inmate Education Plan
   3. 1062, Visiting
   4. 1063, Correspondence
   5. 1064, Library Service
   6. 1065, Exercise and Recreation
   7. 1066, Books, Newspapers, Periodicals and Writings
   8. 1067, Access to Telephone
   9. 1068, Access to Courts and Counsel
  10. 1069, Inmate Orientation
  11. 1070, Individual/Family Service Programs
  12. 1071, Voting
  13. 1072, Religious Observance
  14. 1073, Inmate Grievance Procedure
  15. 1080, Rules and Disciplinary Penalties
  16. 1081, Plan for Inmate Discipline
  17. 1082, Forms of Discipline
  18. 1083, Limitations on Discipline
  19. 1200, Responsibility for Health Care Services
This information is to be made available at the facility's front desk and assembled into a binder or clearly posted for public viewing. Additionally, a copy should be made available in this facility's library or provided by other means for use by inmates. At the discretion of the Sheriff, the information may also be made available electronically. No information will be released on persons whose booking process is not completed.

238.3 PROHIBITED MATERIALS
Policies, procedures and other information and materials related to the safety and security of inmates, custody personnel, the facility or the maintenance of order should not be provided as a part of the public information material unless directed by the Sheriff.

238.4 TOURS OF THE CUSTODY FACILITY
Tours of this facility may be arranged through the Corrections Captain. Authorized tours are subject to facility rules and restrictions:

(a) Persons who tour this facility must be of an appropriate age as determined by the Sheriff.

(b) A short application form must be completed and a background check for warrants will be conducted before an applicant is approved to participate in a tour.

A record of all facility tours should be maintained in accordance with applicable retention requirements.

238.5 POLICY
It is the policy of the Amador County Sheriffs Office to protect the privacy rights of individuals while releasing non-confidential information to interested groups when requests are received. Information that has the potential to affect the safety and security of the Jail or an investigation will not be released.
Victim Notification of Inmate Release

240.1 PURPOSE AND SCOPE
The purpose of this policy is to ensure victims of crimes receive notice when an inmate held for those crimes is released, and that victims receive any other notification required by California law.

240.2 POLICY
It is the policy of this office to act in accordance with all laws regarding victim notification.

240.3 PROCEDURE
The Corrections Captain shall ensure that a system is in place for individuals to request release notification on any inmate housed in this facility.

Notification requests or requirements that are known during the booking process should be documented in the appropriate designated section of the inmate’s booking file.

In the event that an individual contacts this facility and requests notification on any inmate housed in this facility, staff should notify a supervisor, who will determine whether notifications are required or appropriate, and ensure the notification request and determination is documented in the inmate’s file.

240.4 NOTIFICATION
Members tasked with the release of an inmate or investigating an escape shall verify whether there is a required release notification in the inmate’s file.

Members shall document notification efforts in the inmate’s file.

Unless ordered by the court or a supervisor, no victim information shall be provided to any inmate by any employee or volunteer of this facility. Any unauthorized access or release of victim information is a direct violation of victim confidentiality and applicable policies, and may subject the person releasing the information to disciplinary action, up to and including termination from employment and/or criminal prosecution.

240.4.1 REQUIRED NOTIFICATIONS
The Corrections Lieutenant or the authorized designee shall make a reasonable and good faith effort to make all notifications required by law including:

(a) Notice to any person a court identifies as a victim of the offense, a family member of the victim, or a witness to the offense not less than 15 days prior to the release of any person convicted of stalking under Penal Code § 646.9 or convicted of a felony involving domestic violence (Penal Code § 646.92(a)).

(b) Notice to any person a court identifies as a victim of the offense, a family member of the victim, or a witness upon escape and capture of any person convicted of violating
Penal Code § 646.9 or convicted of a felony offense involving domestic violence (Penal Code § 646.92(d)).

(c) Notice to any victim or other affected person who has requested notification that an inmate convicted of the offenses listed in Penal Code § 679.02(a)(13) has been ordered placed on probation and the proposed date of release (Penal Code § 679.02(a)(14)).

(d) If the crime was a homicide, notice to any victim or the next of kin of the victim within 60 days of an inmate's placement in a reentry or work furlough program, or of the inmate’s escape (Penal Code § 679.02(a)(6)).

(e) Notice of the release of any inmate to victims of crime who have requested to be notified

(f) Notice to law enforcement agencies known to be involved with the case upon any escape and capture of an inmate.

Notification should be made by telephone, certified mail, or electronic mail, using the method of communication selected by the person to be notified, if that method is reasonably available. In the event the person's contact information provided to the Office is no longer current, the Office shall make a diligent, good faith effort to learn the whereabouts of the victim in order to comply with these notification requirements. Notification shall only be left on a messaging system if the person has indicated in the notification request that such notification is acceptable or if staff has attempted and cannot make other contact with the person.

If contact cannot be made and no means exist to leave a message with the person, the Corrections Lieutenant or the authorized designee should request the law enforcement agency having jurisdiction where the person resides perform a welfare check. Subsequent and continuing attempts shall be made to contact the person using the numbers listed in the notification request. All attempts to contact shall be documented on the victim notification request form.
Community Service Program

242.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for developing community service programs that are intended to provide work opportunities for inmates and needed services to the community.

242.2 POLICY
It is the policy of the Amador County Sheriffs Office to promote community service programs that provide work opportunities for inmates and will support public works projects, such as maintenance to county roadways or parks. Activities that benefit individuals, businesses or other private entities that are not considered a public works project are prohibited.
Staffing Plan

248.1 PURPOSE AND SCOPE
The purpose of this policy is to establish a comprehensive staffing plan and analysis to identify staffing needs sufficient to maintain the safety and security of the facility, staff, visitors, inmates and the public.

248.2 POLICY
It is the policy of the Amador County Sheriffs Office to ensure the safety, security and efficient operation of this facility by assigning custody personnel according to a detailed staffing plan that is developed and maintained in accordance with law.

248.3 STAFFING PLAN REQUIREMENTS
The Corrections Captain shall ensure that a staffing plan conforming to the class type and size of this facility is prepared and maintained as described in the following section. The plan should detail all custody personnel assignments, including work hours and weekly schedules, and should account for holidays, vacations, training schedules and other atypical situations (15 CCR 1027).

At minimum, the staffing plan will include the following:
- Facility administration and supervision
- Facility programs, including exercise and recreation
- Inmate supervision and custody
- Support services including medical, food services, maintenance and clerical
- Other jail-related functions such as escort and transportation of inmates

248.4 STAFFING ANALYSIS
The Sheriff or the authorized designee shall complete an annual comprehensive staffing analysis to evaluate personnel requirements and available staffing levels. The staffing analysis will be used to determine staffing needs and to develop staffing plans.

This analysis shall include information gathered in collaboration with the health care provider in each facility regarding staffing requirements. The analysis relating to health care personnel shall be annually reviewed for adequacy by the health authority.

The Corrections Captain, in conjunction with the PREA coordinator, should ensure that staffing levels are sufficient to consistently and adequately fill essential positions, as determined by the staffing plan (28 CFR 115.13). Relief factors for each classification and position should be calculated into the staffing analysis to ensure staffing levels will consistently meet requirements. Staff should be deployed in an efficient and cost-effective manner that provides for the safety and security of the staff, inmates and the public.
The staffing analysis should be used to identify whether required activities are being performed competently and in compliance with current laws and office policies. If deficiencies are noted, the staffing analysis should also include recommendations regarding what corrective measures may be needed, including the following:

(a) Operational change
(b) Equipment requirement
(c) Additional training
(d) Supervisory intervention
(e) Additional personnel

248.4.1 DATA COLLECTION FOR ANALYSIS
The following data should be collected and included in the annual staffing analysis:

- All categories of leave usage for each staff member working in the jail
- Date of hire or assignment to a jail position for each member
- Date of transfer from the jail to another non-custody position for each member
- Annual hours of authorized overtime expended during the previous year
- Number of part-time or extra personnel hired during the previous year
- Details of any unusual occurrence or significant medical issues in the jail that were related to staffing during the previous year
- Details of claims or litigation, if any, that were related to staffing levels and were initiated against the facility in the previous year
- Labor contracts/collective bargaining agreements relating to corrections and medical personnel
- Annual training requirements that affected staffing levels in the jail
- Concerns expressed by members of the public
- Any investigations or reports by the grand jury or other government agency, jail monitor or ombudsman
- Other data that may influence the number of personnel available to occupy posted positions

248.5 REPORTING
The Sheriff will cause a report of the findings of the staff analysis to be submitted to the officials responsible for funding the jail operation.
Chapter 3 - Recruitment Selection and Planning
Employee Orientation

302.1 PURPOSE AND SCOPE
The purpose of this policy is to define the parameters for new employee orientation. The purpose of the orientation is to provide new employees with basic information about the facility and the environment in which they will be working. Orientation is not meant to supplant other basic training required by law, ordinance or regulations.

302.2 EMPLOYEE ACKNOWLEDGEMENTS
Office personnel assigned to provide the new employee orientation will ensure that each new employee is given copies of work rules and regulations, office ethics, and any other office documents, for which the employee will be held accountable.

A staff member will collect a signature page from the employee, acknowledging receipt, review and understanding of the documents. A copy of the signature page shall be retained in the employee's personnel file in accordance with established records retention schedules.
Continuing Professional Education

304.1 REQUIRED TRAINING
With the exception of the year that the staff member is enrolled in a core training module, all staff members shall complete the annual required training specified in Section 184 of Title 15 CCR (15 CCR 1025).
Training for Managers and Supervisors

306.1 PURPOSE AND SCOPE
This policy establishes training requirements and guidelines for supervisory and management staff, and encourages all personnel to participate in basic and continuing professional training.

306.2 POLICY
It is the policy of this office to administer a training program that provides for the professional growth and continued development of its personnel in accordance with all laws, ordinances and regulations. All training is provided with the intent to improve the competency of staff within the confines of funding, the requirements of a given assignment, staffing levels and legal mandates (15 CCR 1021; 15 CCR 1023).

306.3 TRAINING FOR NEW MANAGERS AND SUPERVISORS
The Corrections Captain and supervisors (full- or part-time) are required to have 80 hours of management and supervision training as specified by the Commission on Peace Officer Standards and Training (POST) or the Standards and Training for Corrections Program (STC) within the first year of their appointment. Supervisors and managers shall thereafter receive a minimum of 24 hours of refresher training annually related to facility management and supervision (15 CCR 1021; 15 CCR 1023; 15 CCR 1025).

306.3.1 SUPERVISORY TRAINING
All supervisory personnel shall have completed core training as specified in the Training Policy, prior to assuming supervisory responsibilities (15 CCR 1021).

306.4 TRAINING RECORDS
The Office shall use training courses certified by a competent government or standards-setting organization whenever practicable. All training should include testing to identify and document the employee’s knowledge of the subject matter.

It shall be the responsibility of the Training Sergeant to ensure that the following is maintained on file for all training provided by the Office:

- The course outline or lesson plan
- A roster signed and dated by those in attendance
- The name of the person coordinating the training

It shall be the responsibility of the involved employee to provide his/her immediate supervisor or the Training Sergeant with evidence of completed training or education in a timely manner. The Training Sergeant shall ensure that copies of such training records are placed in the employee’s training file and retained in accordance with established records retention schedules.
Jail Training Officer Program

308.1 PURPOSE AND SCOPE
The jail training officer program is intended to provide a standardized program to facilitate the correctional officer's transition from the academic setting to the actual performance of general corrections duties.

It is the policy of this office to assign all new correctional officers to a structured jail training officer program that is designed to prepare the new correctional officer to perform in a custody assignment, and to provide training on all skills needed to operate in a safe, productive and professional manner.
Training

311.1 PURPOSE AND SCOPE
It is the policy of this office to assign all new correctional officers to a structured jail training program designed to prepare the new correctional officer to perform in a correctional assignment with the skills needed to operate in a safe, productive and professional manner.

311.2 MINIMUM TRAINING REQUIREMENTS
All correctional officers, full- or part-time, shall successfully complete the Corrections Officer Core Course as described in 15 CCR 179, within one year from the date of assignment.

Custodial personnel who have successfully completed the course of instruction required by Penal Code § 832.3 shall successfully complete the Corrections Officer Basic Academy Supplemental Core Course as described in 15 CCR 180, within one year of the date of assignment (15 CCR 1020(b)).

Individuals assigned to work in the facility prior to completing the required training may do so only when under the direct supervision of a fully trained correctional officer (15 CCR 1020(a)).
Prison Rape Elimination Act Training

319.1 PURPOSE AND SCOPE
This policy establishes an education and training process related to implementation of the Prison Rape Elimination Act of 2003 (PREA) and the implementing regulation (PREA Rule) (28 CFR 115.5 et seq.).

319.2 POLICY
The Amador County Sheriffs Office endeavors to comply with the training standards in the PREA Rule and to ensure that all staff, volunteers and contractors are aware of their responsibilities and that staff, volunteers, contractors and inmates are aware of the policies and procedures of the facility as they relate to PREA.

319.3 MEMBER TRAINING
All staff, volunteers and contractors who may have contact with inmates shall receive office-approved training on the prevention and detection of sexual abuse and sexual harassment within this facility. The Training Sergeant shall ensure that the staff receives training and testing in prevention and intervention techniques, that they have sufficient knowledge to answer any questions the arrestees and inmates may have regarding sexual assault or abuse, and that they are familiar enough with the reporting process to take an initial report of a sexual assault or abuse. The Training Sergeant shall be responsible for developing and administering this training, covering at minimum (28 CFR 115.31; 28 CFR 115.32):

(a) The zero-tolerance policy for sexual abuse and sexual harassment and how to report such incidents.
(b) The dynamics of sexual abuse and sexual harassment in confinement.
(c) The common reactions of sexual abuse and sexual harassment victims.
(d) Prevention and intervention techniques to avoid sexual abuse and sexual harassment in the jail.
(e) Procedures for the investigation of a report of sexual abuse and/or sexual harassment.
(f) Individual responsibilities under sexual abuse and sexual harassment prevention, detection, reporting and response policies and procedures.
(g) An individual’s right to be free from sexual abuse and sexual harassment.
(h) The right of inmates to be free from retaliation for reporting sexual abuse and sexual harassment.
(i) How to detect and respond to signs of threatened and actual sexual abuse.
(j) How to communicate effectively and professionally with inmates, including lesbian, gay, bisexual, transgender, intersex or gender non-conforming inmates.
(k) How to comply with relevant laws related to mandatory reporting of sexual abuse and sexual harassment to outside authorities.

(l) How to avoid inappropriate relationships with inmates.

Training shall be tailored according to the sex of the inmates at the facility. Staff should receive additional training on security measures and the separation of male and female populations in the same facility if inmates have been reassigned from a facility that houses only male or female inmates.

Training should include written testing to validate knowledge and understanding of the material. The Training Sergeant shall document, through signature or electronic verification, that staff, volunteers and contractors have received and understand the training. The Administration Bureau will maintain training records on all those receiving training in accordance with procedures developed by the Training Sergeant.

The Training Sergeant shall ensure that members undergo annual refresher training that covers the office’s sexual abuse and sexual harassment policies and related procedures (28 CFR 115.31)

319.4 SPECIALIZED MEDICAL TRAINING

All full- and part-time qualified health care and mental health professionals who work regularly in the facility shall receive all of the member training listed above, as well as training that includes (28 CFR 115.35):

(a) Detecting and assessing signs of sexual abuse and sexual harassment.

(b) Preserving physical evidence of sexual abuse.

(c) Responding effectively and professionally to victims of sexual abuse and sexual harassment.

(d) Reporting allegations or suspicions of sexual abuse and sexual harassment.

If the qualified health care and mental health professionals employed by this facility conduct forensic examinations, they shall receive the appropriate training to conduct such examinations.

The Training Sergeant shall maintain documentation that the facility’s health care and mental health professionals have received the training referenced above, either from this office or elsewhere.

319.5 SPECIALIZED INVESTIGATIVE TRAINING

Specialized investigative training for investigators shall include the uniform evidence protocol to maximize potential for obtaining useable physical evidence; techniques for interviewing sexual abuse victims; proper use of Miranda and Garrity warnings; sexual abuse evidence collection in confinement settings; and the criteria and evidence required to substantiate a case for administrative action or referral for prosecution (28 CFR 115.21; 28 CFR 115.34).
Volunteer Program

323.1 PURPOSE AND SCOPE
It is the policy of this office to use qualified volunteers to assist in the daily operation through their contribution of services to the inmates and the families of inmates, and to serve as a link between the facility and the community. Volunteers are intended to supplement and support, rather than supplant, correctional officers and other personnel. Volunteers can be an important part of any organization and are proven to be a valuable asset to corrections institutions.

323.1.1 DEFINITION OF VOLUNTEER
An individual who performs a service for the Office without promise, expectation or receipt of compensation for services rendered. This may include unpaid chaplains, unpaid reserve correctional officers, interns and persons providing administrative support.

323.2 VOLUNTEER PROGRAM MANAGEMENT

323.2.1 PROGRAM COORDINATOR
The program coordinator shall be appointed by the Corrections Captain. The function of the program coordinator is to provide a central coordinating point for effective program management within the Office, and to direct and assist staff and volunteer efforts to provide more productive services. The program coordinator should work with other Office staff on an ongoing basis to assist in the development and implementation of volunteer positions.

The program coordinator or the authorized designee shall be responsible for:

(a) Recruiting, selecting and training qualified volunteers for various positions.
(b) Maintaining records for each volunteer.
(c) Maintaining a record of volunteer schedules and work hours.
(d) Completion and dissemination as appropriate of all necessary paperwork and information.
(e) Administering discipline when warranted.

323.2.2 SCREENING
All prospective volunteers should complete the volunteer application form. The program coordinator or the authorized designee should conduct a face-to-face interview with an applicant under consideration.

A documented background investigation shall be completed on each volunteer applicant and shall include, but not necessarily be limited to, the following:

(a) Traffic and criminal background check; fingerprints shall be obtained from applicants and processed through the Criminal Information Index (CII).
(b) Employment
A polygraph exam may be required of each applicant depending on the type of assignment.

323.2.3 SELECTION AND PLACEMENT
Service as a volunteer with the Office shall begin with an official notice of acceptance or appointment to a volunteer position. Notice may only be given by an authorized representative of the Office, normally the program coordinator. No volunteer should begin any assignment until he/she has been officially accepted for the position. Each volunteer should complete all required enrollment paperwork and will receive a copy of his/her position description and agreement of service with the Office.

Volunteers should be placed only in assignments or programs that are consistent with their knowledge, skills, abilities and the needs of the facility.

323.2.4 FITNESS FOR DUTY
No volunteer shall report to work or be on-duty when his/her mental or physical condition has been impaired by alcohol, medication or other substances, or when the volunteer is experiencing illness or injury.

Volunteers shall report to their supervisor any changes in status that may affect their ability to fulfill their duties. This includes, but is not limited to, the following:

(a) Driver's license status, if driving is part of the duties of the assignment
(b) Any medical condition that might impair the volunteer's ability to perform the duties of the position
(c) Arrests
(d) Criminal investigations

All volunteers shall adhere to the guidelines set forth by this office regarding drug and alcohol use.

323.3 CONFIDENTIALITY
With appropriate security clearance, volunteers may have access to confidential information, such as criminal histories or investigative files. Unless otherwise directed by a supervisor or office policy, all information shall be considered confidential. Only that information specifically identified and approved by authorized personnel shall be released. Confidential information shall be given only to persons who have a need and a right to know, as determined by office policy and supervisory personnel.

Each volunteer will be required to sign a nondisclosure agreement before being given an assignment with the Office. Subsequent unauthorized disclosure of any confidential information, verbally, in writing or by any other means, by the volunteer is grounds for immediate dismissal and possible criminal prosecution.
Volunteer Program

Volunteers shall not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to a newspaper or other periodical, release or divulge any information concerning the activities of the Office, or maintain that they represent the Office in such matters without permission from the proper office personnel.

323.4 DISCIPLINARY PROCEDURES/TERMINATION
A volunteer may be removed from the volunteer program at the discretion of the Sheriff, Corrections Captain or the program coordinator. Volunteers shall have no property interests in their continued appointment.

Volunteers may resign from volunteer service with the Office at any time. It is requested that volunteers who intend to resign provide advance notice of their departure and a reason for their decision.

323.5 VOLUNTEER REGISTRATION
All volunteers shall be registered with the Office for insurance purposes, and each volunteer shall be issued an identification card. The facility shall maintain an identification record for each volunteer that includes a photograph, home address, current telephone numbers, background certification, training/orientation certifications, and list of special skills, languages spoken or volunteer specialty.
Chapter 4 - Emergency Planning
Facility Emergencies

400.1 PURPOSE AND SCOPE
The purpose of this policy is to establish a plan to appropriately respond to emergencies within the facility and to ensure all affected personnel receive timely training regarding emergency response. This policy is intended to protect the community, employees, visitors, inmates, and all others who enter the jail, while allowing the facility to fulfill its primary purpose.

Facility emergencies related to fire will be addressed in the Fire Safety Policy.

400.2 POLICY
It is the policy of the Office to have emergency response plans in place to quickly and effectively respond to and minimize the severity of any emergency within the facility.

400.3 PROCEDURE
The Corrections Captain, or designee, should develop, publish, and review emergency response plans that address the following (15 CCR 1029(a)):

(a) Fires
(b) Escapes
(c) Disturbances/riots
(d) Taking of hostages
(e) Mass arrests
(f) Natural disasters
(g) Periodic testing of emergency equipment
(h) Storage, issue, and use of weapons, ammunition, chemical agents, and related security devices
(i) Other emergencies as needs are identified

The facility emergency response plans are intended to provide the staff with current methods, guidelines, and training for minimizing the number and severity of emergency events that may threaten the security of the facility or compromise the safety of staff, inmates, or the community.

The emergency response plans are intended to provide information on specific assignments and tasks for personnel. Where appropriate, the emergency response plans will include persons and emergency departments to be notified.

The emergency response plans should include procedures for continuing to house inmates in the facility; the identification of alternative facilities outside the boundaries of the disaster or threat and the potential capacity of those facilities; inmate transportation options; and contact information for allied agencies.
Facility Emergencies

The emergency response plans shall be made available to the staff, volunteers, and contractors working in the facility as needed.

400.4 LOCKDOWN
Upon detecting any significant incident that threatens the security of the facility, such as a riot or hostage situation, staff shall immediately notify the Control Room and the Corrections Lieutenant. The Corrections Lieutenant, or in his/her absence the Corrections Sergeant, may determine whether to order a partial or full lockdown of the facility and shall notify the Corrections Captain as soon as practicable.

If a lockdown is ordered, all inmates will be directed back to their housing units/cells. All inmates in transit within the facility will either be escorted back to their housing units/cells or to another secure location (holding cell). The Corrections Lieutenant should instruct any staff not directly involved in the lockdown to escort any visitors and nonessential contractors out of the facility.

A headcount shall be immediately conducted for all inmates, visitors, contractors, and staff. The Corrections Lieutenant shall be immediately notified of the status of the headcount. If any person is unaccounted for, the Corrections Lieutenant shall direct an immediate search of the facility and notify the Captain of the situation as soon as practicable.

Lockdown is not to be used as a form of punishment. It may only be used to ensure order.

400.5 HUNGER STRIKE
Upon being made aware that one or more inmates is engaging in a hunger strike, the staff will notify the Corrections Lieutenant, who will notify the Corrections Captain. The Corrections Captain should evaluate the basis for the strike and seek an appropriate resolution.

Should the Corrections Captain be unable to resolve the grievance leading to the strike, the Corrections Captain will notify the Sheriff and provide updates on the status of the hunger strike.

400.5.1 NOTIFICATION OF QUALIFIED HEALTH CARE PROFESSIONALS
The Corrections Captain or the authorized designee should notify the Responsible Physician to review, coordinate, and document any medical actions taken, based upon protocols and/or at the direction of qualified health care professionals, in response to a hunger strike.

Qualified health care professionals should monitor the health of inmates involved in the hunger strike and make recommendations to the Corrections Captain or the supervisory staff responsible for oversight of the incident.

If an inmate is engaging in a hunger strike due to a mental condition, the appropriate medical protocols for mental illness will be followed.

400.5.2 RESPONSE TO HUNGER STRIKES
Beginning at the line staff level, a resolution to grievances should be sought at the lowest level. The Inmate Grievances Policy shall guide staff on resolving inmate grievances.
Facility Emergencies

If the hunger strike remains unresolved, the Corrections Captain may direct the appropriate staff to examine the inmate commissary purchases made in advance of the hunger strike, and to monitor commissary purchases made during the hunger strike. Additional staff should be directed to observe the cell area, including trash containers, of the inmates involved for evidence of food items purchased from the commissary and of food hoarding.

400.5.3 LEGAL GUIDANCE
If all attempts to resolve the grievance are unsuccessful or not reasonably possible, the Sheriff should consider consulting with legal resources or the health authority, as appropriate, to develop other steps to resolve the issues.

400.6 RESPONSE TO DISTURBANCES
The staff should attempt to minimize the disruption to normal facility operations caused by a disturbance by attempting to isolate the disturbance to the extent possible. The staff should immediately notify the Corrections Lieutenant or the Corrections Captain of the incident. The Corrections Lieutenant or Corrections Captain may direct additional staff as needed to resolve the disturbance (15 CCR 1029(a)(7)(B)).

400.6.1 NOTIFICATIONS
The Corrections Lieutenant should notify the Corrections Captain of the disturbance as soon as practicable. Based on the seriousness of the event, the Corrections Captain should notify the Sheriff.

400.6.2 NOTIFICATION OF QUALIFIED HEALTH CARE PROFESSIONALS
The Corrections Captain or the authorized designee should notify the appropriate qualified health care professionals in order to review, coordinate, and document medical actions based upon protocols and/or at the direction of the Responsible Physician.

400.6.3 REPORTING
The Corrections Lieutenant or Corrections Captain should direct that an incident report be completed containing the details of the disturbance no later than the end of the shift. If appropriate, a crime report shall be initiated and prosecution sought.

400.7 RIOTS
Riots occur when inmates forcibly and/or violently take control or attempt to take control of any area within the confines of the jail.

Staff should make reasonable attempts to prevent inmate-on-inmate violence but should take measures to avoid being engulfed in the problem, thereby exacerbating the situation.

400.7.1 RESPONSE TO RIOTS
Once the area of the disturbance is secured and isolated from other areas of the facility, time is generally on the side of staff. If possible, the process of quelling the disturbance should slow down in order for staff to develop response plans, to ensure there are adequate facility personnel
to effectively take the required actions, and to ensure that responding staff are appropriately equipped with protective gear.

Staff should evaluate their response given the totality of circumstances in any situation, but generally should not enter the space where a riot is occurring until sufficient staff members are present to safely suppress the riot. Nothing in this policy shall prohibit any staff member from assisting staff members who are being assaulted.

All inmates who have participated in a riot shall be separated and secured as soon as practicable. If necessary, injured inmates shall receive a medical evaluation and treatment. If the injured inmate is medically cleared to remain in the jail, he/she will be reclassified and moved to appropriate housing.

Other housing units must be secured, with sufficient staff remaining at their posts to continue to supervise the unaffected units. When the riot has been suppressed, all involved staff must immediately return to their assigned posts.

400.7.2 QUALIFIED HEALTH CARE PROFESSIONALS RESPONSE
A supervisor or the authorized designee should notify the appropriate qualified health care professionals and identify a staging area for medical emergency responders and for medical triage should it appear to be necessary.

400.7.3 NOTIFICATIONS
As soon as practicable, the Corrections Lieutenant or a responsible staff member shall notify the Corrections Captain, who in turn, shall notify the Sheriff.

400.7.4 REPORTING
The Corrections Lieutenant or Corrections Captain shall direct that a report be written detailing the incident by the end of the shift. If appropriate, a crime report will also be prepared by the responsible law enforcement agency.

400.7.5 DEBRIEFING
All responding staff, including medical responders, shall be debriefed on the incident as soon as practicable after the conclusion of the emergency incident. The staff shall examine the incident from the perspective of what worked, what actions were less than optimal, and how the response to a future incident might be improved.

If appropriate, the details of the incident will be used to develop a training course for responding to facility disturbances. The goal of any debriefing process is continuous improvement. The debriefing should be focused on the incident and an improved response. A moderator should be used to ensure that no individual or group involved in the response is publicly ridiculed.

400.8 HOSTAGES
The Office does not recognize the taking of hostages as a reason to relinquish control of the jail environment. All staff, inmates, visitors, volunteers, and contractors shall be informed of the “no
hostage” policy prior to entering the facility for the first time and shall sign an acknowledgment, which the facility shall retain.

It is the policy of the Office to use all available resources necessary to bring about a successful end to a hostage situation (15 CCR 1029(a)(7)(B)).

400.8.1 RESPONSE TO HOSTAGE INCIDENT
Control Room staff should immediately be notified at the earliest sign of a hostage incident. Control Room staff shall notify the Corrections Lieutenant and Corrections Captain. The Corrections Captain will notify the Sheriff as soon as practicable.

The Corrections Lieutenant or Corrections Captain shall make every effort to ensure that the hostage incident remains confined to the smallest area possible. All door controls accessible to the inmate shall be disabled. Emergency exits that lead outside the secure perimeter shall be guarded.

400.8.2 NOTIFICATION OF QUALIFIED HEALTH CARE PROFESSIONALS
At the direction of the Corrections Lieutenant or the authorized designee, the qualified health care professionals should be notified in order to identify a location and form a logistical plan for medical triage. The location also shall serve as a medical staging area for other medical emergency responders.

400.8.3 HOSTAGE RESCUE
Communications with the hostage-taker should be established as soon as practicable. Hostage-taker demands for the staff to open doors will not be met. A hostage rescue team should be immediately summoned and the established protocols for resolving the situation shall be implemented. The Corrections Captain and Sheriff should be consulted regarding decisions faced by the hostage rescue team.

400.8.4 REPORTING AND DEBRIEFING
Following the conclusion of a hostage incident, the Corrections Captain should direct that an incident report be completed by the end of the shift. All aspects of the incident should be reviewed, focusing on the incident and the outcome, with the intent of using the incident as an opportunity for continuous improvement and to identify additional training or systemic changes that may be required.

400.9 ESCAPES
Upon being made aware that an escape may have occurred, or did in fact occur, the staff member should immediately notify the Control Room. Control Room staff should notify the Corrections Lieutenant or Corrections Captain. As soon as practicable, the Corrections Captain should notify the Sheriff.

Once the escape is verified and immediate actions taken inside the facility (lockdown, etc.), the Corrections Lieutenant should notify all local law enforcement agencies.
Facility Emergencies

400.9.1 INMATE COUNTS
As soon as the facility is fully locked down, a full inmate/wristband count should be taken.

All inmates who are outside of the secure perimeter of the facility (e.g., court, work details) should be located and identified. Any missing inmate should have his/her identity disclosed and his/her facility record should be accessed by the Corrections Captain (15 CCR 1029(a)(6)).

400.9.2 SEARCH
Concurrent with the lockdown, the area surrounding the facility should be searched for the escapee. Areas where an inmate may be hiding or may have discarded jail clothing should be searched first. Any witnesses should be interviewed.

The Corrections Captain, or designee, will develop a flyer with the inmate's name, description, latest picture, classification status, and charges, and supply it to the custody staff and local law enforcement. Local law enforcement should also be given the inmate’s last known address and a list of his/her associates.

400.9.3 REPORTING
The Corrections Lieutenant or a designated staff member should submit an incident report to the Corrections Captain. A crime report should also be written regarding the escape. The incident report should focus on events and physical plant weaknesses that contributed to the escape. The Corrections Captain should review the reports, interview involved parties, and develop action plans to minimize the risk of future occurrences.

400.10 CIVIL DISTURBANCES OUTSIDE OF THE JAIL
Upon being notified that jail space will be needed in response to a civil disturbance involving mass arrests, the Corrections Lieutenant should notify the Corrections Captain. The Corrections Captain should make the determination regarding the magnitude of the event and whether it warrants notification of the Sheriff.

The size of the event may also require a lockdown, suspension of any programs that are not critical to jail operations, and/or implementation of alternate staffing plans. To accommodate the influx of inmates, the Corrections Lieutenant shall develop a housing plan that will not adversely affect the safety and security of the facility. Program spaces, such as exercise yards, classrooms, and dayrooms, may be used to temporarily house a limited number of additional inmates.

In the event that the jail can no longer accept additional inmates without compromising the safety and security of the facility, mutual aid may be requested from allied counties. Title 15 CCR standards may be temporarily suspended. The Corrections Captain shall notify the California Board of State and Community Corrections (BSCC) in writing in the event that such a suspension lasts longer than three days. Suspensions lasting for more than 15 days require approval of the chairperson of the BSCC (15 CCR 1012).
Fire Safety

406.1 PURPOSE AND SCOPE
The threat of fire and toxic smoke in the facility represents a significant risk to the safety and security of the community, the staff, inmates, volunteers, contractors, and visitors. The purpose of this policy is to clearly identify and conform to applicable federal, state, and/or local fire safety codes, and to establish a process of creating, disseminating, and training all individuals in the facility on the emergency plans for fire safety and evacuation.

406.2 POLICY
It is the policy of this office that fire prevention strategies are a high priority.

The Corrections Captain shall ensure that a fire alarm and detection and suppression system, as required by law, are installed, maintained, and periodically tested. Any variance, exception, or equivalency issues must be approved by the fire jurisdiction authorities and must not constitute a serious life-safety threat to the occupants of the facility (15 CCR 1029(a)(7)(A); 15 CCR 1032 et seq.).

406.2.1 FIRE CODES
The Office shall conform to all federal, state, and local fire safety codes.

406.2.2 FIRE PREVENTION RESPONSIBILITY
All staff, volunteers, and contractors who work in the facility are responsible for the prevention of fires. They should be trained and given the tools to carry out the tasks necessary to reduce the risk of fire.

406.3 FIRE SUPPRESSION PRE-PLANNING
Pursuant to Penal Code § 6031.1, the Corrections Captain shall, in cooperation with the local fire department or other qualified entity, develop a plan for responding to a fire. The plan shall include but is not limited to (15 CCR 1032):

(a) A fire suppression pre-plan by the local fire department, to be included as part of this policy.
(b) Fire prevention, safety inspection plans, and record retention schedules developed by designated staff or as required by applicable law.
(c) Fire prevention inspections as required by Health and Safety Code § 13146.1(a) and (b), which requires inspections at least once every two years.
(d) Documentation of all fire prevention inspections, all orders to correct, and all proofs of correction should be maintained for a minimum of two years or as otherwise required by law.
(e) An evacuation plan (see the Evacuation Policy).
(f) A plan for the emergency housing of inmates in case of fire.
Fire Safety

(g) A plan for the cross-training of responders and facility staff via drills, which should occur at least quarterly, if practicable.

406.4 FIRE PREVENTION EQUIPMENT
All required fire alarms, sprinklers, and detection devices shall be in good working order at all times.

Should such a device become inoperative, the Corrections Captain or the authorized designee shall be responsible for ensuring that emergency repairs are undertaken as soon as possible and that staff is provided with an alternative emergency fire safety and evacuation plan.

Any time any fire prevention system is inoperative and poses a serious life-safety risk, that portion of the facility shall not be inhabited by inmates or staff.

406.5 FIREFIGHTING EQUIPMENT
The Corrections Captain shall ensure that the facility is equipped with the necessary firefighting equipment (e.g., fire hoses, extinguishers) in an amount and in a location as recommended by the local fire authority or other qualified entity. The locations of firefighting equipment will be shown on the facility fire plan (schematic).

While the staff is not trained as fully qualified firefighters, the Corrections Captain or the authorized designee will ensure that the staff is trained to initially respond to a fire with the purpose of facilitating the safety of the occupants, including evacuation, if necessary.

406.5.1 SELF-CONTAINED BREATHING APPARATUS
The facility should maintain sufficient quantities of self-contained breathing apparatus (SCBA) for staff to initially respond to a fire with the purpose of facilitating the safety of the occupants, including evacuation, if necessary. The Corrections Captain or the authorized designee is responsible for developing and implementing a written respiratory protection program that includes fit testing and training.

406.6 FIRE TRAINING
The Training Sergeant is responsible for ensuring that within the first six months of assignment to the facility, all staff members receive training on the use of the SCBA sufficient to demonstrate proficiency. The staff should also be trained in the use of the facility's firefighting equipment sufficient to demonstrate proficiency. The staff should receive refresher training at least annually on the use of firefighting equipment.

406.7 INSPECTIONS
The Office shall be inspected by an appointed staff member who is qualified to perform fire and safety inspections on a monthly basis to ensure that fire safety standards are maintained. These inspections will be focused on, but not limited to, fire prevention, staff training and proficiency, firefighting equipment availability and functionality, alarms, fire detectors, fire safety equipment,
and staff familiarity with prevention and suppression techniques, suppression pre-planning, SCBA use, emergency response, fire safety equipment use, and the evacuation plan.

The Corrections Captain or the authorized designee shall ensure that staff conduct weekly fire and safety inspections of the facility and that all fire safety equipment is tested at least quarterly (15 CCR 1029(a)(7)(E)).

A staff member shall be assigned to coordinate with local or state fire officials for the inspections as required once every two years, pursuant to Health and Safety Code § 13146.1(a); and Health and Safety Code § 13146.1(b). The result of all fire inspections and fire equipment testing shall be provided to the Corrections Captain and the Sheriff, and the records maintained for at least two years (15 CCR 1032(b)).

406.7.1 FLAMMABLE, TOXIC AND CAUSTIC MATERIALS
The Corrections Captain, in collaboration with the local environmental health expert, will review the type of materials introduced into the facility to ensure that flammable, toxic, and caustic materials are controlled and used safely. All such materials will be safely stored and only used by inmates under the direction of the staff.

406.8 EMERGENCY HOUSING OF INMATES
The Corrections Captain or the authorized designee shall develop a plan for the emergency housing of inmates in the event of a fire (15 CCR 1032(e)). The plan should include procedures for continuing to house inmates in the facility, identification of alternate facilities and the potential capacity of those facilities, inmate transportation options, and contact information for allied agencies. This plan shall be reviewed annually and revised if necessary.
Evacuation

410.1 PURPOSE AND SCOPE
The purpose of this policy is to promote planning and to establish procedures, responsibilities, and training requirements for the staff of the Amador County Sheriff’s Office Jail in case of fire and other emergency evacuations.

410.2 POLICY
The community, staff, volunteers, contractors, and inmates should have a well-researched and validated evacuation plan that can be implemented in the event any portion of this facility requires evacuating due to an emergency (e.g. fire, smoke, flood, storm) (15 CCR 1032(d)). All custody staff should be knowledgeable about the evacuation plan, policy, and procedures.

410.3 EVACUATION PLAN
The Amador County Sheriff’s Office maintains an evacuation plan to be implemented in the event of a fire, natural disaster, or other emergency (15 CCR 1032(d)). At a minimum the evacuation plan shall address the following:

- Location of facility building and floor plans
- Procedures on how inmates are to be released from locked areas
- Relocation areas to be used for housing inmates in the event of a full or partial evacuation
- Notifications
- Training and drill requirements for staff
- Reporting requirements

The Corrections Captain shall ensure that the evacuation plan is maintained and updated as needed and is reviewed for accuracy at least annually by a qualified independent inspector and in coordination with the local fire authority.

A current copy of the evacuation plan shall be maintained in the Administrative office and in the command area of each annex facility.

410.3.1 EXITS
All facility exits should be marked with signs that clearly indicate the direction of traffic.

Except for temporary reasons, such as maintenance or repairs, all exits to the facility shall remain free from obstacles at all times regardless of the frequency of use. It is the duty of all staff to remove any obstructions that block, either partially or completely, staff’s ability to observe or use any exit.

All housing areas and places of assembly that are designed for occupancy of 50 individuals or more shall have two available exits.
Evacuation

410.3.2 EMERGENCY HOUSING OF INMATES
The Corrections Captain or the authorized designee shall develop a plan on the emergency housing of inmates in the event of a full or partial evacuation of the facility. The plan will address when inmates should be housed in place, identification of alternate facilities, and the potential capacity of those facilities, inmate transportation options, and contact information for allied agencies. This plan shall be reviewed at least annually and revised if necessary.

410.4 TRAINING DRILLS
The Corrections Captain should ensure that drills of the evacuation plan are conducted at least annually for each shift. Drills will include staff and may include volunteers. The local fire agency may be invited to participate. Nonviolent and compliant inmates may participate. Violent and/or dangerous inmates or those known to be a flight risk will not be involved in the drills.

Drills should be designed to ensure that all staff members are proficient in their duties during each type of evacuation. Each drill should be documented as to its scope and participants.
Chapter 5 - Inmate Management
Population Management System

500.1 PURPOSE AND SCOPE
The purpose of this policy is to establish a system of inmate population accounting that promotes the safety and security of the facility on a daily operational basis. It assembles data that enables the Office to forecast staffing and facility growth needs into the future, and to plan for the associated expenditures.

500.2 POLICY
It is the policy of this facility that an inmate population management system should be established and maintained to account for the admission, processing and release of inmates. The Corrections Captain or the authorized designee is responsible for ensuring that detailed monthly reports of the facility’s inmate population are completed and maintained by the staff. The reports shall reflect applicable jail demographic information as required by 15 CCR 1040. The Sheriff or the authorized designee should maintain the data in an accessible format for historical purposes, trend analysis and to respond to funding opportunities (15 CCR 1040).
Inmate Counts

502.1 PURPOSE AND SCOPE
Inmate counts are vital to the security of the facility, the safety of the staff, and the welfare of the inmates. This policy establishes guidelines for the frequency of inmate counts, which ensures that all inmates and their status can be accounted for at any time.

502.2 POLICY
It is the policy of this office to account for all inmates within and under the control of this facility through scheduled and other counts as needed (15 CCR 1029(a)(6)).

502.3 PROCEDURE
The Corrections Captain or the authorized designee shall be responsible for creating and maintaining a written procedure establishing the process and frequency of counts. Emergency counts may be conducted at the direction of the on-duty Corrections Sergeant as needed.

All counts shall be documented on the daily activity log and verified by the Corrections Sergeant. Counts shall include all inmates in custody, including those on work assignments, furlough, education release and those who are off-site, such as the hospital or court. Counts shall be conducted at least once every 12 hours.

Any discrepancy in the count should immediately be reported to the Corrections Lieutenant and resolved prior to the release of the shift personnel responsible for the count. A formal count in which all inmates are personally identified by officer should be conducted once a day at a time established by the Corrections Captain.

In the event that an escape is discovered during the inmate count, the on-duty Corrections Sergeant will initiate the Facility Emergencies Policy.

A complete report of the incident will be prepared and provided to the Corrections Captain and Sheriff as soon as practicable.
Inmate Reception

504.1 PURPOSE AND SCOPE
The Amador County Sheriff's Office has a legal and methodical process for the reception of arrestees into this facility. This policy establishes guidelines for security needs, the classification process, identification of medical/mental health issues and the seizure and storage of personal property.

504.2 POLICY
This office shall use the following standardized policies when receiving arrestees to be booked into this facility. This is to ensure security within the facility and that arrestees are properly booked and afforded their applicable rights.

504.3 PRE-BOOKING SCREENING
All arrestees shall be screened prior to booking to ensure the arrestee is medically acceptable for admission and that all arrest or commitment paperwork is present to qualify the arrestee for booking. Required paperwork may include the following:

(a) Arrest reports
(b) Probable cause declarations
(c) Warrants or court orders
(d) Victim notification information
(e) Special needs related to religious practices, such as diet, clothing and appearance (see the Religious Programs Policy)
(f) Accommodation requests related to disabilities (see the Inmates with Disabilities Policy)
(g) Information regarding suicidal statements or actions

Any discrepancies or missing paperwork should be resolved before accepting the arrestee for booking from the arresting or transporting officer.

Prior to accepting custody of an arrestee who claims to have been arrested due to a mistake of the arrestee’s true identity or an arrestee who claims that identity theft led to the issuance of a warrant in the arrestee’s name, staff shall make reasonable efforts to investigate the arrestee’s claim of identity fraud or mistake. Staff shall notify a supervisor when an arrestee makes a claim of mistaken identity or identity fraud.

504.3.1 IMMIGRATION DETAINERS
No individual should be held based solely on a federal immigration detainer under 8 CFR 287.7 (Government Code § 7284.6).
Notification to a federal authority may be made prior to release of an individual who is the subject of a notification request only if the person meets at least one of the following (Government Code § 7282.5; Government Code § 7284.6):

(a) Has been arrested and had a judicial probable cause determination for a serious or violent felony identified in Penal Code § 667.5(c) or Penal Code § 1192.7(c)

(b) Has been arrested and had a judicial probable cause determination for a felony punishable by time in a state penitentiary

(c) Has been convicted of an offense as identified in Government Code § 7282.5(a)

(d) Is a current registrant on the California Sex and Arson Registry

(e) Is identified by the U.S. Department of Homeland Security’s (DHS) Immigration and Customs Enforcement (ICE) as the subject of an outstanding federal felony arrest warrant

504.3.2 NOTICE TO INDIVIDUALS

Individuals in custody shall be given a copy of documentation received from ICE regarding a hold, notification or transfer request along with information as to whether the Office intends to comply with the request (Government Code § 7283.1).

If the Office provides ICE with notification that an individual is being, or will be, released on a certain date, the same notification shall be provided in writing to the individual and to his/her attorney or to one additional person whom the individual may designate (Government Code § 7283.1).

504.3.3 ICE INTERVIEWS

Before any interview between ICE personnel and an individual in custody for civil immigration violations, the Office shall provide the individual with a written consent form that explains the purpose of the interview, that the interview is voluntary, and that he/she may decline to be interviewed or may choose to be interviewed only with his/her attorney present. The consent form must be available in the languages specified in Government Code § 7283.1.

504.4 SEARCHES BEFORE ADMISSION

All arrestees and their property shall be searched for contraband by the receiving correctional officer before being accepted into the facility. All contraband items will be handled according to facility policy. Items of possible evidentiary value may be turned over to the arresting or transporting officer or deputy for processing or processed according to the facility’s rules for handling evidence. Approved personal property and clothing will be accepted. Items not approved will be returned to the arresting or transporting officer or deputy prior to the arrestee being accepted for booking. A description of the items returned to the arresting or transporting officer or deputy shall be documented on the arrestee’s booking record.

Strip searches shall be conducted in accordance with the Searches Policy.
504.5 ADMISSION PROCESS
A unique booking number shall be obtained specific to the current admission. Photographs and fingerprints shall be taken.

The admission process should include an attempt to gather a comprehensive record of each arrestee, including the following:

- Identifying information, including name and any known aliases or monikers
- Current or last known address and telephone number
- Date and time of arrest
- Date and time of admission
- Name, rank, agency, and signature of the arresting officer or deputy and transporting officer or deputy, if different
- Health insurance information
- Legal authority for confinement, including specific charges, arrest warrant information, and court of jurisdiction
- Sex
- Age
- Date and place of birth
- Race
- Height and weight
- Occupation and current or most recent employment
- Preferred emergency contact, including name, address, telephone number, and relationship to inmate
- Driver’s license number and state where issued, state identification number, or passport number
- Social Security number
- Additional information concerning special custody requirements or special needs
- Local, state, and federal criminal history records
- Photographs, fingerprints, and notation of any marks or physical characteristics unique to the inmate, such as scars, birthmarks, deformities, or tattoos
- Medical, dental, and mental health screening records, including suicide risk
- Inventory of all personal property including clothing, jewelry, and money
- A record of personal telephone calls made at the time of booking or the time the opportunity was provided to place calls if the calls were not made
Inmate Reception

The inmate shall be asked if the inmate served in the U.S. military. The response shall be documented and made available to the inmate, the inmate's counsel, and the District Attorney's Office (Penal Code § 4001.2).

Inventoried items of rare or unusual value should be brought to the attention of a supervisor. The inmate's signature should be obtained on the booking record and on any forms used to record money and property.

504.5.1 LEGAL BASIS FOR DETENTION
Arrestees admitted to the facility shall be notified of the official charge for their detention or legal basis of confinement in a language they understand.

504.5.2 ADMISSION OF SEX OFFENDER REGISTRANTS
The Records Bureau shall inform the California Department of Justice when inmates required to register address changes under Penal Code § 290.013 have been admitted into the jail within 15 days of the admission (Penal Code § 290.013).

504.6 TRANSITION FROM RECEPTION TO GENERAL POPULATION
The on-duty Corrections Sergeant is responsible for ensuring only arrestees who qualify are placed into general population cells or housing. Those who will not be placed into general population include:

(a) Arrestees who are eligible for release following citation.
(b) Arrestees who are intoxicated or under the influence of any chemical substance.
(c) Arrestees who are arranging bail. They shall be permitted a reasonable amount of time, at the discretion of the on-duty Corrections Sergeant, to make telephone calls before being placed in general population.

504.6.1 MONITORING FOR SIGNS OF INTOXICATION AND WITHDRAWAL
Staff shall respond promptly to medical symptoms presented by inmates to lessen the risk of a life-threatening medical emergency and to promote the safety and security of all persons in the facility.

Custody staff should remain alert to signs of drug and alcohol overdose and withdrawal, which include but are not limited to sweating, nausea, abdominal cramps, anxiety, agitation, tremors, hallucinations, rapid breathing, and generalized aches and pains. Any staff member who suspects that an inmate may be suffering from overdose or experiencing withdrawal symptoms shall promptly notify the supervisor, who shall ensure that the appropriate medical staff is notified.

504.6.2 INMATE SEPARATION
Inmates should be kept separate from the general population during the admission process. Newly admitted inmates should be separated according to the facility’s classification plan.

504.7 INMATE PROPERTY CONTROL
All property received from inmates at the time of booking shall be inventoried. A receipt should be signed by the inmate and the booking correctional officer and referenced to the booking number.
Inmate Reception

before the admission is completed. The original copy of the property receipt will be retained and placed in the inmate's file and/or with the property. A second copy will be presented to the inmate at the time of booking.

Excess personal clothing shall be mailed to, picked up by, or transported to designated family members or to a person of the inmate’s choosing, or stored in containers designed for this purpose.

504.7.1 VERIFICATION OF INMATE’S MONEY
All monies belonging to the inmate and retained by the booking correctional officer shall be verified in front of the inmate.

Negotiable checks or other instruments and foreign currency should also be sealed in an envelope with the amount indicated but not added to the cash total.

504.7.2 PROPERTY STORAGE
All inmate property should be stored in a secure storage area. Only authorized personnel may access the storage area and only for the purpose of depositing or retrieving property, or to conduct duly authorized work, including maintenance and other duties as directed by the Corrections Captain or authorized designee.

504.8 INMATE TELEPHONE CALLS
Every inmate detained in this facility shall be entitled to at least three completed telephone calls immediately upon being admitted and no later than three hours after arrest. Either the arresting or booking correctional officer must ask the inmate if he/she is a custodial parent with responsibility for a minor child as soon as practicable, but no later than three hours after the arrest, except when physically impossible. If the inmate is a custodial parent with responsibility for a minor child, the inmate shall be entitled to make two additional telephone calls to arrange care for the minor child (Penal Code § 851.5).

The calls may be of a duration that reasonably allows the inmate to make necessary arrangements for matters that he/she may be unable to complete as a result of being arrested. The calls are not intended to be lengthy conversations and the custody staff may use their judgment in determining the reasonable duration of the calls.

There is no obligation for the custody staff to make a telephone call on an inmate’s behalf, for example in the case of a person who is so intoxicated that he/she cannot make a call. The custody staff is not required to wake an intoxicated person so that the person may complete a call. An intoxicated person should be provided the opportunity to make the telephone calls once the person awakes.

504.8.1 TELEPHONE CALL PROCEDURES
The Office will pay the cost of local calls. Long distance calls will be paid by the inmate, using calling cards or by calling collect.

Calls between the inmate and his/her attorney shall be deemed confidential, and shall not be monitored, eavesdropped upon or recorded.
Inmate Reception

A sign containing the information as required in Penal Code § 851.5 in bold block type shall be posted in a conspicuous place where the inmates make their booking telephone calls and within the custody facility.

The public defender’s telephone number shall be posted with the sign.

The signs shall be in English and any other language spoken by a substantial number of the public, as specified in Government Code § 7296.2, who are served by this agency (Penal Code § 851.5).

504.8.2 ONGOING TELEPHONE ACCESS
Ongoing telephone access for inmates who are housed at this facility will be in accordance with the Inmate Telephone Access Policy.
Inmate Handbook and Orientation

506.1 PURPOSE AND SCOPE
This policy provides for the orientation of inmates booked into the Amador County Jail. The purpose of the orientation is to inform inmates of the jail routine, rules, inmate rights, and services.

506.2 POLICY
The Corrections Captain shall provide an effective method of orienting all incoming inmates that includes an inmate handbook. The orientation should take place within 24 hours of an inmate’s admission and in any event prior to the inmate being moved to general population housing and should be an ongoing process in the housing area so that the information is available to the inmates throughout their entire time in custody.

506.3 COUNTY SERVICES
Every female inmate will be furnished, in their intake kit, an information card regarding family planning services provided by Amador County Health and Human Services. This card will be provided in both English and Spanish, but may be translated to other languages as appropriate.

These services include, but are not limited to, information on adoption, pre-natal care, and abortion. Amador County Health and Human Services can be contacted by jail medical staff at the inmate's request to receive further information and/or assistance.

506.4 INITIAL ORIENTATION
To assist with the inmate’s transition into a custody environment, the orientation will include the following topics, supplemented by a more detailed inmate handbook that will be provided to each inmate (15 CCR 1069):

(a) Facility rules and disciplinary sanctions
(b) Correspondence, visiting, and telephone rules
(c) Inmate grievance procedure
(d) Co-pays, fees, and charges
(e) Medical, dental, and mental health services
(f) Possibilities for pretrial release
(g) Programs and activities, including application procedures
(h) Classification/housing assignments and appeal procedures
(i) Court appearance, where scheduled, if known
(j) Availability of personal care items and opportunities for personal hygiene
(k) Emergency procedures (e.g., fires, evacuations)
Inmate Handbook and Orientation

(l) Sexual abuse and sexual harassment information, including the following (28 CFR 115.33):
   1. Facility’s zero-tolerance policy
   2. Prevention and intervention
   3. Instruction on how inmates can avoid being victims of sexual abuse and sexual harassment through self-protection techniques
   4. Treatment and counseling for victims of sexual abuse or sexual harassment
   5. Reporting sexual abuse or sexual harassment incidents, including how to report such incidents anonymously
   6. Mailing addresses and telephone numbers, including toll-free hotline numbers where available, of local, state, or national victim advocacy or rape crisis organizations, and, for persons detained solely for civil immigration purposes, immigrant services agencies (28 CFR 115.53)
   7. Information regarding confidentiality, monitoring, and mandatory reporting

(m) Contacting foreign consuls

(n) Requests for religious accommodations

(o) Emergency procedures (e.g., fires, evacuations)

(p) Voting, including registering to vote

(q) Direction for pregnant inmates, including the information required in Penal Code § 3407(e) and 15 CCR 1058.5

(r) The right to be taken before a magistrate in this county if held on an out-of-county warrant (Penal Code § 821; Penal Code § 822)

In addition to English, orientation information will be provided in the most commonly used languages for the inmate population.

The Corrections Captain should consider enlisting the assistance of volunteers who are qualified and proficient in both English and the language in which they are providing translation assistance to translate the orientation information. Use of outside translation sources may also be considered.

Interpretive services will be provided to inmates who do not speak English or any of the other languages in which the orientation information is available.

A written and signed acknowledgment of the orientation and receipt of the handbook should be maintained in the inmate’s permanent file (28 CFR 115.33).

506.5 ORIENTATION FOR NON-READERS, VISUALLY IMPAIRED, AND DEAF OR HARD-OF-HEARING INMATES

Inmates who cannot read, are visually impaired, or have intellectual, psychiatric, or speech disabilities, or limited reading skills shall have the materials read to them by a staff member or presented to them using audible recorded media (28 CFR 115.16).
Inmates who are deaf or hard of hearing shall be provided with interpretation services. Reasonable efforts should be made by the staff to assist the inmate in understanding the information.
Inmate Safety Checks

508.1 PURPOSE AND SCOPE
The purpose of this policy is to establish a requirement for conducting visual safety checks for all inmates, and for creating and maintaining a log to document all safety checks.

508.2 POLICY
It is the policy of the Amador County Sheriff’s Office that all correctional staff shall conduct safety checks on all inmates, at a frequency determined by inmate custody status, housing classification, and applicable state law.

508.3 SAFETY CHECKS
The staff shall adhere to the following procedures when conducting safety checks (15 CCR 1027; 15 CCR 1027.5):

(a) Safety checks shall be conducted at least once every 60 minutes and more frequently if necessary.

(b) Safety checks shall be conducted on an irregular schedule (staggered) so that inmates cannot predict when the checks will occur.

(c) Safety checks shall be done by personal observation of the officer and shall be sufficient to determine whether the inmate is experiencing any stress or trauma.

(d) Cameras and monitors may supplement the required visual observation safety checks, but they shall not replace the need for direct visual observation.

(e) Safety checks will be clearly documented on permanent logs in accordance with the office Daily Activity Logs and Shift Reports Policy.

(f) Actual times of the checks and notations should be recorded on the daily activity logs.

(g) Log entries shall never be made in advance of the actual check. Log entries made in this manner do not represent factual information and are prohibited.

(h) Special management inmates shall be checked more frequently as detailed in the Special Management Inmates Policy.
Special Management Inmates

510.1 PURPOSE AND SCOPE
Inmates who pose a heightened risk to themselves or others require special management, including frequent interaction and increased supervision by staff. Interaction with special management inmates is essential to maintaining a safe, secure, and humane environment. This policy establishes guidelines and procedures for interacting with special management inmates in the custody of the Amador County Sheriff's Office.

510.1.1 DEFINITIONS
Definitions related to this policy include:

Administrative segregation - The physical separation of an inmate who is prone to (15 CCR 1053):

   (a) Promote activity or behavior that is criminal in nature or disruptive to facility operations.
   (b) Demonstrate influence over other inmates, including influence to promote or direct action or behavior that is criminal in nature or disruptive to the safety and security of other inmates or facility staff, as well as to the safe operation of the facility.
   (c) Escape.
   (d) Assault staff or other inmates, or participate in a conspiracy to assault or harm them.
   (e) Need protection from other inmates.

This is a non-punitive classification process.

Protective custody segregation - A level of custody either requested or required for an inmate’s protection from others.

Special management inmate - An inmate who is either classified as administrative segregation or protective custody segregation. Classification as a special management inmate is a non-punitive classification.

510.2 POLICY
This office shall provide for the secure and segregated housing of any special management inmate but shall not impose more deprivation of privileges than is necessary to obtain the objective of protecting the inmate, staff, or the public (15 CCR 1053).

510.3 SPECIAL MANAGEMENT INMATES HOUSING CRITERIA
The safety and security of this facility is dependent on a classification system that identifies inmates who pose a risk to themselves or to others. Inmates who pose such a risk must be promptly and appropriately segregated from the general inmate population until such time that they no longer pose a risk. Staff must have the ability to promptly segregate these inmates pending further review.

Individuals who may be classified as special management inmates include but are not limited to inmates who are:
Special Management Inmates

- In protective custody or court-imposed segregation.
- Exhibiting mental health concerns.
- An escape threat.
- A serious violence threat.
- Known to have gang affiliation.
- A known management problem.
- A suicide risk.
- Exhibiting medical issues.
- Physically impaired.

510.4 CIRCUMSTANCES REQUIRING IMMEDIATE SEGREGATION
Inmates will generally be assigned to segregation through the classification process. The Corrections Captain, Corrections Lieutenant, or the Corrections Sergeant has the authority to immediately place any inmate into segregation when it reasonably appears necessary to protect the inmate or others (15 CCR 1081(d)).

Reasons that an inmate may be placed into segregation include the following:

(a) The inmate requests protection or is under court-ordered protection, or the staff has determined that the inmate requires protection.
(b) There is reason to believe the inmate poses a danger to him/herself or others.
(c) The inmate poses an escape risk.
(d) The inmate requires immediate mental health evaluation and medical housing is not reasonably available.
(e) The inmate is charged with a disciplinary infraction and is awaiting a disciplinary hearing and in the judgment of the staff, the inmate may become disruptive or dangerous if left in general population.
(f) The inmate is in the process of being transferred to a higher security classification.
(g) Other circumstances where, in the judgment of the staff, the inmate may pose a threat to him/herself, others, or the security of the facility.

510.4.1 REVIEW PROCESS
The Corrections Lieutenant shall be notified when any inmate is placed into immediate segregation and shall be informed of the circumstances leading to the order to segregate. Within 72 hours of the inmate being placed into segregation, the Correction Lieutenant or the authorized designee must review the circumstances surrounding the segregation to determine which of the following actions shall be taken:

(a) The inmate is designated for administrative segregation.
(b) The inmate is designated for protective custody.
Special Management Inmates

(c) The inmate remains segregated pending a disciplinary hearing.
(d) The inmate is returned to general inmate population.

510.5 PROTECTIVE CUSTODY
The officer responsible for assigning classifications to incoming inmates shall clearly document the reason an inmate should be placed into protective custody. Inmates in need of protective custody may be placed in a segregation unit when there is documentation that the protective custody is warranted and segregation is the least restrictive alternative reasonably available.

Inmates who are in protective custody shall receive all services and programs that are available to inmates in general population and that are deemed a privilege. Any deviation from allowing usually authorized items or activities shall be documented on the inmate’s file.

510.6 MAINTENANCE OF PROGRAMS AND SERVICES
Administrative segregation and protective custody shall consist of separate and secure housing but shall not involve any deprivation of privileges other than what is necessary to protect the inmates or staff (15 CCR 1053).

Inmates who are classified for housing in administrative segregation or protective custody shall, at a minimum, be allowed access to programs and services including but not limited to:

- Inmate telephones.
- Visitation.
- Educational programming appropriate to the inmate classification.
- Commissary services.
- Library and law library services.
- Social services.
- Faith-based guidance, counseling, and religious services.
- Recreation activities and exercise.
- Social and professional visits.

Nothing in this policy prohibits changing the delivery of programs or services to segregated inmates in order to provide for the safety and security of other inmates and staff.

510.7 REVIEW OF STATUS
The Corrections Lieutenant or authorized designee shall review the status of all inmates who are housed in segregation units and designated for administrative segregation or protective custody. This review shall occur at least once every 10 days. The review should include information about these inmates to determine whether their status in administrative segregation and protective custody is still warranted.
If other reasonable housing options exist that will provide for the safety of the inmate and the facility, the inmate should be moved out of segregation. In reviewing an alternative housing decision for an inmate in protective custody, the safety of the inmate should receive the utmost consideration.

510.8 HEALTH EVALUATION REQUIREMENTS
After notification from staff that an inmate is being placed in segregation, the Corrections Lieutenant shall ensure that the following occurs:

(a) A qualified health care professional shall assess the inmate’s health needs and coordinate the appropriate housing assignment.

(b) If contraindications or special accommodations are noted, the qualified health care professional shall inform the Corrections Lieutenant and coordinate the appropriate plan for the inmate based on the safety needs of the facility and the medical needs of the inmate.

510.8.1 HEALTH CONSIDERATIONS
Each inmate in segregation should have daily contact with correctional staff. Due to the possibility of self-inflicted injury and depression during periods of segregation, any staff observed changes in the inmates attitude or outlook, or any obvious bruises and other trauma markings should be referred to appropriate medical staff for evaluation.

When an inmate is classified as a special management inmate due to the presence of a serious mental illness and is placed in a segregation setting, the staff shall document this in the inmate’s file and notify the qualified health care professional. When an inmate is expected to remain in segregation for more than 30 days (based upon disciplinary decisions, protective needs or other factors), the qualified health care professional shall be notified.

Where reasonably practicable, a qualified health care professional should provide screening for suicide risk during the three days following admission to the segregation unit.

510.9 SAFETY CHECKS
A staff member shall conduct a face-to-face safety check of all special management inmates, including those housed in administrative segregation or protective custody, at least every 60 minutes on an irregular schedule. Inmates who are exhibiting violent behavior, have acute mental health problems or who demonstrate behavior that is easily identified as out of the ordinary or bizarre in nature shall be personally observed by the staff every 15 minutes or more frequently on an irregular schedule.

Inmates who are at risk of suicide shall be monitored in accordance with Custody Manual §536, Safety and Sobering Cells Policy.

510.10 LOG PROCEDURES
Handwritten logs should be completed in ink. Once an entry is made it should not be modified. If corrections or changes are needed, they should be done by way of a supplemental entry.
Special Management Inmates

Electronically captured logs will be maintained in a way that prevents entries from being deleted or modified once they are entered. Corrections or changes must be done by way of supplemental entries. At a minimum the log will contain the following:

- Inmate name
- Inmate booking number
- Classification status
- Housing assignment
- Date and time of entry and exit from the cell
- Reason for the special housing
- Removal date and time from special housing

Log entries should be legible, entered promptly, and provide sufficient detail to adequately reflect the events of the day for future reference.

The date and time of the observation or incident and the name and identification number of the staff member making the log entry shall be included on each entry.

Supervisors should review the logs frequently during the shift and enter comments as appropriate. At a minimum, supervisors should enter the date and time of each review.

All safety checks will be documented in detail and should include the exact time of the safety check and the identification information of the employee conducting the check. All documentation will be gathered and provided to the Corrections Lieutenant or authorized designee.
Management of Weapons and Control Devices

513.1 PURPOSE AND SCOPE
This policy will address the availability and control of weapons.

513.2 POLICY
It is the policy of the Amador County Sheriffs Office that the presence and the use of weapons in the jail will be tightly controlled and supervised to reduce the potential for injury. Staff will only carry and use those weapons for which they have been trained in and are qualified to use.

513.3 FIREARMS
With the exception described below, armed personnel shall secure all firearms in gun lockers located at the entry points prior to entering the secure perimeter. Firearms shall not be stored inside the secure perimeter at any time.

Firearms shall only be allowed in the secure perimeter of the facility when it is necessary to protect the safety and security of staff, inmates, contractors, volunteers or the public.

Firearms shall only be allowed inside the secure perimeter with the approval of the Corrections Captain or authorized designee and under the direct supervision of a supervisor.

513.4 OTHER WEAPONS, TOOLS AND CHEMICAL AGENTS
Office-approved weapons, tools and chemical agents, including, but not limited to, pepper projectiles, batons, TASER devices, impact weapons, weapon-fired projectiles, noise/flash distraction devices, sting grenades and similar devices, may be possessed and used only by custody staff members who have received office-authorized training and are qualified to use them.

Office-approved weapons, tools and chemical agents shall only be allowed inside the secure perimeter with the approval of the Corrections Captain or the authorized designee.
Inmate Classification

515.1 PURPOSE AND SCOPE
This policy describes the Amador County Sheriff's Office's classification process, which is designed to identify security and health issues so that inmates may be held in such a way as to foster a safe and secure facility (15 CCR 1050).

515.1.1 DEFINITIONS
Definitions related to this policy include:

Civil detainee - Any person held in custody for a reason other than for criminal matters.

515.2 POLICY
It is the policy of this office to process all arrestees and detainees entering this facility to determine whether they will be housed in the facility, cited and released, released on their own recognizance (O.R.) or bail, or released back to the community through an appropriate release mechanism, including alternatives to incarceration programs, such as electronic supervision.

Anyone housed in the facility shall be properly classified according to security and health risks so that appropriate supervision, temporary holding, and housing assignments may be made.

515.3 RELEASE AT OR FOLLOWING CLASSIFICATION
An individual arrested for intoxication only, with no further proceedings anticipated, should be released as soon as custodial staff reasonably determine the person is no longer impaired to the extent that the person cannot care for his/her own safety.

Misdemeanor inmates who meet criterion established by local courts may be cited and released on O.R. by the Sheriff or the authorized designee. Inmates who meet the established criteria will be interviewed by classification personnel and a determination will be made whether there is good cause to release the inmate on his/her O.R. (15 CCR 1029(a)(5)).

515.4 CLASSIFICATION PLAN
The Corrections Captain or the authorized designee should create and maintain a classification plan to guide staff in the processing of individuals brought into the facility.

The plan should include an initial screening process, as well as a process for determining appropriate housing assignments (28 CFR 115.42). The plan should include use of an objective screening instrument, procedures for making decisions about classification and housing assignments, as well as intake and housing forms and a process to ensure that all classification and housing records are maintained in each inmate’s permanent file. The plan should include an evaluation of the following criteria (15 CCR 1050):

- Age
- Sex
Inmate Classification

- Current charges
- Behavior during arrest and intake process
- Criminal and incarceration history
- Emotional and mental condition
- Potential risk of safety to others or self
- Special management inmate status
- Special needs assessment for vulnerable inmates
- Behavioral or physical limitations or disabilities and physical/mental health needs
- Medical condition
- Level of sobriety at booking
- Suicidal ideation
- Escape history and degree of escape risk
- Prior assaultive or violent behavior
- The need to be separated from other classifications of inmates (e.g., juvenile offenders, gang affiliation, confidential informant, former law enforcement, sexual orientation)
- Prior convictions for sex offenses against an adult or child
- Whether the inmate is or is perceived to be gay, lesbian, bisexual, transgender, intersex, or gender non-conforming (see the Prison Rape Elimination Act Policy for transgender and intersex definitions)
- Previous sexual victimization
- The inmate’s own perceptions of his/her vulnerability
- Whether the inmate is detained solely for civil immigration purposes
- Whether the inmate is a foreign national and, if so, from what country (see the Foreign Nationals and Diplomats Policy)
- Prior acts of sexual abuse, prior convictions for violent offenses, and history of prior institutional violence or sexual abuse, as known to the Amador County Sheriff's Office (28 CFR 115.41)
- Any other criteria as deemed appropriate by the Sheriff or the authorized designee
- Any other requirements for a classification plan under 15 CCR 1050

The plan should include a methodology for evaluating the classification process and a periodic review for the purpose of continuous quality improvement.

Information obtained in response to screening questions shall be considered confidential and shall only be made available to those who have a legitimate need to know (28 CFR 115.41).
Inmate Classification

515.4.1 INMATE RESPONSE TO SCREENING
Inmates may not be compelled by threat of discipline to provide information or answers regarding (28 CFR 115.41):

(a) Whether the inmate has a mental, physical, or developmental disability.
(b) Whether the inmate is or is perceived to be gay, lesbian, bisexual, transgender, intersex, or gender nonconforming.
(c) Whether the inmate has previously experienced sexual victimization.
(d) The inmate’s own perception of vulnerability.

515.5 CLASSIFICATION UPON HOUSING
Once it has been determined that the person arrested will not be released from custody on bail or O.R., a more in-depth classification of the inmate will be conducted as soon as possible but no later than 24 hours after the inmate’s arrival at the facility, after which the inmate will be moved to more permanent housing.

515.6 REVIEWS AND APPEALS
Once an inmate is classified and housed, he/she may appeal the decision of the classification officer. The appeal process shall begin at the first-line supervisor level. The decision by the supervisor may be appealed to the Corrections Captain or the authorized designee. The decision by the Corrections Captain or the authorized designee is final.

515.6.1 PERIODIC CLASSIFICATION REVIEWS
The classification officer shall review the status of all inmates who have been incarcerated in the facility for more than 30 days. Additional reviews should occur each 30 days thereafter. The review should examine changes in the inmate’s behavior or circumstances and should either raise, lower, or maintain the classification status (28 CFR 115.41).

Housing and program assignments for each transgender or intersex inmate shall be reassessed at least twice each year to review any threats experienced by the inmate (28 CFR 115.42).

Inmate risk levels shall be reassessed when required due to a referral, request, incident of sexual abuse, or receipt of additional information that increases the inmate’s risk of sexual victimization or abusiveness (28 CFR 115.41).

515.7 CLASSIFICATION SPACE ALLOCATION
The classification plan depends on the ability of the facility to physically separate different classes of inmates. To ensure that allocated space meets the current population needs, the Corrections Captain or the authorized designee should periodically meet with the classification officers to discuss the fixed resources (e.g., cells, dorms, dayrooms).

515.8 SINGLE-OCCUPANCY CELLS
Single-occupancy cells may be used to house the following categories of inmates:
Inmate Classification

- Maximum security
- Administrative segregation
- Medical condition or disabilities (upon consultation with medical staff and the availability of medical beds)
- Mental condition (upon consultation with mental health staff and the availability of mental health beds)
- Sexual predators
- Any inmate with an elevated risk of being taken advantage of, being mistreated, or becoming a victim of sexual abuse or harassment
- Any other condition or status for single-occupancy housing

The classification supervisor shall notify the Corrections Captain or the authorized designee when single-occupancy cells are not available for housing the above described inmates. In such cases, a risk assessment shall be used to identify inmates in the above categories who may be safely housed together.

515.9 PRISON RAPE ELIMINATION ACT (PREA) CONSIDERATIONS

Housing, bed, work, and program assignments should be made to separate inmates at high risk of being sexually victimized from those at high risk of being sexually abusive (28 CFR 115.42). Inmates identified as being at high risk for sexually aggressive behavior will be monitored and housed in an area that will minimize the risk to other inmates and staff. All inmates identified as being at risk of victimization shall be monitored and housed in an area to minimize the risk to their safety. However, inmates at high risk for sexual victimization shall not be placed in involuntary protective custody unless an assessment of all available alternatives has been made and it has been determined that there is no available alternative means of separation from likely abusers (28 CFR 115.43; 28 CFR 115.68).

Housing and program assignments of a transgender or an intersex inmate shall include individualized consideration for the inmate’s health and safety and any related supervisory, management, or facility security concerns (15 CCR 1050). A transgender or an intersex inmate’s views with respect to his/her own safety shall be given serious consideration.

Lesbian, gay, bisexual, transgender, or intersex inmates shall not be placed in dedicated facilities, units, or wings solely on the basis of such identification or status, unless such placement is pursuant to a consent decree, legal settlement, or legal judgment (28 CFR 115.42).
Control of Inmate Movement

519.1 PURPOSE AND SCOPE
The purpose of this policy is to establish a process for the safe and secure movement of inmates between areas within the facility and transportation from the facility to court, medical appointments, or other jurisdictions.

519.2 POLICY
The staff should be vigilant in the control and movement of inmates between areas within the facility and when transporting inmates outside the secure confines of the facility (15 CCR 1029(a)(6)). Control may be by direct or indirect visual observation. All staff should consider all inmate movement as a high-risk activity. The staff should be aware of their surroundings at all times and take necessary steps to prevent the possession and exchange of contraband.

519.3 MOVEMENT OF INMATES
Movement of one or more inmates in the facility should be done in an orderly manner with inmates walking in a single-file line. Staff members should have situational awareness during the movement of inmates and should consider the design of the facility, areas of poor visibility, and the presence of other inmates being moved. The staff should avoid areas where inmates may have access to contraband items.

519.4 MOVEMENT OF SPECIAL MANAGEMENT INMATES
Inmates should be restrained during movement based upon individual security classification, with higher risk inmates in handcuffs, waist chains, and leg irons. An exception to this procedure is when an inmate has a physical disability where restraint devices may cause serious injury. Pregnant inmates shall be moved in accordance with the Use of Restraints Policy.

Whenever a high-security inmate is not able to be restrained, the staff should compensate by utilizing wheelchairs and should secure the inmate to the chair. It may also be necessary to increase the number of staff present to ensure the safe movement of high-security inmates.

The staff should be watchful in and around passageways and ensure that sallyport doors are secured to prevent escape.
Use of Restraints

523.1 PURPOSE AND SCOPE
This policy establishes guidelines for the application, supervisory oversight, and restrictions on the use of restraints on persons incarcerated in this facility.

This policy shall apply to the use of specific types of restraints, such as four/five-point restraints, restraint chairs, ambulatory restraints, and similar restraint systems, as well as all other restraints, including handcuffs, waist chains, and leg irons when such restraints are used to restrain any inmate for prolonged periods.

523.1.1 DEFINITIONS
Definitions related to this policy include:

Clinical restraints - Restraints applied when an inmate’s disruptive, assaultive and/or self-injurious behavior is related to a medical or mental illness. Clinical restraints can include leather, rubber or canvas hand and leg restraints with contact points on a specialized bed (four/five-point restraints) or a portable restraint chair.

Therapeutic seclusion - Segregated confinement of an agitated, vulnerable and/or severely anxious inmate with a serious mental illness as part of his/her treatment when clinically indicated for preventive therapeutic purposes.

523.2 POLICY
It is the policy of this office that restraints shall be used only to prevent self-injury, injury to others or property damage. Restraints may also be applied according to inmate classification, such as maximum security, to control the behavior of a high-risk inmate while he/she is being moved outside the cell or housing unit.

Restraints shall never be used for retaliation or as punishment. Restraints shall not be utilized any longer than is reasonably necessary to control the inmate. Restraints are to be applied only when less restrictive methods of controlling the dangerous behavior of an inmate have failed or appear likely to fail (15 CCR 1029(a)(4); 15 CCR 1058). Each incident where restraints are used shall be documented by the handling staff member and placed in the appropriate file prior to the end of the staff member’s shift.

This policy does not apply to the temporary use of restraints, such as handcuffing or the use of leg irons to control an inmate during movement and transportation inside or outside the facility.

523.3 USE OF RESTRAINTS - CONTROL
Supervisors shall proactively oversee the use of restraints on any inmate. Whenever feasible, the use of restraints, other than routine use during transfer, shall require the approval of the on-duty Corrections Sergeant prior to application. In instances where prior approval is not feasible, the on-duty Corrections Sergeant shall be apprised of the use of restraints as soon as practicable.
Use of Restraints

Restraint devices, such as restraint chairs, shall only be used on an inmate when it reasonably appears necessary to overcome resistance, prevent escape, or bring an incident under control, thereby preventing injury to the inmate or others, or eliminating the possibility of property damage. Restraints shall not be utilized any longer than is reasonably necessary to achieve the above goals.

Excluding short-term use to gain immediate control, placing an inmate in a restraint chair or other restraints for extended periods requires approval from the Corrections Captain or the authorized designee prior to taking action. The medical staff shall be called to observe the application of the restraints, when feasible, prior to the application or as soon as practicable after the application, and to check the inmate for adequate circulation.

The use of restraints for purposes other than for the controlled movement or transportation of an inmate shall be documented on appropriate logs to include, at a minimum, the type of restraint used, when it was applied, a detailed description of why the restraint was needed, and when it was removed (15 CCR 1058).

The following provisions shall be followed when utilizing restraints to control an inmate (15 CCR 1058):

(a) Restraints shall not be used as punishment, placed around a person's neck, or applied in a way that is likely to cause undue physical discomfort or restrict blood flow or breathing (e.g., hog-tying).

(b) Restrained inmates shall not be placed face down or in a position that inhibits breathing.

(c) Restraints shall not be used to secure a person to a fixed object except as a temporary emergency measure. A person who is being transported shall not be locked in any manner to any part of the transporting vehicle except for items installed for passenger safety, such as seat belts.

(d) Inmates in restraints shall be housed either alone or in an area designated for restrained inmates.

(e) Restraints shall be applied for no longer than is reasonably necessary to protect the inmate or others from harm.

(f) Staff members shall conduct direct face-to-face observation at least twice every 30 minutes on an irregular schedule to check the inmate's physical well-being and behavior. Restraints shall be checked to verify correct application and to ensure they do not compromise circulation. All checks shall be documented, with the actual time recorded by the person doing the observation, along with a description of the inmate's behavior. Any actions taken should also be noted in the log.

(g) The specific reasons for the continued need for restraints shall be reviewed, documented, and approved by the Corrections Lieutenant or the on-duty Corrections Sergeant at least every hour.

(h) Within one hour of placement in restraints, a qualified health care professional shall document an opinion regarding the placement and retention of the restraints.
Use of Restraints

(i) As soon as practicable, but within four hours of placement in restraints, the inmate shall be medically assessed to determine whether he/she has a serious medical condition that is being masked by the aggressive behavior. The medical assessment shall be a face-to-face evaluation by a qualified health care professional.

(j) As soon as practicable, but within eight hours of placement in restraints, the inmate must be evaluated by a mental health professional to assess whether the inmate needs immediate and/or long-term mental health treatment. If the Corrections Captain, or the authorized designee, in consultation with responsible health care staff determines that an inmate cannot be safely removed from restraints after eight hours, the inmate shall be taken to a medical facility for further evaluation.

523.3.1 COURT APPROVAL
Prior judicial approval should be obtained for the use of restraints when the inmate is in court if the restraints will be visible to a jury.

523.4 RANGE OF MOTION
Inmates placed in restraints for longer than two hours should receive a range-of-motion procedure that will allow for the movement of the extremities. Range-of-motion exercise will consist of alternate movement of the extremities (i.e., right arm and left leg) for a minimum of 10 minutes every two hours.

523.5 FOOD, HYDRATION, AND SANITATION
Inmates who are confined in restraints shall be given food and fluids. Provisions shall be made to accommodate any toileting needs at least once every two hours. Food shall be provided during normal meal periods. Hydration (water or juices) will be provided no less than once every two hours or when requested by the inmate.

Offering food and hydration to inmates will be documented to include the time, the name of the person offering the food or water/juices, and the inmate’s response (receptive, rejected). Inmates shall be provided the opportunity to clean themselves or their clothing while they are in restraints.

523.6 AVAILABILITY OF CPR EQUIPMENT
CPR equipment, such as barrier masks, shall be provided by the facility and located in proximity to the location where inmates in restraints are held.

523.7 RESTRAINED INMATE HOLDING
Restrained inmates should be protected from abuse by other inmates. Under no circumstances will restrained inmates be housed with inmates who are not in restraints. In most instances, restrained inmates are housed alone or in an area designated for restrained inmates (15 CCR 1058).

523.8 PREGNANT INMATES
Restraints will not be used on inmates who are known to be pregnant unless based on an individualized determination that restraints are reasonably necessary for the legitimate safety and
Use of Restraints

security needs of the inmate, the staff, or the public. Should restraints be necessary, the restraints shall be the least restrictive available and the most reasonable under the circumstances.

Inmates who are known to be pregnant will not be handcuffed behind their backs or placed in waist restraints or leg irons.

Once pregnancy has been confirmed, a pregnant inmate should be advised of the policies and procedures regarding the restraint of pregnant inmates (Penal Code § 3407; 15 CCR 1058.5).
Classification Procedures

526.1 PROCEDURE
In accordance with the facility classification plans, corrections officers will assign inmates to one of the following classification categories on an interim basis:

(a) Maximum Security (Lock down)
(b) Medium Security (Random Lock down)

Maximum Security Category:
A classification assignment of an inmate who poses a real and present high risk to the security of the facility or the safety of the staff, visitors, and other inmates. Inmates classified as maximum security require close supervision by staff and high-security housing assignments. An inmate in the maximum-security category is locked-down in his or her cell 24 hours a day, with set times for showers and recreation privileges. Maximum-security inmates can be escorted by staff or placed in restraints at any time they are outside of their assigned cell.

Medium Security Category:
A classification assignment of an inmate which indicates that he or she does not pose a risk to facility security or the safety of the community, staff or other inmates. An inmate in the medium security category is allowed out of his or her cell periodically between 0600 and 2300.

Unsentenced inmates, persons convicted and sentenced, and persons committed upon civil process shall not be kept or put in the same room, nor shall male and female prisoner, except husband and wife, sleep dress or undress, or bathe in the same room. However, sentenced and unsentenced inmates may be kept or put in the same room for the purpose of participating in supervised activities and for the purpose of housing, provided, that the housing occurs as result of a classification procedure which is based upon consideration of criminal sophistication, seriousness of crime charged, presence or absence of assaultive behavior, age and other criteria that will provide for the safety of the inmates and staff. Penal Code §4002

526.2 RECLASSIFICATION
The Facility will implement procedures necessary to reclassify inmates to higher and lower security classification that ensures the safety and security of the detention facility.

An inmate who has been sentenced to more than 60 days may request a review of his or her classification plan no more often 30 days from his or her last review.

526.2.1 RECLASSIFICATION TO A HIGHER SECURITY CATEGORY
When verified information or the inmate’s behavior indicates that he or she requires a higher security classification, the corrections officers will ensure that the inmate’s due-process rights are protected. This will include:
Classification Procedures

(a) The inmate's right to be notified in writing

(b) The inmate's right to be represented by staff or fellow inmate

(c) The inmate's right to confront the person requesting reclassification

(d) The inmate's right to be heard.

Inmates to be reclassified will be given written notice of their meeting or hearing at least three (3) days in advance by the corrections officer(s). This notice will include the following:

(a) Time, date and place of the hearing

(b) Reason(s) for considering reclassification

(c) Inmate's right to be present and represented at the hearing in order to present his case.

Inmates to be reclassified will be allowed to be present at meetings or hearings, unless the inmate poses a present and clear danger to the safety or security of the facility. The hearing officers will review all information and hear all testimony before making a decision. The decision will be based on facts collected by hearing officers. The officer(s) that initiated the reclassification procedures will not be involved in the reclassification hearing or process. The hearing officers will complete a written report on each inmate reclassified and submit it to their supervisor for review. A copy of the report will be given to the inmate 48 hours from the date of the hearing, weekends excluded. The hearing officer(s) will inform the inmate of his or her right to appeal the classification decision, to the Corrections Lieutenant, within ten (10) days. Inmates reclassified to a maximum security category will be reviewed by corrections staff every seven (7) days to evaluate the need for continued maximum security classification.

526.2.2 RECLASSIFICATION TO A LOWER SECURITY CATEGORY
When a staff member has a reason to believe that an inmate is held at a higher security assignment than necessary, he or she may request to review the inmate's classification assignment with their supervisor. If it is determined that the inmate is to be reclassified, they will be notified in writing and informed of his or her right to appeal the decision in writing to the Corrections Lieutenant within ten (10) days.

(a) The inmate to be considered for reclassification to a lower security assignment will be given written notice.

(b) The Classification Officer(s) will review the inmate's case and hear testimony from the staff person requesting the review and the inmate.
Classification Procedures

(c) The Classification Officers will inform the inmate in writing of the decision reached by the Committee and submit it to the Corrections Captain for his review.
Searches

527.1 PURPOSE

The purpose of this policy is to establish and maintain a lawful methodology for the searching of arrestees, inmates, inmate property, inmate housing areas and jail facilities for the purpose of preserving the safety of the public, staff, inmates and the security of the jail facilities by reducing contraband.

527.2 POLICY

It is the policy of the Amador County Sheriff’s Office Jail that searches of arrestees, inmates, inmate property, inmate housing areas and jail facilities shall be conducted in accordance with Title 15, case law and statutory law.

It is the policy of the Amador County Sheriff’s Office Jail that arrestees who are booked and released without being placed into a housing unit shall not be strip searched.

It is the policy of the Amador County Sheriff’s Office Jail that arrestees shall not be subjected to a strip search or visual body cavity search prior to placement in General Population unless there is a reasonable suspicion that they are concealing narcotics, narcotics paraphernalia, weapons, or escape devices and written authorization by a sworn peace officer is obtained prior to the search.

527.3 PROCEDURES

527.3.1 DEFINITIONS

Body Cavity- Includes the mouth, nostrils, ears, stomach or rectal cavity of a person, and the vagina of a female person.

Clothed Body Search- This search includes a pat down search (including the chest and groin areas), metal detector search, and a thorough clothing search in order to discover and retrieve contraband.

Clothing Search- This search includes a thorough inspection of clothing in order to discover and retrieve contraband concealed in clothing.

Contraband- Anything not issued or allowed into the jail facility by policy or law, including any jail-issued or commissary-bought items constructed, modified or altered for use, with the intention of using the item in a manner that was not originally intended. Contraband includes smuggled weapons, drugs or other contraband which pose a threat to the safety and security of the facility.

General Population- The housing blocks within the jail facility where in-custody inmates are housed.

Housing Area Search- This is a systematic search of an inmate’s housing area and all items contained within it in order to discover and retrieve contraband.

In-Custody Inmate- An inmate housed in General Population.
Searches

Metal Detector Search- A search conducted by having the inmate pass through a metal detector for the purpose of discovering and retrieving contraband.

Peace Officer- A “Peace Officer” must determine if there is reasonable suspicion based on specific and articulable facts to believe such person is concealing a weapon or contraband, and a strip search will result in the discovery of the weapon or contraband. (4030(f) PC). A Peace Officer is defined in 830.1 of the Penal Code. The custody staff are not peace officers, but are public officers by definition.

Physical Body Cavity Search- Means physical intrusion into a body cavity for the purpose of discovering any object concealed in the body cavity.

Property Search- This search includes inspection of inmate property in order to discover and retrieve contraband concealed in the property.

Reasonable Suspicion- Quantum of knowledge sufficient to induce an ordinarily prudent and cautious person under the circumstances, to believe that an individual may be in possession of contraband. Reasonable suspicion requires less information than probable cause, but more information than a hunch or a guess.

Strip Search- Means a search which requires a person to remove or arrange some or all of their clothing so as to permit a visual inspection of the underclothing, breasts, buttocks or genitalia of such person.

Visual Body Cavity Search- Means the visual inspection of a body cavity.

527.3.2 PROCEDURES IN BOOKING

A. Each of the following types of searches shall be completed at the time each arrestee is accepted at booking from the transporting officer:

1. Metal detector search
2. Clothed body search
3. A thorough clothing search for the purpose of retrieving weapons and contraband

B. Inmates who are to be booked and released without being housed in General Population shall not be strip searched, unless they meet the criteria specified under "Visual Body Cavity Searches at Intake".

C. Inmates arrested and held in custody on any charge (including those that involve weapons, controlled substances or violence) who are attempting to post bail, shall be allowed a reasonable amount of time in which to arrange for bail. Inmates who notify staff that they intend to post bail shall not be strip searched or transferred into the general jail population without allowing a reasonable amount of time to arrange for bail (not less than three (3) hours from the time of booking). The three (3) hour time parameter may be waived by an inmate who has no intention or possibility of posting bail.

D. Visual body cavity searches of inmates at intake may only be performed on inmates who meet the criteria specified under "Visual Body Cavity Searches at Intake".
527.3.3 VISUAL BODY CAVITY SEARCHES AT INTAKE

All visual body cavity searches of arrestees, prior to placement in General Population, shall be supported by reasonable suspicion, based on specific and articulable facts, that the arrestee is in possession of a weapon, a controlled substance, or any other significant contraband that threatens the safety and security of the facility, and a visual body cavity search will result in the discovery of the weapon or contraband.

The receiving officer on duty shall be responsible to individually assess each arrestee during the intake process and determine if reasonable suspicion exists to believe the arrestee may be in possession of a weapon, a controlled substance, or any other significant contraband. The arrestee may be subject to a visual body cavity search prior to placement in General Population, with the prior written authorization of a sworn peace officer holding the rank of Sergeant or above.

Reasonable suspicion may exist in, but is not limited to, the following situations:

(a) The inmate is in custody on a parole violation or parole hold (i.e. PC 3056, WI 1767.3, WI 3151); not to include ICE or Federal holds. Offenders on these charges shall not be strip searched unless they meet another criterion for reasonable suspicion.

(b) The inmate is arrested on a crime (misdemeanor or felony) that involves weapons, the possession of controlled substances, or violence. When an inmate is arrested on a warrant for a crime involving weapons, the possession of controlled substances, or violence, considerations shall be given to the proximity in time from the date the warrant was issued to the actual date of arrest.

(c) Transfer to another correctional facility.

(d) Reentry into the facility after contact with the public (i.e. the inmate has returned from any place where they have not been under continuous staff supervision and could reasonably have obtained and concealed contraband before being returned to custody.

   1. Transfer/return from medical facility
   2. Return from court-ordered pass (e.g. funeral pass)
   3. Weekenders (returning to serve scheduled jail terms)
   4. Return to custody after failing a Release Program

(e) For similar reasons, many offenders who arrive at the Jail on a Court Commitment or Remand Order are aware that they were likely going to be incarcerated. Offenders who have been previously incarcerated and/or those who are "criminally sophisticated" also have an increased awareness that contraband items can elevate their status within jail facilities and there may be reasonable cause to believe the offender is concealing contraband. Such an individual may be searched.

(f) Criminal History that indicates two (2) or more prior unresolved arrests or convictions for charges involving weapons, possession of drugs, or violence within the past seven (7) years.

(g) Any person;
1. Who activates the metal detector and the reason for the activation of the metal detector cannot be detected by a clothed body search.
2. Whose conduct prior to, during, or following arrests appears to be suspicious.

527.3.4 DOCUMENTATION OF VISUAL BODY CAVITY SEARCHES AT INTAKE
If the intake officer determines that a strip search is warranted prior to placement in General Population they shall:

A. Complete the “REASON FOR SEARCH” and “FACTS” portion of the form and sign the form accordingly.
B. Present the form to a Peace Officer holding the rank of Sergeant or above for authorization.
C. Complete the strip search if authorization is granted.
D. Complete the “REQUESTING OFFICER” portion of the form.

The Visual Body Cavity Search Assessment and Authorization form shall be returned to booking to be placed into the inmate’s file and a copy sent to the Corrections Lieutenant. A copy of the form shall be made available, on request, to the person searched or his/her authorized representative.

527.3.5 VISUAL BODY CAVITY SEARCHES OF IN-CUSTODY INMATES
Once an inmate has been assigned and will be entering into a housing unit, they may be subjected to a visual body cavity search at any time to search for weapons, drugs and/or contraband.

527.3.6 VISUAL BODY CAVITY SEARCH GUIDELINES
The following conditions shall be maintained while conducting any strip or visual body cavity search:

A. The search shall be conducted under sanitary conditions.
B. All staff members conducting or present during the search shall be of the same sex as the inmate being searched. Transgender inmates shall be searched by custody staff with the same genitalia as the inmate.
C. Officers shall maintain a professional attitude when conducting searches and shall refrain from making any comments intended to degrade, humiliate or embarrass the inmate.
D. All searches shall be conducted in an area of privacy so that the search cannot be observed by staff members not participating in the search. Only those staff members necessary to conduct the actual search shall be present during the search.
E. Searches shall only be conducted on individual inmates in an area where they cannot be observed by any other inmate. Group strip searches are not allowed.
F. Searches shall not be videotaped nor done in an area under video surveillance.
Searches

G. Officers conducting the search shall not touch the inmate (except for the hair on the head), unless it is necessary to restrain a combative inmate, to prevent the loss or destruction of evidence, or for self-protection.

H. Staff shall inspect and search each item of clothing and visually inspect the inmate's body.
   1. The inmate shall be instructed to remove all clothing, bandages, prosthetic devices, wigs, dental plates or any other removable item from their person.
   2. The inmate shall face the officer who shall visually inspect the inmate's hair, ears, mouth, nose, body, armpits, hands, scrotum/genitals and legs. The inmate shall be instructed to lift any layers of skin that might be capable of concealing contraband.
   3. The inmate shall turn away from the officer upon instruction and the officers shall then inspect the inmate's back, buttocks, thighs, toes, bottom of the feet and lastly, the anal/vaginal area by having the inmate bend over, spread the cheeks of their buttocks and cough. A female inmate may be told to spread the labia at the same time to allow a check of the vaginal area.
   4. Should the officer have any question that the inmate is secreting contraband in the genital area, the officer shall direct the inmate to squat and cough.

I. If an inmate swallows contraband, officers shall not use force to attempt to retrieve the item. In the event this occurs, medical staff shall be notified immediately.

J. If a weapon or contraband is observed protruding from any body cavity, the inmate will be asked to remove the item if it can be done safely and in such a manner as to ensure officer safety and the preservation of evidence.
   1. If the inmate refuses to remove the item, officers shall NOT attempt to remove the item themselves. This would constitute an un-authorized physical body cavity search.
   2. Arrangements shall be made to obtain a search warrant based on the observations of the searching officer. The procedure for physical body cavity searches should be followed. (See Section VIII/Physical Body Cavity Search.)

K. Any contraband retrieved from a body cavity, or which is otherwise suspected of being contaminated, shall be handled using appropriate safeguards (e.g., disposable gloves) and shall be placed in a container which shall be clearly labeled "contaminated".

527.3.7 REFUSALS

A. Inmates directed to submit to a visual body cavity search under the guidelines of this policy do not have the right to refuse. The officer attempting to conduct the search shall explain the search process, the reason for the search and the consequences for non-compliance - including disciplinary action and possible prosecution under Penal Code Section 148.

B. The inmate shall be given a thorough pat search and placed in an isolation cell to prevent contact with staff or other inmates.
C. The Facility Sergeant shall be notified of the inmate's refusal. The inmate shall not be processed or relocated until the search has been completed.

D. The Sergeant shall attempt to convince the inmate to comply. If the inmate continues to refuse, the Sergeant may direct staff to forcibly remove the clothing or seek to obtain a search warrant for a physical body cavity search.

1. Staff will only use that force necessary to remove the clothing, to control the inmate and reveal all external body parts to visual inspection.

2. A same-sex supervisor will monitor the search

E. The inmate shall be evaluated by medical staff after the search.

F. If at any time during the forcible search, the inmate indicates that they wish to comply, staff shall allow the inmate to do so.

527.3.8 PHYSICAL BODY CAVITY SEARCH

A. Custody staff shall refuse to accept newly booked inmates in need of a physical body cavity search (from the arresting agency). The search must be conducted prior to acceptance into the facility.

B. Physical body cavity searches may only be conducted under the following circumstances:

1. A valid search warrant must be obtained.

2. The search must be conducted under sanitary conditions.

3. The search can only be performed by an authorized medical staff member.

4. All staff members present during a physical body cavity search shall be of the same sex as the inmate being searched, except for authorized medical personnel.

5. Only those staff members necessary to maintain security shall be present during a physical body search as deemed necessary by a supervisor.

6. All physical body cavity searches shall be conducted in an area of privacy so that the search cannot be observed by persons not participating in the search. Persons are considered to be participating in the search if their official duties relative to search procedure require them to be present at the time the search is conducted.

C. If an in-custody inmate requires a physical body cavity search, the Facility Sergeant shall be notified and make the necessary arrangements to obtain a search warrant.

D. A copy of the search warrant and a copy of the report documenting the results of the search shall be forwarded to the Facility Manager. A copy of the search warrant and a copy of the report documenting the results of the search will be placed into the inmate's file.
527.3.9 CLOTHED BODY SEARCHES
A. Each inmate shall be subjected to a clothed body search when they arrive at booking, leave or return to their housing floor or housing area and/or any time they are suspected of possessing contraband. An exception to this policy is during mass movement of inmates, such as when going to recreation, etc. During mass movement, randomly selected inmates (in a number which does not cause an unreasonable delay) should be selected and searched.

B. Routine inspections of clothed male inmates may be performed by employees of either sex.

C. Body inspection of clothed female inmates shall be conducted by female correctional officers only, except in emergency situations requiring the immediate search of inmates to avoid the threat of death, escape, or great bodily injury. Male correctional officers shall not, under any circumstances, perform non-emergency body searches of female inmates.

527.3.10 HOUSING AREA SEARCHES OF GENERAL POPULATION AND OPEN ADMINISTRATIVE SEGREGATION HOUSING UNITS
A. Staff may search an inmate's housing and work area (and personal items contained within those areas) without notice to or prior approval from the inmate and without the inmate's presence. (Note: Legal documents are only to be searched in the presence of the inmate.)

B. Housing area searches are conducted for the purpose of detecting, limiting, retrieving and removing contraband, preventing escape, maintaining sanitary standards and eliminating fire and safety hazards.

C. Search Kits containing specialized safety equipment (e.g., mirrored inspection tools, pick up tools, etc.) are available for use and officers are strongly encouraged to utilize them during searches. The Search Kits are stored in the Jail Sergeant's Office.

D. When a search for contraband is conducted in a housing area, the Facility Sergeant shall be notified of the search and the results of the search.

E. Staff conducting the search shall leave the housing area in its original order, as nearly as practicable. Cell searches shall not be used as a punitive measure nor to harass an inmate. Every reasonable precaution shall be taken to avoid damage to personal property and to leave the inmate's quarters and property in good order upon completion of the inspection.

F. A complete report documenting the search and listing the results of the search shall be forwarded to the Sergeant.

527.3.11 SEARCHES OF ADMINISTRATIVE SEGREGATION LOCKDOWN HOUSING UNITS
A. Administrative segregation lockdown housing units shall be searched once very two (2) weeks. These searches shall be conducted during the day shift.
B. Staff members shall search the housing unit and the inmate for contraband and each housing unit for damage.

C. The search shall be documented via incident report. An entry should be made as appropriate (e.g., “Cell search completed, all fixtures working. Clean cell. No new damage”)

D. Inmates who are housed in multiple-inmate cells will each be held equally accountable for contraband or damage to County property discovered in common areas within the cell, unless the inmate can establish a lack of involvement in the violation. A rule violation shall be completed for each administrative segregation lockdown housing unit with cell damage that can be attributed to the individual(s) housed in that cell.

E. The Facility Manager or their designees shall be responsible for ensuring that the searches are performed in accordance with this policy.

527.3.12 TRAINING

A. All Corrections Sergeants shall review this policy annually with the Corrections Officer as part of the performance evaluation process, a minimum of once each year. The Sergeant will assure that the training is documented in the officer's training files by notification to the appropriate Training Sergeant.
Reporting In-Custody Deaths

530.1 PURPOSE AND SCOPE
This policy provides direction on how in-custody deaths shall be reported.

530.1.1 DEFINITIONS
Definitions related to this policy include:

In-custody death - The death of any person, for whatever reason (natural, suicide, homicide, accident), who is in the process of being booked or is incarcerated at any facility of this office.

530.2 POLICY
It is the policy of this office to follow state and local guidelines for reporting in-custody deaths (15 CCR 1046).

530.3 MANDATORY REPORTING
All in-custody deaths shall be reported within 10 days of the death to the state Attorney General’s office, in accordance with reporting guidelines and statutory requirements (Government Code § 12525).

If the decedent is a boarder for another agency, the Corrections Captain shall notify that agency so that agency will assume responsibility for the notification of the decedent’s family.

Pursuant to Article 37 of the Vienna Convention on Consular Relations 1963, in the case of the death of a foreign national, telephonic notification to the appropriate consulate post should be made without unreasonable delay and confirmatory written notification shall be made within 72 hours of the death to the appropriate consulate post. The notification shall include the inmate’s name, identification number, date and time of death, and the attending physician’s name.

In the event that a juvenile dies while in custody, the Corrections Captain or the authorized designee shall notify the court of jurisdiction and the juvenile offender’s parent or guardian (15 CCR 1047). A copy of the report provided to the state Attorney General’s office shall be submitted to the Board of State and Community Corrections within 10 days of the death (15 CCR 1046(b)(1)).
Inmate Death Procedures

531.1 PURPOSE AND SCOPE
The purpose of this policy is to provide direction to personnel responding to, timely reporting of, and investigation into, the death of a person in custody, in compliance with all laws and regulations.

531.2 POLICY
It is the policy of this office that the death of any inmate in custody shall be classified as a suspicious death. Personnel shall ensure that the scene is secured and an investigation is conducted into the circumstances surrounding the death. All in custody deaths shall be handled in compliance of Title 15 CCR §1046, California Government Code, and the California Penal Code.

531.3 CORRECTIONAL STAFF RESPONSIBILITIES
In the event of the discovery of a possibly deceased inmate within the facility, the discovering staff member shall immediately notify their supervisor and advise them of the situation and location.

If the decedent does not have obvious signs of death, staff shall initiate lifesaving techniques, i.e., First aid, CPR, and/or AED, unless immediate intervention jeopardizes the safety of staff or facility security. An ambulance will be requested if lifesaving techniques are initiated.

If there are obvious signs of death, such as lividity or rigor mortis, the following procedures shall followed;

• Do not move the body. The body and surrounding area are now a crime scene.
• Identify and separate any persons of interest and/or witnesses
• Secure the scene
  ◦ All non-essential staff should immediately exit the area.
  ◦ A staff member will be posted at the scene and allow no entry to the scene pending the arrival of a Supervising Deputy/Coroner and/or the Investigations Division.
  ◦ The staff member will initiate a log of all persons entering and leaving the scene. The log will include the persons name, the current date, the reason or purpose for entering the scene, and include the times that the persons entered and left the scene. The complete log will be signed by the staff member and attached to the staff member's incident report.
• Assist responding support agencies and Investigations Division as needed.
• Complete an incident report.
  ◦ Reports shall include names of all staff involved. Reports shall include the names of any suspects and/or witnesses.
Inmate Death Procedures

- Reports shall be completed within eight hours of the discovery of the death and forwarded to the required entities, pursuant to California Penal Code Section 5021.

531.4 CONTROL ROOM OFFICER RESPONSIBILITIES
Upon report of a possibly deceased inmate, Jail Control room staff shall immediately contact Dispatch. Staff will advise of the facts known surrounding the incident. Staff will request an ambulance and the Supervising Deputy/Coroner respond to the scene immediately.

In addition, staff shall;

- Notify the Shift Supervisor
- Lockdown the facility and ensure that all inmates are secure in their assigned cell. The location of each inmate at the time of the discovery of the decedent will be made.
- Notify the Jail Nurse, if on duty, and the facility physician.
- Collect and package deceased inmate's personal clothing and property that is released by the Deputy Coroner. These are the items not taken as evidence and/or for safekeeping by the Deputy Coroner.
- Release and package deceased inmates money. These funds shall be released to the Deputy Coroner for proper disposition.

The deceased inmate shall be released from custody using death as the disposition and the date and time of the death as date and time out.

531.5 ON-DUTY SUPERVISOR RESPONSIBILITIES
The on-duty supervisor is responsible for the following;

- Coordinate the response of staff and ensure the security of the scene.
- Begin and maintain an Inmate Death Notification Checklist.
- Ensure proper notifications pursuant to California Penal Code §5021 and Government Code §27491.
- Notify the Sheriff, via the chain of command, as soon as reasonably possible, but in no case later than two hours after discovery.
- Notify the Senior Deputy Coroner as soon as reasonably possible, but in no case later than two hours after discovery.
- Ensure that the facility physician has been notified.
In the case of the death of a foreign national, inform without delay the necessary consular (US Dept of State, Bureau of Consular Affairs).

The supervisor shall further ensure that staff has collected and packaged all personal property belonging to the deceased inmate, including money, clothing, and property bag. This shall occur at the conclusion of the investigation so that no evidence in this case is disturbed. These items shall be inventoried by a designated officer. Property will be given to the Deputy Coroner or Investigations Division with a property receipt. The Deputy Coroner or Investigation Division shall take possession of the deceased inmate’s property from the Jail staff.

The supervisor is responsible for confirming that all involved staff members complete a Jail Incident Report. The report shall include all pertinent circumstances, details, and names of involved parties. Copies of all Jail Incident Reports shall be forwarded to the Sheriff, via the chain of command, within eight hours of the discovery.

The supervisor shall further evaluate and respond to the mental health needs of any affected staff and/or inmates by contacting the appropriate resources and assure that all employees are aware of the Employee Assistance Program.

Form a review board pursuant to 15 CCR 1046 (Facility Administrator and/or Manager, the Health Administrator, the Responsible Physician and other Health Care and Supervision staff who are relevant to the incident).

531.6 SENIOR DEPUTY CORONER RESPONSIBILITIES
The Deputy Coroner will complete an investigation that will include the manner and cause of death, the circumstances surrounding the death, factors that may have contributed to the death, pursuant to Government Code §27491.

The Deputy Coroner completes the required Department Of Justice, Death In Custody Reporting Form. The death and all facts surrounding the death must be reported to the Attorney General within ten days after the death, pursuant to Government Code §12525.

531.7 COMMAND STAFF RESPONSIBILITIES
Upon discovery of an inmate death, the Undersheriff or his/her designess, shall ensure the following notifications are made;

- The Chief of Police within two hours of discovery if the facility is located within the city limits of an incorporated city
- The District Attorney, as soon as a representative of the office is on duty
- The court having jurisdiction over the jail, as soon as a representative of the court is on duty
Staff and Inmate Contact

532.1 PURPOSE AND SCOPE
Interaction with inmates allows for continual assessment of the safety and security of the facility and the health and welfare of the inmates. However, inappropriate interaction can undermine security and order in the facility and the integrity of the supervision process.

This policy provides guidelines for appropriate and professional interaction between members and inmates, and is intended to promote high ethical standards of honesty, integrity and impartiality as well as increase facility safety, discipline and morale.

Violation of this policy may result in disciplinary action up to and including dismissal. Members who seek information or clarification about the interpretation of this policy are encouraged to promptly contact their supervisor.

532.2 POLICY
The Corrections Captain shall ensure that inmates have adequate ways to communicate with staff and that the staff communicates and interacts with inmates in a timely and professional manner.

532.3 GENERAL CONTACT GUIDELINES
Members are encouraged to interact with the inmates under their supervision and are expected to take prompt and appropriate action to address health and safety issues that are discovered or brought to their attention.

All members should present a professional and command presence in their contact with inmates. Members shall address inmates in a civil manner. The use of profanity, and derogatory or discriminatory comments is strictly prohibited.

Written communication (e.g., request forms, inmate communication, grievances, rules infraction forms, disciplinary reports) shall be answered in a timely manner. Such communication shall be filed with the inmate’s records.

Members shall not dispense legal advice or opinions, or recommend attorneys or other professional services to inmates.

While profanity and harsh language are prohibited, the Office recognizes the necessity for staff to give inmates direction in a firm, determined, and authoritative manner in order to maintain proper supervision and control. Authoritative directions to inmates are particularly instructed when activities or events pose a threat to the safety or security of this facility.

532.4 ANTI-FRATERNIZATION
Personal or other interaction not pursuant to official duties between facility staff with current inmates, inmates who have been discharged within the previous year, their family members or known associates have the potential to create conflicts of interest and security risks in the work environment.
Staff and Inmate Contact

Members shall not knowingly maintain a personal or unofficial business relationship with any persons described in this section unless written permission is received from the Corrections Captain.

Prohibited interactions include, but are not limited to:

(a) Communications of a sexual or romantic nature.
(b) Salacious exchanges.
(c) Sexual abuse, sexual assault, sexual contact or sexual harassment.
(d) Exchanging letters, phone calls or other similar communications, such as texting.
(e) Exchanging money or other items.
(f) Extending privileges, giving or accepting gifts, gratuities or favors.
(g) Bartering.
(h) Any financial transactions.
(i) Being present at the home of an inmate for reasons other than an official visit without reporting the visit.
(j) Providing an inmate with the staff member's personal contact information, including social media accounts.

532.4.1 EXCEPTIONS
The Corrections Captain may grant a written exception to an otherwise prohibited relationship on a case-by-case basis based upon the totality of the circumstance. In determining whether to grant an exception, the Corrections Captain should give consideration to factors including, but not limited to:

- Whether a relationship existed prior to the incarceration of the inmate.
- Whether the relationship would undermine security and order in the facility and the integrity of the supervision process.
- Whether the relationship would be detrimental to the image and efficient operation of the facility.
- Whether the relationship would interfere with the proper discharge of, or impair impartiality and independence of, judgment in the performance of duty.

532.5 REPORTING
Members shall promptly report all attempts by inmates to initiate sexual acts or any salacious conversations, and forward any correspondence from an inmate or former inmate to the Corrections Captain or the authorized designee.

Members shall report all attempts by inmates to intimidate or instill feelings of fear to their supervisor.

Members shall promptly notify their immediate supervisor in writing if:
Staff and Inmate Contact

- A family member or close associate has been incarcerated or committed to the custody of the facility.
- The member is involved in a personal or family relationship with a current inmate or with an inmate who has been discharged within the previous year.
Transportation of Inmates Outside the Secure Facility

534.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for the transportation of inmates outside this facility and to ensure that the staff assigned to transportation duties is qualified and adequately trained.

534.2 POLICY
It is the policy of the Amador County Sheriffs Office to provide safe, secure and humane transportation for all inmates and other persons as required by law.

This office shall transfer all inmates from the jail to the place of imprisonment pursuant to the sentence of the court as soon as practicable after the sentence, in accordance with all laws relating to the transfer of inmates and costs related to transfers to facilities and jurisdictions.

534.3 PROCEDURES
Only staff members who have completed agency-approved training on inmate transportation should be assigned inmate transportation duty. All staff members who operate transportation vehicles shall hold a valid license for the type of vehicle being operated.

This transporting staff member is responsible for the following prior to the transportation of any inmate outside the secure confines of this facility:

(a) Obtain all necessary paperwork for the inmate being transported (e.g., medical/dental records, commitment documents).

(b) Ensure that all inmates are thoroughly searched and appropriate restraints are applied.

1. An inmate known to be pregnant or in recovery after delivery shall not be restrained by the use of leg irons, waist chains, or handcuffs behind the body. (Penal Code § 3407(a)). Handcuffs may be used if applied in front of the body.

2. A pregnant inmate in labor, during delivery, or in recovery after delivery, shall not be restrained by the wrists, ankles, or both, unless deemed necessary for the safety and security of the inmate, the staff, or the public.

3. Restraints shall be removed when a professional who is currently responsible for the medical care of the pregnant inmate, during a medical emergency, labor, delivery, or recovery after delivery determines that the removal of restraints is medically necessary.

(c) Ensure that all vehicle security devices (e.g., window bars, inside cages, door locks) are in good repair and are operational.
Transportation of Inmates Outside the Secure Facility

(d) Thoroughly search the transporting vehicle for contraband before any inmate is placed inside, and again after removing the inmate from the transporting vehicle.

(e) Inmates shall be accounted for during all phases of transport, including departure from and arrival at any destination.

(f) Ensure that the inmate telephone system is turned off prior to initiating the transport of any inmates.

534.3.1 TRANSPORTATION LOGS
Inmate transportation logs shall be developed by the Corrections Captain or the authorized designee and used to log all inmate transportation. The logs shall include:

- Name of the inmate.
- Date of the transport.
- Location where the inmate was transported.
- Name of the transporting correctional officer.
- Circumstances of any unusual events associated with the transportation.

The logs shall be retained by the facility in accordance with established records retention schedules.

534.4 TRAINING
The Training Sergeant shall ensure that all employees charged with inmate transportation duties receive training appropriate for the assignment.

Documentation of all training presented shall be retained in the employee's training file in accordance with established records retention schedules.
Safety and Sobering Cells

536.1 PURPOSE AND SCOPE
This policy establishes the requirement for placing inmates into and the continued placement of inmates in safety cells or sobering cells.

536.1.1 DEFINITIONS
Definitions related to this policy include:

Safety cell - An enhanced protective housing designed to minimize the risk of injury or destruction of property used for inmates who display behavior that reveals intent to cause physical harm to themselves or others or to destroy property, or who are in need of a separate cell for any reason, until suitable housing is available.

Sobering cell - A holding cell designed to minimize the risk of injury by falling or dangerous behavior. It is used as an initial sobering place for arrestees or inmates who are a threat to their own safety or the safety of others as a result of being intoxicated from any substance, and who require a protected environment to prevent injury or victimization by other inmates.

536.2 POLICY
This facility will employ the use of safety and sobering cells to protect inmates from injury or to prevent the destruction of property by an inmate in accordance with applicable law.

A sobering or safety cell shall not be used as punishment or as a substitute for treatment. The Corrections Captain or the authorized designee shall review this policy annually with the Responsible Physician.

536.3 SAFETY CELL PROCEDURES
The following guidelines apply when placing any inmate in a safety cell:

(a) Placement of an inmate into a safety cell requires approval of the on-duty Corrections Sergeant, or above, or the Responsible Physician (15 CCR 1055).

(b) A safety cell log shall be initiated every time an inmate is placed into the safety cell and should be maintained for the entire time the inmate is housed in the cell. Cell logs will be retained in accordance with established office retention schedules, but in any case for at least two years.

(c) A safety check consisting of direct visual observation that is sufficient to assess the inmate’s well-being and behavior shall occur twice every 30 minutes (15 CCR 1055). Each safety check of the inmate shall be documented. Supervisors shall inspect the logs for completeness every two hours and document this action on the safety cell log.

(d) Inmates should be permitted to remain normally clothed or should be provided a safety suit, except in cases where the inmate has demonstrated that clothing articles may pose a risk to the inmate's safety or the facility. In these cases, the reasons for not providing clothing shall be documented on the safety cell log.
Safety and Sobering Cells

(e) Inmates in safety cells shall be given the opportunity to have fluids (water, juices) at least hourly. Correctional Officers shall provide the fluids in paper or styrofoam cups. The inmates shall be given sufficient time to drink the fluids prior to the cup being removed. Each time an inmate is provided the opportunity to drink fluids will be documented on the safety cell log.

(f) Inmates will be provided meals during each meal period. Meals will be served on paper or styrofoam plates, or in other safe containers, and the inmates will be monitored while eating the meals. Inmates shall be given ample time to complete their meals prior to the plate or container being removed. All meals provided to inmates in safety cells will be documented on the safety cell log.

(g) The on-duty Corrections Sergeant shall review the appropriateness for continued retention in the safety cell at least every four hours (15 CCR 1055). The reason for continued retention or removal from the safety cell shall be documented on the safety cell log.

(h) A medical assessment of the inmate in the safety cell shall occur within 12 hours of placement or at the next daily sick call, whichever is earliest. Continued assessment of the inmate in the safety cell shall be conducted by a qualified health care professional and shall occur at least every 24 hours thereafter. Medical assessments shall be documented.

(i) A mental health assessment shall be conducted within 12 hours of an inmate’s placement in the safety cell (15 CCR 1055). The mental health professional’s recommendations shall be documented.

(j) An incident report shall be completed whenever an inmate is placed in a safety cell, documenting why the inmate was placed in the cell, and when and why they were removed from the cell.

536.4 SOBERING CELL PROCEDURES
The following guidelines apply when placing any inmate in a sobering cell:

(a) A sobering cell log shall be initiated every time an inmate is placed into a sobering cell. The log shall be maintained for the entire time the inmate is housed in the cell. Cell logs will be retained in accordance with established office retention schedules, but in any case for two years.

(b) A safety check consisting of direct visual observation that is sufficient to assess the inmate’s well-being and behavior shall occur at least once every 15 minutes on an irregular schedule. Each visual observation of the inmate by staff shall be documented. Supervisors shall check the logs for completeness every two hours and document this action on the sobering cell log.

(c) Qualified health care professionals shall assess the medical condition of the inmate in the sobering cell at least every six hours (15 CCR 1056). Only inmates who continue to need the protective housing of a sobering cell will continue to be detained in such housing.

(d) Inmates will be removed from the sobering cell when they no longer pose a threat to their own safety and the safety of others and are able to continue the booking process.
(e) Females and males will be detained in separate sobering cells.
Biological Samples

538.1 PURPOSE AND SCOPE
This policy provides guidelines for the collection of biological samples from those inmates required to provide samples upon conviction and/or arrest for certain offenses. This policy does not apply to biological samples collected at a crime scene or taken from a person in conjunction with a criminal investigation. Nor does it apply to biological samples collected from those required to register, for example, as sex offenders.

538.2 POLICY
The Amador County Sheriffs Office will assist in the expeditious collection of required biological samples from arrestees and offenders in accordance with the laws of this state and with as little reliance on force as practicable.

538.3 PERSONS SUBJECT TO BIOLOGICAL SAMPLE COLLECTION
The following inmates must submit a biological sample (Penal Code § 296):

(a) A person, including a juvenile, upon conviction or other adjudication of any felony offense
(b) A person, including a juvenile, upon conviction or other adjudication of any offense if the person has a prior felony on record
(c) An adult arrested or charged with any felony

538.4 PROCEDURE
When an inmate is required to provide a biological sample, a trained employee shall attempt to obtain the sample in accordance with this policy.

538.4.1 COLLECTION
The following steps should be taken to collect a sample:

(a) Verify that the inmate is required to provide a sample pursuant to Penal Code § 296 and Penal Code § 296.1.
(b) Verify that a biological sample has not been previously collected from the offender by querying the individual's criminal history record for a DNA collection flag or, during regular business hours, calling the California Department of Justice (DOJ) designated DNA laboratory. There is no need to obtain a biological sample if one has been previously obtained.
(c) Use the designated collection kit provided by the California DOJ to perform the collection and take steps to avoid cross contamination.
538.5 CALCULATED USE OF FORCE TO OBTAIN SAMPLES
If an inmate refuses to cooperate with the sample collection process, correctional officers should attempt to identify the reason for refusal and seek voluntary compliance without resorting to using force. Force will not be used in the collection of samples except as authorized by court order or approval of legal counsel and only with the approval of the Undersheriff, or his/her designee. Methods to consider when seeking voluntary compliance include contacting:

(a) The inmate's parole or probation officer when applicable.
(b) The prosecuting attorney to seek additional charges against the inmate for failure to comply or to otherwise bring the refusal before a judge.
(c) The judge at the inmate's next court appearance.
(d) The inmate's attorney.
(e) A chaplain.
(f) A supervisor who may be able to authorize disciplinary actions to compel compliance, if any are available.

The Undersheriff shall review and approve any calculated use of force. The supervisor shall be present to supervise and document the calculated use of force.

538.5.1 VIDEO RECORDING
A video recording should be made any time force is used to obtain a biological sample. The recording should document all staff participating in the process, in addition to the methods and all force used during the collection. The recording should be part of the investigation file, if any, or otherwise retained in accordance with the office's established records retention schedule (15 CCR 1059).

If the use of force includes a cell extraction, the extraction shall also be video recorded, including audio. The video recording shall be retained by the facility in accordance with established records retention schedules. Notwithstanding the use of the video as evidence in a criminal proceeding, the tape shall be retained by the jail administration (15 CCR 1059).

538.6 LEGAL MANDATES AND RELEVANT LAWS
California law provides for the following:

538.6.1 DOCUMENTATION RELATED TO FORCE
The Corrections Lieutenant shall prepare prior written authorization for the use of any force (15 CCR 1059).

The written authorization shall include information that the subject was asked to provide the requisite sample and refused, as well as any related court order authorizing the force.

538.6.2 BLOOD SAMPLES
A blood sample should only be obtained under this policy when:
Biological Samples

(a) The California DOJ requests a blood sample and the subject consents, or

(b) A court orders a blood sample following a refusal.

The withdrawal of blood may only be performed in a medically approved manner by health care providers trained and qualified to draw blood. A California DOJ collection kit shall be used for this purpose (Penal Code § 298(a); Penal Code § 298(b)(2)).

538.6.3 LITIGATION

The Sheriff or the authorized designee should notify the California DOJ's DNA Legal Unit in the event this office is named in a lawsuit involving the DNA Data Bank.
Release of Inmates

539.1 PURPOSE AND SCOPE
Staff will ensure that procedures for releasing inmates from the Amador County Jail comply with requirements of court orders and all State and Federal laws, including early releases. (Penal Code § 4024.1(a) and 4018.6).

539.2 RELEASE PROCEDURES-GENERAL
All inmates being released must be clear of all outside holds and/or warrants.

All inmates should be permitted to make arrangements for transportation prior to release.

Staff, to the extent reasonably practical, will not release an inmate in severe weather or at a time of day that would endanger the inmate's health, safety or well-being.

Release procedures include:

- Positive identification of the inmate to be released
- Authorization/verification of release
- Collection of all jail issued clothing, bedding and storage box
- Return of all inmate property and money
- Documentation of the release

539.2.1 POSITIVE IDENTIFICATION OF INMATES
Staff will verify the identification of the inmate being released by comparison with the booking photo. Staff will verify the inmate's wristband, then remove and discard it.

539.2.2 COLLECTION OF JAIL PROPERTY
Staff will collect all jail property signed out to the inmate on the Dress-Out Checklist and Storage Box Receipt form.

Staff will not release an inmate who has failed to return all jail property issued to him/her until authorized to do so by a Corrections Sergeant.

539.2.3 RETURN OF INMATE PROPERTY
Staff will return all property and funds belonging to the inmate upon release. The inmate will sign the Release Form acknowledging they have received their property. The Releasing Officer will sign the Release Form and a second officer will sign as a witness.

The inmate's commissary account will be closed out; a money receipt will be generated and signed by the staff member responsible for the commissary program. The funds will be returned to the inmate, who will sign the money receipt. A second officer will sign the money receipt as a witness.
539.2.4 DOCUMENTATION OF RELEASE
Staff will enter the release in the computerized shift log. This will include:

- Time and Date of release
- Inmate’s Name
- Type of Release and Reason
- Revised Inmate Count
- Name of Releasing Officer

Staff will enter the release information in the inmate's booking records in the area provided for release. Staff will remove the inmate’s name from the status boards and adjust the inmate count.

539.3 TYPES OF RELEASES

539.3.1 CASH BAIL
When an inmate posts bail with cash, Corrections staff must receive the total amount of bail in cash. The cash bail will be counted at the front counter in front of the person paying the bail amount. The bail amount received will be logged on the Sheriff's Office daily ledger and the payee will be given a receipt.

Staff will complete a cash bail form which will include a court date and time for the inmate to appear in the appropriate court. If an inmate is arrested on a warrant that states the bail may be forfeited, the inmate has the option to forfeit the cash and not appear in court. A copy of the cash bail form will be given to the inmate. Other copies are routed as noted on the form.

No personal checks will be accepted for bail purposes. Only cash, money orders, or certified bank checks made payable to the Amador Superior Court will be excepted.

539.3.2 BAIL BOND
The bail bond must contain the charge(s), warrant or case number, if applicable, court date and time, name of the insurance and bonding company and a seal. The bond must also have a Power of Attorney and Exoneration Document attached. A separate bond must be received for each case.

The bail agent securing the bond will provide proper identification to Corrections Staff, including their state issued identification and bail agent card from the California Department of Insurance. (Bail agents posting bail for the first time will also be required to provide staff with their bail license. Copies of their identification cards and license will be kept on file at the Sheriff's Office.

A member of the public may deliver the bail bond. The bail bond must be in a sealed envelope and contain copies of the bail agent's identification cards and license.
539.3.3 OWN RECOGNIZANCE (OR) RELEASE
After a court appearance, an inmate may be ordered to be released by the presiding judge.
When processing the inmate's release, one copy of the O/R form will be given to the inmate and one copy will be maintained in the inmate's file.

539.3.4 CITE AND RELEASE
A person arrested for an offense declared to be an infraction, or a non-violent misdemeanor, maybe released on a written promise to appear in court if they meet the following criteria:

- The subject arrested has a permanent physical address in the State of California.
- The subject arrested has provided satisfactory evidence of personal identification, i.e. Driver's License, ID Card (Identix return may be utilized)
- The subject is not a danger to the public, himself/herself, or law enforcement personnel by reason of his/her physical or mental attitude. (Not arrested for any crime of violence, i.e. 148 PC, 240 PC, 242 PC, 243 PC)
- The subject has not violated a misdemeanor violation of a protective court order involving domestic violence.
- The subject is free of outstanding arrest warrants.
- The subject does not demand an immediate appearance before a magistrate.

An arrestee who is under the influence of alcohol, controlled substances or prescription medication shall NOT be cited and released if:

- The release would create a likelihood that the offense(s) that they were arrested for might continue or resume.
- The release would place the safety of the person, or other persons, or property in imminent danger.
- The person is dangerously intoxicated, needs medical care, or is unable to care for themselves.

Regardless of the duration of their incarceration, the criteria for cite and release of an intoxicated subject shall be based entirely upon evaluation of the physical condition of the individual. Many times a person will be able to be released in a relatively short amount of time, perhaps only an hour or two. Other persons may take as long as 10 to 12 hours to detoxify. Persons in such condition should be detained until such condition dissipates; they can care for themselves and are not a danger to themselves or others.

539.3.5 END OF TERM RELEASE
Inmates who have reached the end of their sentence term will be processed for release at 0001 hours on their release date.

Staff will check the commitment to ensure the release date is correct prior to their release.
Release of Inmates

Those inmates being released early, pursuant to Penal Code 4018.6 will sign the acknowledgement form.

Staff will ensure that the correct information is entered in the release portion of the booking record to reflect the number of days the inmate was released early and under which Penal Code(s), if applicable.

Staff will permit the inmate to make arrangements for transportation and will not, to the extent practical, release the inmate in severe weather or at a time that would endanger the inmate's health, safety or well-being.

539.4 FACILITY PASS
The Undersheriff or the Jail Captain may release an inmate without a guard or under custody of a guard for:

Serious illness or injury in the immediate family of the inmate, to include husband, wife, mother, father, son or daughter.

Funeral services for a member of the immediate family of the inmate, to include husband, wife, mother, father, son, daughter, brother, sister, grandmother, grandfather, mother-in-law or father-in-law.

To keep appointments with a private doctor for the purpose of obtaining immediate, necessary, medical or dental care that cannot be provided within the facility.

No pass shall be approved for a period in excess of seventy-two (72) hours.

Prior to granting an in custody Facility Pass, within the above parameters, the inmate will read and initial all conditions listed on the Facility Pass release form. The Facility Pass form must be signed by the Undersheriff or Jail Captain prior to the release being initiated.

It shall be the responsibility of the inmate to arrange for a person to provide for his transportation. The person accepting the responsibility for the transportation shall understand his/her responsibility and sign the Facility Pass prior to the release of the inmate.
Over-Detention and Inadvertent Releases

542.1 PURPOSE AND SCOPE
This policy is intended to provide guidance to staff and management in the event of over-detention or inadvertent release.

542.1.1 DEFINITIONS
Definitions related to this policy include:

Inadvertent release - Any instance of an inmate being mistakenly released.

Over-detention - Any instance of an inmate being mistakenly detained beyond his/her scheduled release date.

542.2 POLICY
It is the policy of this office to reasonably ensure that over-detention and inadvertent releases do not occur.

542.3 OVER-DETENTION
Any custody staff member who discovers or receives information of an over-detention, or a complaint from an inmate regarding over-detention (which could be discovered through a grievance), should immediately notify the Corrections Lieutenant (see the Inmate Grievances Policy).

The Corrections Lieutenant will immediately conduct an investigation to determine the correct release date of the inmate and to report the findings to the Corrections Captain.

Inmates who are found to be over-detained shall be processed for immediate release in accordance with the End of Term Release Policy. The Corrections Lieutenant shall ensure that the Corrections Captain is notified, an entry is made to the daily activity log and that a report is completed.

542.3.1 OVER-DETENTION GRIEVANCES
Any custody staff member who receives information or a complaint from an inmate regarding over-detention should assist the inmate with completing a grievance form and forward the form directly to the Corrections Lieutenant as soon as practicable.

The Corrections Lieutenant receiving a grievance regarding an over-detention should immediately conduct an investigation to determine the correct release date of the inmate and to report the findings to the Corrections Captain.

If the Corrections Lieutenant decides not to release the inmate, the Corrections Lieutenant should ensure the inmate receives a grievance hearing within 24 hours of the grievance submission. The hearing documentation should reflect efforts made to investigate the allegation (see the Inmate Grievances Policy).
542.4 INADVERTENT RELEASE
Whenever an inadvertent release is discovered, the custody staff member making the discovery shall immediately notify the Corrections Lieutenant. The notification shall be documented in the daily activity log.

542.4.1 INADVERTENT RELEASE INVESTIGATION
The Corrections Lieutenant should immediately conduct an investigation to determine the cause of the inadvertent release.

The Corrections Lieutenant will coordinate a response based upon the seriousness of the threat the inmate may pose to the community. The threat assessment should be based upon the inmate’s criminal history and the reason he/she is currently in custody, among other factors.

In the case of an inadvertent release, the Corrections Lieutenant should immediately notify the Corrections Captain and ensure a report is completed. The Corrections Captain should notify the Sheriff.

An appropriate evaluation of the circumstances shall be made to determine whether the inadvertent release should be classified as an escape.

542.4.2 RETURNING THE INMATE TO CUSTODY
When the inmate is located and returned to the facility, the appropriate notifications should be made as soon as possible.
Chapter 6 - Inmate Due Process
Inmate Discipline

600.1 PURPOSE AND SCOPE
This policy addresses the fair and equitable application of inmate rules and disciplinary sanctions for those who fail to comply (15 CCR 1081).

600.2 POLICY
It is the policy of this office to maintain written general categories of prohibited inmate behavior that are clear, consistent, and uniformly applied. Written rules and guidelines will be made available to all inmates. They will include a process for resolving minor infractions and a hearing process for a more serious breach of inmate rules. Criminal acts may be referred to the appropriate criminal agency.

600.3 DUE PROCESS
Inmates who are subject to discipline as a result of rule violations shall be afforded the procedural due process by the Sheriff that is established in the policies, procedures, and practices relating to inmate discipline. All inmates will be made aware of the rules of conduct related to maintaining facility safety, security, and order, as well as clearly defined penalties for rule violations. Staff will not engage in arbitrary actions against inmates. All disciplinary actions will follow clearly established procedures. All disciplinary sanctions will be fairly and consistently applied (15 CCR 1081 et seq.).

The process for an inmate accused of a major rule violation includes:
(a) A fair hearing in which the Corrections Captain or the authorized designee presents factual evidence supporting the rule violation and the disciplinary action.
(b) Advance notice to the inmate of the disciplinary hearing, to allow the inmate time to prepare a defense.
(c) An impartial hearing officer.
(d) The limited right to call witnesses and/or present evidence on his/her behalf.
(e) The appointment of an assistant or representative in cases where the inmate may be incapable of self-representation.
(f) A formal written decision that shows the evidence used by the hearing officer, the reasons for any sanctions and an explanation of the appeal process.
(g) Reasonable sanctions for violating rules that relate to the severity of the violation.
(h) The opportunity to appeal the finding.

600.3.1 INMATE RULES AND SANCTIONS
The Corrections Captain is responsible for ensuring that inmate rules and sanctions are developed, distributed, reviewed annually, and revised as needed.
Inmate Discipline

Inmates cannot be held accountable for rules of which they are unaware. However, it is impossible to define every possible prohibited act or rule violation that might be encountered in a detention facility. Therefore, a current list of recognized infractions that are generally prohibited should be available in each housing unit. All inmates, regardless of their housing unit, shall have access to these rules. Inmate rules shall be translated into the languages that are understood by the inmates (see the Inmate Handbook and Orientation Policy).

Disciplinary procedures governing inmate rule violations should address rules, minor, and major violations, criminal offenses, disciplinary reports, pre-hearing detention, and pre-hearing actions or investigations.

600.3.2 RULE VIOLATION REPORTS
California Penal Code § 4019.5 requires that all disciplinary infractions and punishment administered be documented. This requirement may be satisfied by retaining copies of rule violation reports, including the disposition of each violation (15 CCR 1084). Rule violation reports are required for major rule violations or any other violation that will require investigation or a formal resolution. The staff member who observed or detected the rule violation or who was charged with investigating a rule violation is responsible for completing the rule violation report. The rule violation report shall include, at a minimum:

- The date, time, and location of the incident.
- Specific rules violated.
- A written description of the incident.
- The identity of known participants in the incident.
- Identity of any witnesses to the incident.
- Description and disposition of any physical evidence.
- Action taken by staff, including any use of force.
- Name and signature of the reporting officer.
- Date and time of the report.

The supervisor investigating the violation shall ensure that certain items are documented in the investigation or rule violation report, including:

- Date and time the explanation and the written copy of the complaint and appeal process was provided to the inmate.
- The inmate’s response to the charges.
- Reasons for any sanctions.
- The identity of any staff or witnesses involved, as revealed by the inmate.
- The findings of the hearing officer.
- The inmate’s appeal, if any.
Inmate Discipline

- The appeal findings, if applicable.

600.3.3 POSTING
The Corrections Captain or the authorized designee is responsible for conspicuously posting notices about rules, disciplinary procedures, and penalties in a conspicuous location, as set forth in 15 CCR 1080, and establishing procedures for communicating the rules effectively to inmates with disabilities and those who cannot read English sufficiently.

600.4 RULE VIOLATION PROCEDURES
Minor acts of non-conformance to the rules may be handled informally by any correctional officer (15 CCR 1081).

A violation of rules observed by general service employees, volunteers, or contractors will be reported to a correctional officer for further action. Officers are authorized to recommend informal sanctions on minor violations.

Any staff member imposing informal discipline shall complete the reporting portion of the disciplinary report and provide the form to the supervisor for review prior to the imposition of the sanction.

Disciplinary sanctions that may be imposed for minor rule violations include (15 CCR 1081):
- Counseling the inmate regarding expected conduct.
- Assignment to extra work detail.
- Removal from work detail (without losing work time credits).
- Loss of television, telephone, and/or commissary privileges for a period not to exceed 24 hours.
- Lockdown in the inmate’s assigned cell or confinement in the inmate’s bunk area for a period not to exceed 24 hours.

An inmate may request that a supervisor review the imposed sanction. However, this request must be made within one hour of receiving notice of the sanction. The supervisor should respond to the request within a reasonable time (generally within two hours) and shall have final authority as to the imposition of informal discipline.

600.4.1 MULTIPLE MINOR RULE VIOLATIONS
Staff may initiate a major rule violation report if an inmate is charged with three or more minor rule violations in a consecutive 30-day period. Copies of all minor rule violations will be attached to the major rule violation report. A staff member shall conduct a hearing according to the procedures of a major rule violation.

600.4.2 MAJOR RULE VIOLATIONS
Major rule violations are considered a threat to the safety, security, or efficiency of the facility, its staff members, inmates, or visitors. Staff members witnessing or becoming aware of a major rule violation shall take immediate steps to stabilize and manage the situation, including immediate
notification of a supervisor. The supervisor shall assess the situation and initiate any emergency action, if necessary, and notify the Corrections Lieutenant.

The staff member who learned of the rule violation shall write and submit a disciplinary report, along with all relevant evidence, to the appropriate supervisor prior to the end of the shift (15 CCR 1081).

600.4.3 ADMINISTRATIVE SEGREGATION HOUSING
Inmates who are accused of a major rule violation may be moved to administrative segregation housing for pre-hearing detention, with the on-duty Corrections Sergeant’s approval, if there is a threat to safety or security (15 CCR 1081). Inmates placed in pre-hearing detention are subject to the property and privilege restrictions commensurate with segregated confinement (15 CCR 1081).

The Corrections Captain or the authorized designee shall, within 72 hours including weekends and holidays, review the status of any inmate in pre-hearing detention to determine whether continued pre-hearing segregation housing is appropriate.

600.5 INVESTIGATIONS
Investigations involving major rule violations should be initiated within 24 hours of the initial report and completed in sufficient time for the inmate to have a disciplinary hearing, which is required within 72 hours of the time the inmate was informed, in writing, of the charges. If additional time is needed, the investigating supervisor will request more time in writing from the Corrections Lieutenant. The inmate will be notified in writing of the delay.

If upon completion of the investigation, the investigating supervisor finds insufficient evidence to support a major rule violation, he/she may discuss alternative sanctions with the Corrections Lieutenant, including handling the incident as a minor violation or recommending that charges be removed. Such alternatives shall be documented in the inmate’s file.

If the investigating supervisor determines that sufficient evidence exists to support a major rule violation, he/she will act as the hearing coordinator and will be responsible for:

- Reviewing all reports for accuracy and completeness.
- Overseeing or conducting any required additional investigation.
- Making a determination as to the final charges.
- Making preliminary decisions about the appointment of a staff member to act as an assistant to the inmate.
- Identifying any witnesses that may be called to the hearing.

600.6 NOTIFICATIONS
An inmate charged with a major rule violation shall be given a written description of the incident and the rules violated at least 24 hours prior to a disciplinary hearing.
**Inmate Discipline**

Unless waived in writing by the inmate, hearings may not be held in less than 24 hours from the time of notification (15 CCR 1081).

### 600.7 HEARING OFFICER

The on-duty Corrections Sergeant shall appoint at least one hearing officer to preside and conduct disciplinary hearings of major rule violations. The hearing officer or officers should be suitably trained designees who will have the responsibility and authority to rule on charges of inmate rule violations. The hearing officer shall also have the power to impose sanctions. The hearing officer shall not investigate nor preside over any inmate disciplinary hearing on cases where he/she was a witness or was directly involved in the incident that generated the complaint (15 CCR 1081).

### 600.8 HEARING PROCEDURE

Inmates charged with major rule violations are entitled to be present at a hearing unless waived in writing or excluded because their behavior poses a threat to facility safety, security, and order (15 CCR 1081). Staff shall inform the hearing officer when any inmate is excluded or removed from a scheduled hearing and shall document the reasons for the exclusion or removal. A copy of the report shall be forwarded to the Corrections Captain via the chain of command.

Hearings may be postponed or continued for a reasonable period of time for good cause. Reasons for postponement or continuance shall be documented and forwarded to the Corrections Captain via the chain of command (15 CCR 1081).

The hearing officer shall disclose to the accused inmate all witnesses who will be participating in the hearing. Inmates have no right to cross-examine witnesses. However, the accused inmate may be permitted to suggest questions that the hearing officer, in his/her discretion, may ask.

### 600.8.1 EVIDENCE

Accused inmates have the right to make a statement, present evidence, and call witnesses at the hearing (15 CCR 1081). Requests for witnesses shall be submitted in writing by the inmate no later than 12 hours before the scheduled start of the hearing. The written request must include a brief summary of what the witness is expected to say.

The hearing officer may deny the request when it is determined that allowing the witness to testify would be unduly hazardous to institutional safety or correctional goals, when the witness’s information would not be relevant or would be unnecessarily duplicative, or is otherwise unnecessary. The reason for denying a witness to testify shall be documented in the hearing report. The reason for denial of any documents requested by the inmate shall also be documented in the hearing record.

A witness’s signed written statement may be submitted by the inmate as an alternative to a live appearance. The hearing officer shall review and determine whether the statement is relevant to the charges and shall document the reason for exclusion when any written statement is not given consideration.
Absent a safety or security concern, all staff reports and evidence, including exculpatory evidence, obtained during the disciplinary investigation shall be made available to the accused inmate prior to the hearing.

600.8.2  STAFF ASSISTANCE
A staff member shall be assigned to assist an inmate who is incapable of representing him/herself at a disciplinary hearing due to literacy, developmental disabilities, language barriers, or mental status (15 CCR 1081). The scope of the duties of the assistant shall be commensurate with the reasons for the appointment. The assistant should be allowed sufficient time to confer with the inmate to fulfill his/her obligations. In these cases, the inmate does not have a right to appoint a person to assist in his/her disciplinary hearing. The final decision regarding the appointment rests with the hearing officer.

Inmate discipline is an administrative and not a judicial process. Inmates do not have a right to an attorney in any disciplinary hearing. Additionally, disciplinary matters may be referred for criminal prosecution and jail disciplinary action concurrently as there is no double jeopardy defense for an administrative process.

600.8.3  DISCIPLINARY DECISIONS
Disciplinary decisions shall be based on the preponderance of evidence presented during the disciplinary hearing.

The disciplinary process shall consider whether an inmate’s mental disabilities or mental illness contributed to the inmate’s behavior when determining what type of discipline, if any, should be imposed (28 CFR 115.78(c)).

600.8.4  REPORT OF FINDINGS
The hearing officer shall write a report regarding the decision and detailing the evidence and the reasons for the disciplinary action. A copy of the report shall be provided to the inmate. The original shall be filed with the record of the proceedings. All documentation related to the disciplinary process shall be retained and a copy should be placed in the inmate’s file (15 CCR 1081).

If it is determined that the inmate’s charge is not sustained at the end of the disciplinary hearing, the documentation shall be removed from the inmate’s file but otherwise maintained in accordance with records retention requirements.

All disciplinary hearing reports and dispositions shall be reviewed by the Corrections Captain or the authorized designee soon after the final disposition. Inmates in disciplinary segregation shall receive visits from the Corrections Captain or the authorized designee at least once every seven days as part of the disciplinary review process (15 CCR 1081).

600.8.5  TIME OF HEARING
Unless declined by the inmate, a hearing shall be provided no sooner than 24 hours and no later than 72 hours after the report has been submitted to the hearing officer and the inmate has been informed of the charges in writing (15 CCR 1081).
600.9 DISCIPLINARY APPEALS
Inmates wishing to appeal the decision of the hearing officer must do so in writing within three days (72 hours) of the decision. All appeals will be forwarded to the Corrections Captain or the authorized designee for review (15 CCR 1081).

Only appeals based on the following will be considered:

(a) The disciplinary process or procedures were not followed.
(b) There was insufficient evidence to support the hearing officer’s decision.
(c) The discipline imposed was not proportionate to the violation committed.

A final disposition shall be rendered as soon as possible if the inmate’s appeal is granted or discipline is reduced but no later than 10 days after the appeal. The decision of the review authority shall be final and the result of the appeal shall be provided to the inmate in writing.

600.10 LIMITATIONS ON DISCIPLINARY ACTIONS
The U.S. and state constitutions expressly prohibit all cruel or unusual punishment. Additionally, there shall be the following limitations (15 CCR 1083(a) through (i)):

• In no case shall any inmate or group of inmates be delegated the authority to punish any other inmate or group of inmates (Penal Code § 4019.5; 15 CCR 1083).
• In no case shall a safety cell, as specified in the Juvenile Housing Policy and the Safety and Sobering Cells Policy, be used for disciplinary purposes (15 CCR 1083).
• In no case shall any restraint device be used for disciplinary purposes.
• Food shall not be withheld as a disciplinary measure (15 CCR 1083).
• Correspondence privileges shall not be withheld except in cases where the inmate has violated correspondence regulations, in which case correspondence other than legal mail may be suspended for no longer than 72 hours without the review and approval of the Corrections Captain (15 CCR 1083).
• In no case shall access to the courts and/or legal counsel be suspended as a disciplinary measure (15 CCR 1083).
• No inmate may be deprived of the implements necessary to maintain an acceptable level of personal hygiene (15 CCR 1083; 15 CCR 1265).
• Disciplinary segregation in excess of 30 days without review by the Corrections Captain is prohibited. The review shall include a consultation with health care staff. Such reviews shall continue at least every 15 days thereafter until the disciplinary status has ended.
• Discipline may be imposed for sexual activity between inmates. However, such activity shall not be considered sexual abuse for purposes of discipline unless the activity was coerced (28 CFR 115.78(g)).
• No discipline may be imposed for sexual contact with staff unless there is a finding that the staff member did not consent to such contact (28 CFR 115.78(e)).


Inmate Discipline

- No inmate may be disciplined for falsely reporting sexual abuse or lying, even if an investigation does not establish evidence sufficient to substantiate the allegation, if the report was made in good faith based upon a reasonable belief that the alleged conduct occurred (28 CFR 115.78(f)).
- Disciplinary separation diets may only be applied to major rule violations (15 CCR 1083).

600.11 GUIDELINES FOR DISCIPLINARY SANCTIONS

The sanctions imposed for rule violations can range from counseling, loss of privileges, extra work, loss of good and/or work time, and segregation and a disciplinary separation diet as provided in the Disciplinary Separation Policy (15 CCR 1081). To the extent that there is available therapy, counseling or other interventions designed to address and correct underlying reasons or motivations for sexual abuse, the facility shall consider whether to require an inmate being disciplined for sexual abuse to participate in such interventions as a condition of access to programming or other benefits (28 CFR 115.78(d)).

Discipline shall be commensurate with the nature and circumstances of the offense committed, the inmate’s disciplinary history, and the sanctions imposed for comparable offenses by other inmates with similar histories (28 CFR 115.78(b); 15 CCR 1082).

Inmates shall be subject to disciplinary sanctions pursuant to a formal disciplinary process following an administrative finding that the inmate engaged in inmate-on-inmate sexual abuse or following a criminal finding of guilt for inmate-on-inmate sexual abuse (28 CFR 115.78(a)).

In all cases, sanctions should be imposed for the purpose of controlling or changing an inmate’s behavior and not for the purpose of punishment (15 CCR 1082).

Acceptable forms of discipline shall consist of but not be limited to the following (15 CCR 1082):

- Loss of privileges
- Extra work detail
- Short-term lockdown for less than 24 hours
- Removal from work details
- Forfeiture of work time credits earned under Penal Code § 4019
- Forfeiture of good time credits earned under Penal Code § 4019
- Disciplinary detention
- Disciplinary separation diet

The Sheriff or the Corrections Captain shall be responsible for developing and implementing a range of disciplinary sanctions for violations.
600.12 TRAINING
The Corrections Captain or the authorized designee is responsible for ensuring that a wide range of training and disciplinary tools are available to aid staff and that preprinted forms are available for documenting rule violations in a consistent and thorough manner.

The Training Sergeant is responsible for developing and delivering, or procuring, training for staff members who participate in the disciplinary hearing process. Training topics should include the legal significance of due process protections and the hearing officer’s role in assuring that those protections are provided.
Disciplinary Separation

602.1 PURPOSE AND SCOPE
This policy specifically addresses disciplinary separation and guiding principles relating to the conditions attached to that separation. It will provide guidance to the staff on acceptable practices with regard to management of inmates in disciplinary separation or classified as requiring special management needs.

602.1.1 DEFINITIONS
Definitions related to this policy include:

Disciplinary separation - A status assigned to an inmate after a disciplinary hearing in which the inmate was found to be in violation of a jail rule or state or federal law. This status results in separating the inmate from the rest of the inmate population to serve the consequence imposed.

602.2 POLICY
The Amador County Sheriff's Office will maintain disciplinary separation cells to house inmates who, after an impartial due process hearing, are being sanctioned for violating one or more jail rules. Restrictions on privileges will be subject to the disciplinary process and in accordance with this policy.

602.3 DISCIPLINARY SEPARATION
Inmates may be placed into disciplinary separation only after an impartial hearing to determine the facts of the rule violation, in accordance with the office Inmate Discipline Policy. The hearing officer shall impose discipline in accordance with the discipline schedule established by the Corrections Captain. Maximum discipline sanctions for any one incident, regardless of the number of rules violated, shall not exceed 60 days.

Disciplinary separation in excess of 30 days shall be reviewed by the Corrections Captain before the discipline is imposed. The review shall include a consultation with health care staff. Such reviews shall continue at least every 15 days thereafter until the disciplinary status has ended. These reviews shall be documented (15 CCR 1082(g); 15 CCR 1083(a)).

602.4 INMATE ACCESS TO SERVICES
The ability to discipline inmates for conduct violations is not absolute. Absent legitimate government reason, inmates continue to have a right to receive certain services. However, inmates in disciplinary separation, in accordance with the Inmate Discipline Policy, or special management inmates who are disciplined for one or more rule violations, may be subject to loss of privileges or credit for good time and work.

Services to provide for basic human needs must continue to be made available. There are minimum service requirements that must be maintained to ensure the facility continues to operate in a constitutional manner. All custody staff will adhere to the following policy sections to guide
Disciplinary Separation

them in the supervision of inmates held in disciplinary separation or classified as requiring special management needs.

602.4.1 MEDICATION, CLOTHING, AND PERSONAL ITEMS
Inmates placed in disciplinary separation are considered special management inmates and shall not be denied prescribed medication.

Special management inmates will be provided with clothing that identifies their status, but in no case will this clothing be used to intentionally disgrace the inmate.

Absent unusual circumstances, special management inmates will continue to have the same access to personal items in their cell as general population inmates have, including the following:

- Clean laundry
- Barbering and hair care services
- Clothing exchanges
- Bedding and linen exchanges

Inmates in disciplinary separation shall not be deprived of bedding or clothing except in cases where the inmate destroys such articles or uses them to attempt suicide (15 CCR 1083(b)). The decision to continue to deprive the inmate of these articles must be made by the Corrections Captain or the authorized designee and reviewed every 24 hours.

602.4.2 SHOWERING AND PERSONAL HYGIENE
Inmates in disciplinary separation should be allowed to shower with the same frequency as the general inmate population, if reasonably practicable, but at a minimum shall be afforded the opportunity to shower at least every other day and shave daily (15 CCR 1083(e)). The opportunities for each inmate to shave and shower will be documented on the disciplinary separation log.

Exceptions to this policy can only be made when the restriction is determined to be reasonably necessary for legitimate government purposes. Any exceptions to this basic requirement must be reviewed and approved by the Corrections Lieutenant. The circumstances necessitating a restriction must be clearly documented on the unit log.

602.4.3 DENIAL OF AUTHORIZED ITEMS OR ACTIVITIES
Personal items may be withheld when it reasonably appears that the items will be destroyed by the inmate or it is reasonably believed that the personal item will be used for a self-inflicted injury or to harm others.

Whenever an inmate in disciplinary separation is denied personal care items or activities that are usually authorized to the general population inmates, except for restrictions imposed as a result of a disciplinary hearing, the officer taking such action shall prepare a report describing the circumstances that necessitated the need to restrict personal items or activities. The report shall
Disciplinary Separation

be submitted to a supervisor for review, who will then forward it to the Corrections Lieutenant. A copy of the report shall be placed in the inmate’s file.

602.4.4 MAIL AND CORRESPONDENCE
Inmates in disciplinary separation shall have the same privileges to write and receive correspondence as inmates in general population, except in cases where inmates violated correspondence regulations. In such cases, mail privilege may be suspended. The Corrections Captain or the authorized designee shall approve all mail privilege suspensions that exceed 72 hours. Legal mail shall not be suspended from delivery to the inmate (15 CCR 1083(h)).

602.4.5 VISITATION
Inmates in disciplinary separation shall have the same opportunities for visitation as general population inmates, except when the visitation privileges are suspended pursuant to a sanction imposed by the disciplinary hearing officer. Disciplinary sanctions that limit or curtail visitation must be clearly documented and approved by a supervisor if not a condition of the original approved discipline.

602.4.6 READING AND LEGAL MATERIALS
Inmates in disciplinary separation shall have the same access to reading materials and legal materials as the general population inmates, unless the restriction is directed by a court of law or there is a reasonable basis to believe the materials will be used for illegal purposes or pose a direct threat to the security and safety of the facility. In such cases the basis for the action shall be documented in the inmate’s file and unit log. Access to courts and legal counsel shall not be suspended as a disciplinary measure (15 CCR 1083(i)).

602.4.7 EXERCISE
Inmates in disciplinary separation shall be given a minimum of three hours of exercise per week outside of their cell. Exceptions to this may occur if there are legitimate security or safety considerations. The circumstances relating to the limitation of exercise shall be documented in an incident report. The report shall be reviewed and the restriction shall be approved by a supervisor.

602.4.8 LIMITED TELEPHONE PRIVILEGES
Inmates in disciplinary separation may have their telephone privilege restricted or denied. Exceptions include the following:

(a) Making legal calls
(b) Responding to verified family emergencies, when approved by the on-duty Correctional Sergeant

All telephone access based on the above exceptions shall be documented on the unit log.

602.4.9 BEDDING AND CLOTHING
Inmates in disciplinary separation shall not be deprived of bedding or clothing except in cases where the inmate destroys such articles or uses them to harm him/herself or others or for something other than the intended purpose. Clothing and bedding shall be returned to the inmate
Disciplinary Separation

as soon as it is reasonable to believe the behavior that caused the action will not continue. The decision to continue to deprive the inmate of these articles must be made by the Corrections Captain or the authorized designee and reviewed at least every eight hours. This review shall be documented and placed into the inmate's file.

602.5 DISCIPLINARY SEPARATION DIET

Under no circumstances will an inmate be denied food as a means of punishment (15 CCR 1083(f)). A disciplinary separation diet may only be used for major violations of jail rules (15 CCR 1083(g)). No inmate receiving a prescribed medical diet is to be placed on a disciplinary separation diet without review and written approval of a physician or pursuant to a written plan approved by the physician. Disciplinary separation diets shall be served twice during each 24-hour period and must meet statutorily prescribed minimum food and nutritional requirements as described in the Disciplinary Separation Diet Policy.

Before any inmate is placed on a disciplinary separation diet, the following shall occur:

(a) The physician shall review the medical condition and history of the inmate and approve the alternative meal service.

(b) The Corrections Captain shall review the incident report and medical reports and shall approve the use of a disciplinary separation diet.

(c) Custody and medical staff shall monitor these special circumstances and report their observations to the Corrections Captain.

(d) Disciplinary separation diets shall not be served in any case for more than 72 hours without the written approval of the Corrections Captain and a physician.
Inmates with Disabilities

604.1 PURPOSE AND SCOPE
This policy provides guidelines for addressing the needs and rights of inmates detained by this office, in accordance with the Americans with Disabilities Act (ADA).

604.1.1 DEFINITIONS
Definitions related to this policy include:

Disability - The ADA defines a disability as a physical or mental impairment that limits one or more major life activities. These include, but are not limited to, any disability that would substantially limit the mobility of an individual or an impairment of vision and/or hearing, speaking or performing manual tasks that require some level of dexterity.

604.2 POLICY
This office will take all reasonable steps to accommodate inmates with disabilities while they are in custody and will comply with the ADA and any related state laws. Discrimination on the basis of disability is prohibited.

604.3 CORRECTIONS CAPTAIN RESPONSIBILITIES
The Corrections Captain, in coordination with the Responsible Physician and the ADA Coordinator (see Accessibility - Facility and Equipment Policy), will establish written procedures to assess and reasonably accommodate disabilities of inmates. The procedures will include, but not be limited to:

• Establishing housing areas that are equipped to meet the physical needs of disabled inmates, including areas that allow for personal care and hygiene in a reasonably private setting and for reasonable interaction with inmates.
• Establishing classification criteria to make housing assignments to inmates with disabilities.
• Assigning individuals with adequate training to assist disabled inmates with basic life functions as needed.
• Establishing transportation procedures for moving inmates with limited mobility.
• Establishing guidelines for services, programs and activities for the disabled and ensuring that inmates with disabilities have an equal opportunity to participate in or benefit from all aspects of the facility’s efforts to prevent, detect and respond to sexual abuse and sexual harassment (28 CFR 115.16).
• Enlisting or contracting for trained service personnel who have experience working with disabled people.
• Establishing procedures for the request and review of accommodations.
Inmates with Disabilities

- Establishing guidelines for the accommodation of individuals who are deaf or hard of hearing, have common disabilities such as sight and mobility impairments, developmental disabilities and common medical issues, such as epilepsy.

- Identification and evaluation of all developmentally disabled inmates, including contacting the regional center for the developmentally disabled to assist with diagnosis and/or treatment within 24 hours of identification, excluding holidays and weekends (15 CCR 1057).

The Corrections Captain is responsible for ensuring the Amador County Sheriffs Office jail is designed or adapted to reasonably accommodate inmates with disabilities. At a minimum this includes:

- Access to telephones equipped with a telecommunications device for the deaf (TDD) for inmates who are deaf, hard of hearing or speech-impaired.

- If orientation videos are used to explain facility rules to newly admitted inmates, subtitles may be displayed on the video presentation to assist inmates who have impaired hearing.

- Some cells and dormitories should be equipped with wheelchair accessible toilet and shower facilities. Inmates with physical disabilities should be allowed to perform personal care in a reasonably private environment.

- Tables designed for eating should be accessible to those in wheelchairs.

604.4 CORRECTIONAL OFFICERS RESPONSIBILITIES
Correctional officers should work with qualified health care professionals to aid in making accommodations for those with physical disabilities.

Correctional officers who work in the classification process should be aware of inmates with disabilities before making housing decisions. For example, persons with mobility issues may require a lower bunk and accessible toilet and shower facilities. When necessary or required, a supervisor of classification correctional officer should consult with the qualified health care professional or the Responsible Physician regarding housing location.

Correctional officers should assist an inmate with a disability by accommodating the inmate consistent with any guidelines related to the inmate's disability. If there are no current guidelines in place, correctional officers receiving an inmate request for accommodation of a disability should direct the inmate to provide the request in writing or assist the inmate in doing so, as needed. The written request should be brought to the on-duty supervisor as soon as practicable but during the correctional officer's current shift. Generally, requests should be accommodated upon request if the accommodation would not raise a safety concern or affect the orderly function of the jail. The formal written request should still be submitted to the on-duty supervisor.
Requests that are minor and do not reasonably appear related to a significant or ongoing need may be addressed informally, such as providing extra tissue to an inmate with a cold. Such requests need not be made in writing.

**604.5 ACCOMMODATION REQUESTS**

Inmates shall be asked to reveal any accommodation requests during the intake classification process. Any such request will be addressed according to the classification process.

Requests for accommodation after initial entry into the facility should be made through the standard facility request process and should be reviewed by a supervisor. The reviewing supervisor should evaluate the request and, if approved, notify the Corrections Captain and any other staff as necessary to meet the accommodation. The supervisor should make a record of the accommodation in the inmate’s file.

A supervisor who does not grant the accommodation, either in part or in full, should forward the request to the Corrections Captain. The Corrections Captain, with the assistance of the legal counsel, should make a determination regarding the request.
Inmate Access to Courts and Counsel

606.1 PURPOSE AND SCOPE
The purpose of this policy is to protect the constitutional rights of inmates to access the courts and legal counsel, while holding inmates accountable to the rules and regulations that govern conduct in this facility. The staff at every level is reminded the fundamental constitutional right of access to courts does not end when a person is incarcerated.

606.2 POLICY
It is the policy of this office that all inmates will have access to the courts and the ability to consult with legal counsel (15 CCR 1068).

606.3 INMATE ACCESS
Staff should not unreasonably interfere with inmates’ attempts to seek counsel and where appropriate should assist inmates with making confidential contact with attorneys and authorized representatives.

Access to courts and legal counsel may occur through court-appointed counsel, attorney or legal assistant visits, telephone conversations or written communication. To facilitate access, this facility will minimally provide:

- Confidential attorney visiting areas that include the means by which the attorney and the inmate can share legal documents.
- Telephones that enable confidential attorney-client calls.
- Reasonable access to legal materials.
- Writing materials, envelopes and postage for indigent inmates for legal communications and correspondence.

The Corrections Captain shall be responsible for ensuring that information regarding access to courts and legal counsel and requesting legal materials or legal assistance is included in the inmate handbook, that is provided during inmate orientation.

606.4 CONFIDENTIALITY
All communication between inmates and their attorneys is confidential, including telephone conversations, written communication and video conferencing. The content of written attorney-client communication will not be reviewed or censored but the documents may be inspected for contraband.

Outgoing and incoming legal correspondence shall be routed through the staff, who have received special training in inspecting confidential documents and who are accountable for maintaining confidentiality. Incoming legal correspondence shall be opened and inspected for contraband in the presence of the recipient inmate.
Inmate Access to Courts and Counsel

Inmates may seek the assistance of other inmates in writing writs and other legal correspondence to the courts, when needed subject to the security and safety needs of the inmates, staff and the facility.

606.5 INMATE REQUEST FOR ASSISTANCE
General request forms, which can be used by inmates for information regarding access to local attorneys and key legal documents shall be available in each housing unit. Staff shall provide these materials to any inmate upon request. In addition, Legal Information Request forms are available to assist inmates in obtaining copies of legal research material. These forms are available in the housing units. However, staff shall not provide legal advice or assist any inmate in the completion of any legal document.

Habeas corpus forms shall be made available to any inmate by the staff upon request.

Legal forms filled out by the inmate shall be forwarded to court administration directly.

606.6 VISITATION RELATED TO LEGAL DEFENSE
Visits with inmates that are related to legal defense, including attorneys, paralegals and investigators, will be permitted only in the areas designated for legal visitation or by way of video visitation to assure confidentiality (15 CCR 1068(b)). Contact visits may be approved by the Corrections Captain for special circumstances.

(a) Visits shall be of a reasonable length of time to discourage any allegation the defense of the inmate was hindered due to the length of time allowed for the legally authorized visit. These visits shall be of such a length of time that they do not interfere with the security, order and discipline of this facility. The permissible time for visitation should be flexible but shall not substantially interfere with other facility schedules, such as medical examinations, meal service or other required activities.

(b) All materials shall be subject to security inspections by the staff.

606.7 MAIL
Legal mail shall be handled in accordance with the Inmate Mail Policy.

606.8 IN PROPIA PERSONA (PRO PER) INMATES
Inmates may be granted pro per status by court order only. A copy of the court order shall be maintained in the inmate’s file in accordance with established records retention schedules.

The court may, but is not required to, appoint to an inmate who is designated pro per a back-up attorney, paralegal or other person to assist the inmate with legal research. All information related to appointed assistants should be recorded in the relevant facility records.

Any provision of legal materials shall be in accordance with court directives and in consultation with the County Counsel.
606.8.1 PRO PER STATUS MISUSE
Any inmate who is granted pro per status and is found to be misusing or abusing that status to the extent that it poses a demonstrable threat to the safety and security of the facility shall be immediately reported to the Corrections Captain. The Corrections Captain may recommend the suspension or a limitation of the inmate's pro per privileges if they adversely affect the safety and security of the jail.

Upon the concurrence with the findings and recommendation of the Corrections Captain, Sheriff or the authorized designee shall consult with the Office's legal counsel prior to notifying the court of any intent to limit the described pro per privileges.

The inmate may petition the court if he/she is dissatisfied with the action taken.

606.8.2 PRO PER STATUS - MATERIALS AND SUPPLIES
The facility may provide the following materials and supplies to a pro per inmate. These items may be retained by the inmate but must be kept in the container supplied for such purpose. The items may include:

- Up to one-half of a ream of 8-inch x 11-inch plain bond typing paper
- Up to three ruled legal notepads
- Standard legal size envelopes
- Black lead pencils
- Two erasers
- One legal size accordion file
- Manila envelopes
- Up to a maximum of four law books at one time (paperback or hardback)

Unless otherwise ordered by the court, the Office shall have no obligation to supply materials beyond those listed above. Replacement of any of the listed items shall be accomplished through a written request to the Corrections Lieutenant or the authorized designee. Supplies provided by a court legal liaison will be received and distributed by the Corrections Lieutenant or the authorized designee. All supplies distributed to the inmate will be recorded in the inmate's pro per activities record. Supplies not listed in this policy are subject to approval by the Corrections Captain or the authorized designee.

Access to ballpoint pens, for signature purposes only, will be provided through a supervisor. The use of the pen will be supervised by the staff and taken from the inmate immediately after its use.

Copies of an inmate's final legal (criminal case) work product, upon the inmate's request, may be provided subject to arrangements with the court.
Inmate Access to Courts and Counsel

Inmates may purchase their own legal books and materials. However, such materials will be subject to safety inspection and rules pertaining to items permitted to be in the inmate's possession. Personal books must be marked with the inmate's name.

Any books or materials found in the inmate's possession beyond what is authorized will be returned or placed in the inmate's property.

606.8.3 PRO PER INMATES INTERVIEWING WITNESSES
A pro per inmate may be permitted to interview prospective witnesses in the regular visitation area. Requests for visits outside of normal visiting hours will be directed to a supervisor for approval and should be accommodated when practicable.

Interviews conducted by pro per inmates are subject to the following rules and restrictions:

(a) No interview will be permitted without notification from a judge confirming or validating the prospective witness. The pro per inmate is responsible for providing the judge with the list of prospective witnesses for validation.

(b) No visit shall be permitted by a prospective witness who is in the custody of this office or otherwise detained by a government agency, except upon a specific court order.

606.8.4 TELEPHONE USAGE
Pro per inmates may use the telephones in their housing areas to place calls concerning their cases. Court-authorized pro per telephone calls shall not be monitored and shall be provided without charge to the inmate in accordance with the orders of the court.
Foreign Nationals and Diplomats

608.1 PURPOSE AND SCOPE
This policy addresses the privileges and immunities afforded to members of foreign diplomatic missions and consular posts.

This policy also addresses the legal requirements related to consular notifications that should occur when a foreign national is in custody.

608.2 POLICY
The Amador County Sheriffs Office Jail will treat foreign diplomatic and consular personnel with due regard for the privileges and immunities to which they are entitled under international law. The Office will investigate all claims of immunity and accept custody of the person when appropriate.

The Amador County Sheriffs Office Jail will also honor the laws related to foreign nationals in custody by making proper consular notifications and by assisting those who wish to contact their consular representative.

608.3 DIPLOMATIC AND CONSULAR IMMUNITY

608.3.1 AVAILABILITY OF RESOURCES
The Corrections Lieutenant will ensure that current contact information for the U.S. Department of State and the U.S. Mission to the United Nations is readily available for office members who need to verify a claim of diplomatic or consular immunity. Relevant material for law enforcement published by the U.S. Department of State Bureau of Diplomatic Security should be readily available as well.

608.3.2 ADDRESSING CLAIMS OF DIPLOMATIC OR CONSULAR IMMUNITY
When an arrestee who claims diplomatic or consular immunity is brought to the Amador County Sheriffs Office Jail the receiving correctional officer shall first inform the Corrections Lieutenant and then generally proceed as follows:

(a) Do not accept custody of the person from the transporting correctional officer. The person should not be brought inside the Amador County Sheriffs Office Jail unless doing so would facilitate the investigation of his/her claim of immunity.

(b) Do not handcuff the person, or, if handcuffs have been applied, remove them unless there is an articulable threat that would justify their use.

(c) If the person has already been accepted into custody, inform the person that he/she will be detained until his/her identity and immunity can be confirmed. Attempt to obtain a U.S. Department of State-issued identification card or other identification or documents that may relate to the claimed immunity.
(d) In all cases, verify the status and level of immunity by contacting the U.S. Department of State or the U.S. Mission to the United Nations, as appropriate.

It will be the responsibility of the Corrections Lieutenant to communicate the claim of immunity to the on-duty supervisor of the arresting office (if not the Amador County Sheriffs Office). The Corrections Lieutenant may assist another agency in determining the person’s immunity status.

The Corrections Lieutenant is responsible for ensuring appropriate action is taken based upon information received regarding the person’s immunity status.

608.3.3 REPORTING
If the person’s immunity status has been verified, the Corrections Lieutenant should ensure a report is prepared describing the details and circumstances of any detention or custody. A copy of the report should be faxed or mailed as soon as possible to the U.S. Department of State in Washington, D.C. or to the U.S. Mission to the United Nations in New York in cases involving a member of the United Nations community.

608.4 CONSULAR NOTIFICATIONS

608.4.1 CONSULAR NOTIFICATION LIST AND CONTACTS
The Corrections Captain will ensure that the U.S. Department of State’s list of countries and jurisdictions that require mandatory notification is readily available to office members. There should also be a published list of foreign embassy and consulate telephone and fax numbers, as well as standardized notification forms that can be faxed and then retained for the record. Prominently displayed placards informing inmates of rights related to consular notification should also be posted.

608.4.2 CONSULAR NOTIFICATION ON BOOKING
Office members assigned to book inmates shall:

(a) Inform the foreign national, without delay, that he/she may have his/her consular officers notified of the arrest or detention and may communicate with them. Members shall ensure this notification is acknowledged and documented.

(b) Determine whether the foreign national’s country is on the U.S. Department of State’s mandatory notification list.

(c) If the foreign national’s country is not on the list for mandatory notification but the foreign national requests that his/her consular officers be notified, then:

1. Notify the nearest embassy or consulate of the foreign national’s country of the person’s arrest or detention by faxing the appropriate notification form. If no fax confirmation is received, a telephonic notification should be made and documented.

2. Forward any communication from the foreign national to his/her consular officers without delay.
(d) If the foreign national’s country is on the list for mandatory notification, then:

1. Notify the nearest embassy or consulate of the foreign national’s country, without delay, of the person’s arrest or detention by faxing the appropriate notification form. If no fax confirmation is received, a telephonic notification should be made and documented.

2. Tell the foreign national that this notification has been made and inform him/her without delay that he/she may communicate with his/her consular officers.

3. Forward any communication from the foreign national to his/her consular officers without delay.

4. Document all notifications to the embassy or consulate and retain the faxed notification and any fax confirmation for the inmate’s file.

Members should never discuss anything with consulate personnel beyond the required notifications, such as whether the inmate is requesting asylum. Requests for asylum should be forwarded to the Corrections Lieutenant.
Inmate Rights - Protection from Abuse

610.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines to ensure that inmates are afforded a safe, healthful environment free from abuse, corporal punishment or harassment, and that inmate property is protected.

610.2 POLICY
It is the policy of this office to make every reasonable effort to protect inmates from personal abuse, corporal punishment, personal injury, disease, property damage and harassment by other inmates or staff. Staff shall take reasonable actions to safeguard vulnerable inmates from others and shall use the classification policies and procedures to make housing decisions that will provide for inmate safety. Abuse of inmates by staff or other inmates will not be tolerated.

610.3 RESPONSIBILITY
It shall be the responsibility of all facility staff to adhere to policies, procedures and practices, and to make every reasonable effort to prevent inmate injury, harassment and abuse, to prevent theft or damage to inmate property and to eliminate conditions that promote disease. These procedures include, but are not limited to:

- Following the classification guidelines for inmate housing.
- Closely supervising inmate activities and interceding as needed to prevent violence, harassment or abuse of inmates.
- Using force only when necessary and to the degree that is reasonable.
- Reporting all inmate injuries, investigating the cause of reported injuries and documenting these efforts in an incident report.
- Enforcing all rules and regulations in a fair and consistent manner.
- Preventing any practice of inmates conducting kangaroo courts or dispensing discipline toward any other inmate.
- Conducting required safety checks of all inmate housing areas.
- Checking all safety equipment for serviceability and making a report of any defective equipment to the appropriate supervisor or Corrections Captain.
- Referring sick or injured inmates to a qualified health care professional without unnecessary delay.
- Maintaining high standards of cleanliness throughout the jail.
- Documenting all abuse protection efforts in facility logs and incident reports as applicable.
Indigent Inmates

613.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for providing basic services to indigent inmates. An inmate’s access to health care, programs, services and activities is not precluded by the inmate’s inability to pay.

613.2 POLICY
It is the policy of this office that no inmate shall be denied access to hygiene products, medical and mental health services, outgoing legal correspondence or qualified inmate programs due to a lack of funds.

The Corrections Captain or the authorized designee shall establish policies and procedures for providing basic services to indigent inmates. Fees may be recouped from inmates who have received funds after having accessed discretionary services, before inmates have access to the funds for non-discretionary items, such as commissary products.

The Corrections Captain should also establish a weekly schedule for the delivery of requested indigent services, excluding medical and mental health services, which may be requested at any time.

613.3 INDIGENT INMATE HYGIENE PRODUCTS
Inmates who are indigent shall be provided with basic hygiene products upon request. The products shall include the following (15 CCR 1265):

- One bar of bath soap or equivalent
- One unbreakable comb or brush
- Toothpaste or powder
- Toothbrush
- Shampoo or equivalent
- Shaving implements
- Toilet paper
- Materials as appropriate to the special hygiene needs of women

613.4 INDIGENT INMATE REQUESTS FOR NON-EMERGENCY MEDICAL AND MENTAL HEALTH SERVICES
Indigent inmates shall be permitted to request non-emergency medical and mental health services without regard to their ability to pay. Such requests should be made by the inmate by completing an inmate request form.
613.5 INDIGENT INMATE REQUESTS FOR WRITING MATERIALS
Indigent inmates may request writing materials on a weekly basis, as provided by an approved schedule established by the Corrections Captain. Writing materials shall include the following (Penal Code § 6030):

- At least two pre-stamped envelopes for correspondence with family and friends
- Six sheets of writing paper
- One pencil

Indigent inmates shall receive an amount of pre-stamped envelopes and writing paper sufficient to maintain communication with an elected official, officials of the Board of State and Community Corrections, attorneys and other officers of the court (15 CCR 1063(e)). Inmates should not be permitted to maintain an excess supply of writing materials without the approval of a supervisor.

613.6 INDIGENT INMATE ACCESS TO PROGRAMS
Inmates should not be denied access to educational and vocational programs based solely on their indigent status.
Grooming

615.1 PURPOSE AND SCOPE
The purpose of this policy is to allow inmates to have freedom in personal grooming, except when a legitimate government interest justifies the development of grooming standards that are based upon orders of the court, inmate classification, work status, safety and security, or health and hygiene.

615.2 POLICY
It is the policy of this facility to allow inmates freedom in personal grooming, except when a valid government interest justifies that grooming standards be established. The Corrections Captain or the authorized designee shall establish inmate grooming standards specific to inmate classification, work status, facility safety and security, or inmate health and hygiene. Any established standards should not unreasonably interfere with religious observances. Grooming standards should be identified in the inmate handbook.

615.3 HAIRCUTS
Inmates will be provided haircuts subject to established facility rules. If hair length, style or condition presents a security or sanitation concern, haircuts may be mandatory. Inmates who significantly alter their appearance may be required to submit to additional booking photos.

Inmates shall not cut names, numbers or other designs into their hair. Inmates shall not manipulate their hair into any style, including, but not limited to, braids, ponytails, cornrows or twists, that could facilitate the concealment and movement of contraband and weapons.

615.3.1 HAIR CARE SERVICES
The Corrections Captain or the authorized designee shall establish written procedures for inmate hair care services (15 CCR 1267(a)). The procedures will include schedules for hair care services and allow rescheduling for conflicts, such as court appearances.

Inmates shall generally be permitted to receive hair care services once per month. Staff may suspend access to hair care services if an inmate appears to be a danger to him/herself or others or to the safety and security of the facility.

615.4 SHAVING
Inmates may shave daily. Facial hair shall be clean and well groomed. Long beards may allow inmates to conceal weapons or contraband. Inmates may be required to trim facial hair if it poses a security or safety risk. Inmates may be required to submit to new booking photographs if their appearance is significantly altered due to facial hair. Inmates with facial hair who work around food shall wear appropriate facial coverings.

An inmate may be denied access to razors if he/she appears to be a danger to him/herself or others, or if such access may jeopardize the safety and security of the facility.
Inmates may be restricted from significantly altering their appearance for reasons of identification in court (15 CCR 1267(b)).

615.5 NAILS
Nail files are available for inmate use, but are subject to removal for inmate, staff, and facility safety concerns. Inmate workers are required to keep their nails clean and trimmed. Inmates with long nails may be required to trim their nails if there is a security concern and the inmate is admitted to general population. Nail clippers are available for inmates with specific medical concerns that are verified by a qualified health professional. After use by the inmate the nail clippers shall be collected by officers, inspected for completeness, and disposed of.

615.6 GROOMING EQUIPMENT
Grooming equipment is to be inventoried and inspected by the staff at the beginning of each shift in which it will be used and prior to being issued to or used by inmates. The staff shall ensure that all equipment is returned by the end of the shift and is not damaged or missing parts.

Grooming equipment will be disinfected before and after each use by the methods approved by the State Board of Barbering and Cosmetology to meet the requirements of 16 CCR 979, 16 CCR 980, and 15 CCR 1267(c). Cleaning shall be the responsibility of the barber providing services to the inmates.

615.7 SHOWERING
Inmates shall be permitted to shower upon assignment to a housing unit, at least every other day thereafter and more often if practicable (15 CCR 1266).

615.8 PERSONAL CARE ITEMS
Inmates are expected to maintain their hygiene using approved personal care items. Personal care items, including toothbrushes, combs and soap, are available through the inmate commissary and will be charged to the inmate’s account.

Indigent inmates shall receive hygiene items necessary to maintain an appropriate level of personal hygiene.

No inmate will be denied the necessary personal care items. For sanitation and security reasons, personal care items shall not be shared (15 CCR 1265 et seq.).
Inmate Nondiscrimination

617.1 PURPOSE AND SCOPE
The constitutional rights of inmates regarding discrimination are protected during incarceration. These protections extend to administrative decisions, e.g., classification, access to programs and the availability of services. This policy is intended to guide the staff toward nondiscriminatory administrative decisions and to detail an inmate complaint and discrimination investigation process.

617.2 POLICY
All decisions concerning inmates housed at this facility shall be based on reasonable criteria that support the health, safety, security and good order of the facility.

617.3 INMATES REPORTING DISCRIMINATION
Inmates who wish to report an allegation of discrimination may communicate with facility management in any way, including:

(a) Confidential correspondence addressed to the Corrections Captain or the Sheriff or other government official, including the courts or legal representative.

(b) Verbally to any supervisor or other staff member of this facility.

617.3.1 HANDLING COMPLAINTS OF DISCRIMINATION
Staff shall promptly forward all written allegations of discrimination by inmates to the on-duty Corrections Sergeant. If the allegation is presented verbally, the receiving staff member shall prepare an incident report identifying the circumstances prompting the allegation, the individuals involved and any other pertinent information that would be useful to investigating the allegation.

Unless the grievance or written complaint submitted by the inmate is clearly identified as confidential and addressed to the Corrections Captain, Corrections Lieutenant, Sheriff or other official, the Corrections Sergeant shall review the complaint and attempt to resolve the issue. In any case, the Corrections Sergeant shall document the circumstances of the allegation and what actions, if any, were taken to investigate or resolve the complaint. All reports of alleged discrimination shall be forwarded to the Corrections Captain, via the chain of command, for review and further investigation or administrative action as needed.

Administrative evaluations and response to allegations of discrimination shall be based upon objective criteria:

(a) The inmate’s classification

(b) The inmate’s criminal history

(c) Current and past behavior and disciplinary history

(d) Housing availability
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(e) The availability of programs
(f) The ability to safely provide the requested services

617.4 DISCRIMINATION PROHIBITED
Discriminating against an inmate based upon actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law is prohibited.

Reasonable and comparable opportunities for participation in services and programs including vocational, educational, and religious programs shall be made available to inmates in a nondiscriminatory manner.

The Corrections Captain should periodically conduct interviews with inmates and staff members to identify and resolve potential problem areas related to discrimination before they occur.
Inmate Grievances

619.1 PURPOSE AND SCOPE
The purpose of this policy is to establish a process by which inmates may file grievances and receive a formal review regarding the conditions of their confinement.

619.2 POLICY
It is the policy of this office that any inmate may file a grievance relating to conditions of confinement, which includes release date, housing, medical care, food services, hygiene and sanitation needs, recreation opportunities, classification actions, disciplinary actions, program participation, telephone and mail use procedures, visiting procedures and allegations of sexual abuse (15 CCR 1073).

Grievances will not be accepted if they are challenging the rules and policies themselves, state or local laws, court decisions and probation/parole actions.

Retaliation for use of the grievance system is prohibited.

619.2.1 ACCESS TO THE GRIEVANCE SYSTEM
All inmates shall be provided with a grievance process for resolving complaints arising from facility matters with at least one level of appeal.

Inmates will receive information concerning the grievance procedure during the orientation process. Information will also be contained in the inmate handbook. Information regarding the grievance process will be provided to inmates in the language they understand.

The information will include (15 CCR 1073(a) and (b)):

- A grievance form or instructions for registering a grievance.
- Instructions for the resolution of the grievance at the lowest appropriate staff level.
- The appeal process to the next level of review.
- Written reasons for denial of a grievance at each level of review.
- A provision of required timeframes for responses.
- A provision for resolving questions of jurisdiction within the facility.
- Consequences for abusing the grievance system.

619.3 INMATE GRIEVANCE PROCEDURES
Staff shall attempt to informally resolve all grievances at the lowest level. All attempts to resolve a grievance shall be documented in the inmate’s file. If there is no resolution at this level, the inmate may request a grievance form.

The inmate should be advised to complete the form and return it to any staff member. A grievance should be filed by an inmate within 14 days of the complaint or issue.
Inmate Grievances

Inmates cannot file a grievance on behalf of another inmate but an inmate may assist another inmate in the preparation of a grievance. Custody staff may take reasonable steps to assist the inmate in the preparation of a grievance if requested.

Upon receiving a completed inmate grievance form, the staff member shall acknowledge receipt of the grievance by signing the form and giving a copy to the inmate. The staff member receiving the form shall gather all associated paperwork and reports and immediately forward it to a supervisor.

619.3.1 EXCEPTION TO INITIAL GRIEVANCE FILING
Inmates may request to submit the grievance directly to a supervisor or mail it directly to the Corrections Captain if they reasonably believe the issues to be grieved are sensitive or that their safety would be in jeopardy if the contents of the grievance were to become known to other inmates.

619.3.2 TIMELY RESOLUTION OF GRIEVANCES
There are four levels to the grievance process;

(a) Level I and Level II will be responded to by the appropriate staff within 24 hours of receipt, holidays and weekends excluded.
(b) If the grievance is over a medical or mental health issue, the service provider will respond to the grievance at Level II. If the grievance is related to a jail commitment pursuant to AB 109, the grievance will be forwarded directly to the on-duty Corrections Sergeant who will respond to the grievance at Level II.
   1. If a grievance filed pursuant to AB 109 is not able to be resolved by the Corrections Lieutenant, the inmate will be provided with the documentation necessary for the filing of a Writ of Habeas Corpus.
(c) Level III will be responded to by the Corrections Lieutenant generally within 48 hours of receipt, holidays, weekends and emergency situations excluded, or within a reasonable amount of time.
(d) Level IV will be responded to by Sheriff, or his/her designee, within 72 hours of receipt, holidays, weekends and emergency situations excluded, or within a reasonable amount of time. Level IV is the final step in the grievance process.

619.3.3 RECORDING GRIEVANCES
A copy of the original grievance should be retained in a file maintained by the Corrections Captain or the authorized designee, and shall be retained in accordance with established records retention schedules.
619.3.4 FRIVOLOUS GRIEVANCES
Inmates shall use the grievance process only for legitimate problems or complaints. If there is concern that an inmate is abusing the grievance process, he/she shall be informed that continued behavior may result in disciplinary action.

619.4 TRAINING
The Training Sergeant shall ensure that all custody staff receive initial and periodic training regarding all aspects of this policy. Testing may be administered to ensure an understanding of this policy.

619.5 ADDITIONAL PROVISIONS FOR GRIEVANCES RELATED TO SEXUAL ABUSE
The following apply to grievances that relate to sexual abuse allegations (28 CFR 115.52; 15 CCR 1029):

(a) Inmates may submit a grievance regarding an allegation of sexual abuse at any time.

(b) Third parties, including fellow inmates, staff members, family members, attorneys, and outside advocates, are permitted to assist inmates in filing such grievances and to file such grievances on behalf of inmates if the inmate agrees to have the grievance filed on his/her behalf. Staff members who receive a grievance filed by a third party on behalf of an inmate shall inquire whether the inmate wishes to have the grievance processed and shall document the inmate’s decision.

(c) Grievances may be submitted to any staff member and need not be submitted to the member who is the subject of the complaint.

(d) Staff receiving a grievance shall forward the grievance to a supervisor. Grievances shall not be forwarded to any supervisor who is the subject of the complaint. The supervisor receiving the grievance shall refer the grievance to the Corrections Lieutenant for investigation. Inmates and staff are not required to attempt to informally resolve grievances related to sexual abuse.

(e) The Corrections Lieutenant shall ensure that grievances related to sexual abuse are investigated and resolved within 90 days of the initial filing. The Corrections Lieutenant may grant an extension of up to 70 days if reasonable to make an appropriate decision. If an extension is granted, the inmate shall be notified and provided a date by which a decision will be made.

(f) At any level of the process, including the appeal, if the inmate does not receive a response within the allotted time, including any properly noticed extension, the inmate may consider the absence of a response to be a denial at that level.

(g) Inmates may be disciplined for filing a false grievance related to alleged sexual abuse only when it is determined that the inmate filed the grievance in bad faith.

619.5.1 EMERGENCY GRIEVANCES RELATED TO SEXUAL ABUSE
Any inmate who believes he/she or any other inmate is in substantial risk of imminent sexual abuse may file an emergency grievance with any supervisor. The supervisor shall determine
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whether immediate action is reasonably necessary to protect the inmate and shall provide an initial response within 48 hours.

The supervisor shall refer the grievance to the Corrections Lieutenant, who will investigate and issue a final decision within five calendar days.

The initial response and final decision shall be documented and shall include a determination whether the inmate is in substantial risk of imminent sexual abuse and identify actions taken in response to the emergency grievance (28 CFR 115.52).
Inmate Voting

621.1 PURPOSE AND SCOPE
This policy establishes the requirement for providing eligible inmates the opportunity to vote during elections, pursuant to election statutes.

621.2 POLICY
Inmates who have not been convicted of a felony and are in custody during trial continue to have the right to vote. Except for individual inmates who have lost the right to vote, sentenced inmates also maintain this right. Because inmates are unable to access public voting polls, the Corrections Captain or the authorized designee shall develop written procedures whereby the county registrar of voters allows qualified inmates to vote in local, state and federal elections, pursuant to election codes (15 CCR 1071).

Inmates should be advised of voting methods during the inmate orientation.

621.3 VOTING REQUIREMENTS
Inmates maintain their right to vote while incarcerated if they are:

(a) A citizen of the United States.
(b) A resident of the county.
(c) At least 18 years of age at the time of the next election.
(d) Not been declared mentally incompetent by a court.
(e) Awaiting or on trial for a criminal offense.
(f) Serving time for a traffic or misdemeanor offense or as a condition of probation.
(g) Not convicted of a felony offense and sentenced to serve time in a state prison.
(h) Not on parole as a result of a felony conviction.

621.4 PROCEDURES
Prior to each election, the Corrections Captain will designate officer to be a liaison between the Office and the local Registrar of Voters. The designated officer will be responsible for assisting inmates who have requested to vote.

621.4.1 REGISTERING TO VOTE
An inmate who is eligible to vote and requests to register should complete a voter application. The application should be submitted to the liaison officer, who will forward the application to the local election official.
621.4.2 REQUESTING AN ABSENTEE BALLOT
An inmate who will be in custody during an election and requests to vote by absentee ballot should complete an application. The completed application should be submitted to the liaison officer, who will forward the application to the local election official.

621.4.3 VOTING
All ballots received shall be delivered to inmates in a timely manner to ensure compliance with the inmate’s right to vote. Once the ballot has been delivered to the inmate, it shall be the responsibility of the inmate to mail his/her ballot in accordance with the state’s voting requirements. If the inmate is indigent, the jail will mail the ballot; if not, the inmate is responsible for the postage.
Chapter 7 - Medical-Mental Health
Health Care Administrative Meetings and Reports

700.1 PURPOSE AND SCOPE
The Office recognizes that the delivery of effective health care requires open and frequent communication between the Responsible Physician and the Corrections Captain. This policy provides guidelines for the continuous monitoring, planning and problem resolution in providing health care that addresses the medical needs of the inmate population and prevents potential outbreaks of communicable and contagious illness.

700.1.1 DEFINITIONS
Definitions related to this entire chapter include:

Access to care - An inmate should be seen in a timely manner by a qualified health care professional. The inmate should be given a professional clinical diagnosis and receive treatment that is ordered.

Clinical practice guidelines - A systematically developed science-based statement designed to assist practitioners and inmates with decisions about appropriate health care for specific clinical circumstances. Clinical practice guidelines are used to assist clinical decision-making, assess and assure the quality of care, educate individuals and groups about clinical disease, guide the allocation of health care resources and reduce the risk of legal liability for negligent care.

Clinical setting - An examination or treatment room, either on- or off-site, which is appropriately supplied and equipped to address a patient's health care needs.

Daily - Seven days a week, including holidays.

Direct order - A written order issued by a qualified health care professional specifically for the treatment of an inmate's particular condition.

Health appraisal - A comprehensive health evaluation completed within 14 days of an inmate's arrival at the facility.

Health authority - The Responsible Physician, health services administrator or health agency responsible for providing all health care services or coordinating the delivery of all health care services.

Health care - The sum of all actions, preventive and therapeutic, taken for the physical and mental well-being of the inmate population. The term health care includes medical, both physical and psychological, dental, nutrition and other ancillary services, as well as maintaining safe and sanitary environmental conditions.

Health-trained custody staff - A correctional officer or other facility employee who has received training from the Responsible Physician or the authorized licensed designee in limited aspects of health care coordination.
Health Care Administrative Meetings and Reports

HIPAA - Health Insurance Portability and Accountability Act

Mental health staff - Qualified health care professionals who have received instruction and supervision in identifying and interacting with individuals in need of mental health services.

Physical examination - An objective, hands-on evaluation of an individual. It involves the inspection, palpation, auscultation and percussion of a body to determine the presence or absence of physical signs of disease.

Qualified health care professional - Physicians, physician's assistants, nurses, nurse practitioners, dentists, mental health professionals or other persons who, by virtue of their education, credentials and experience are permitted by law to evaluate and care for patients within the parameters of his/her license or certification.

Responsible Physician - An individual licensed to practice medicine and provide health services to the inmate population of the facility, or the physician at an institution with final responsibility for decisions related to medical judgment.

Sick call - The evaluation and treatment of an ambulatory patient, either on- or off-site, by a qualified health care professional.

Special needs - Health conditions that require regular care.

Standing order - Written orders issued by a physician that specify the same course of treatment for each patient suspected of having a given condition and the specific use and amount of prescription drugs (e.g., immunizations, insulin, seizure medications).

Suicidal ideation - Having thoughts of suicide or of taking action to end one's own life. Suicidal ideation includes all thoughts of suicide when the thoughts include a plan to commit suicide and when they do not.

Treatment plan - A series of written statements specifying a patient's particular course of therapy and the roles of qualified health care professionals in delivering the care.

Triage - The sorting and classifying of health care requests to determine priority of need and the proper place for health care to be rendered.

700.2 POLICY

It is the policy of this facility that the Health Authority should meet with the Corrections Captain at least quarterly. The Health Authority should be required to submit a report addressing the effectiveness of the health care system, a description of any environmental or access issues that require improvement, and detail any progress that has been made in previously reported areas. The quarterly meeting should be documented through formal minutes. The minutes should be retained in accordance with established records retention schedules.
700.2.1 STATISTICAL REPORTS
In addition to the quarterly report described above, a statistical report will be provided annually to the Corrections Captain. The statistical report will be prepared by the Responsible Physician and shall include, but not be limited to, the following (15 CCR 1202):

(a) The number of inmates receiving health services by category of care
(b) The number of referrals to specialists
(c) Prescriptions written and medications dispensed
(d) Laboratory and X-ray tests completed
(e) Infirmary admissions, if applicable
(f) On-site and off-site hospital admissions
(g) Serious injuries or illnesses
(h) Deaths
(i) Off-site transports
(j) Infectious disease monitoring
(k) Emergency services provided to inmates
(l) Dental visits provided
(m) Number of health care grievances by category (e.g., medication error, missed appointment, health staff complaint) and whether the grievance was founded or unfounded

It is the responsibility of the Corrections Captain to ensure that copies of the statistical reports and documentation of any remedies implemented are retained in accordance with established records retention schedules.
Access to Health Care

702.1 PURPOSE AND SCOPE
The provision of adequate health services in a custody setting is a constitutional right afforded to all inmates. The purpose of this policy is to provide custody personnel and qualified health care professionals with a process to inform newly booked inmates of the procedure to access health care services and how to use the grievance system, if necessary.

702.2 POLICY
It is the policy of this office that all inmates, regardless of custody status or housing location, will have timely access to a qualified health care professional and receive a timely professional clinical judgment and appropriate treatment.

The Amador County Jail will provide medical, dental and mental health services as necessary to maintain the health and well-being of inmates to a reasonable and socially acceptable standard (15 CCR 1200 et seq.; 15 CCR 1208).

702.3 ACCESS TO CARE
Inmate medical requests will be evaluated by qualified health care professionals or health-trained custody staff. Health care services will be made available to inmates from the time of admission until they are released. Information regarding how to contact the medical staff will be posted in all inmate housing areas (15 CCR 1200 et seq.; 15 CCR 1208). Medications and community health resources and referrals may be provided upon request when the inmate is released.

Unreasonable barriers shall not be placed on an inmate’s ability to access health services. Health care that is necessary during the period of confinement shall be provided regardless of an inmate’s ability to pay, the size of the facility, or the duration of the inmate’s incarceration. Such unreasonable barriers include:

- Punishing inmates for seeking care for their health needs.
- Deterring inmates from seeking care for their health needs by scheduling sick call at unreasonable times.

All routine requests for medical attention shall be promptly routed to a qualified health care professional.

Any incident of an inmate refusing medical treatment or causing a disruption in the delivery of health care services shall be documented in an incident report. The original incident report shall be forwarded to the Responsible Physician and a copy sent to the Corrections Captain.

702.4 HEALTH CARE GRIEVANCES
Custody personnel should authorize and encourage resolution of inmate complaints and requests on an informal basis whenever possible. To the extent practicable, custody personnel should provide inmates with opportunities to make suggestions to improve programs and conditions.
Inmates will be informed of the grievance process during inmate orientation. The grievance process is also explained in the inmate handbook, which all inmates receive and which they should have additional access to in their housing units. Grievances will be handled in accordance with the Inmate Grievances Policy (15 CCR 1073(a)).

Custody personnel should minimize technical requirements for grievances and allow inmates to initiate the grievance process by briefly describing the nature of the complaint and the remedy sought. For simple questions and answers regarding clinical issues, inmates may meet with a qualified health care professional or may submit a written correspondence.

Inmate grievances regarding health care issues will be investigated by a member of the medical staff. The inmate should be provided with a written response in accordance with the schedule set forth in the Inmate Grievances Policy. Responses to inmate grievances should be based on the community standard of health care.

Copies of grievances and the facility's response shall be handled in accordance with the Inmate Grievances Policy. If an inmate is not satisfied with the response, the inmate may appeal the grievance as outlined in the Inmate Grievances Policy.
Non-Emergency Health Care Requests and Services

704.1 PURPOSE AND SCOPE
The purpose of this policy is to establish a daily triage system of inmate requests for health care services. This is to ensure that the health needs of the population are addressed properly and in a timely manner.

704.2 POLICY
It is the policy of this office to provide access to qualified health care professionals or health-trained custody staff in order for inmates to request medical services (15 CCR 1200). All health care requests will be documented, triaged and referred appropriately by medical staff. Qualified health care professionals will conduct sick call and clinics for health care services on a scheduled basis to ensure a timely response to requests for medical services (15 CCR 1211).

The Responsible Physician, in coordination with the Corrections Captain or the authorized designee, is responsible for developing a process that includes:

(a) A process for inmates to request health services.
(b) A priority system for health care services to acquire and address requests for routine health care, and for urgent or emergent injuries, illnesses and conditions.
(c) Making health care request forms available in each housing unit and to all inmates upon request.
(d) A system in which health care requests are documented, triaged and referred appropriately.
(e) Restrictions that prohibit non-health services personnel from diagnosing or treating an illness.

704.3 HEALTH CARE REQUESTS
During the collection of health care requests from inmates, care should be taken to protect the confidentiality of the inmate and the nature of the health issue. The requests shall be triaged to determine the priority of need and the proper place for health care to be delivered.

Inmates will be instructed on how to obtain medical services during the inmate orientation process and in the inmate handbook. Inmates shall submit a medical request form to the housing unit correctional officer or the health-trained staff delivering medications, or a nurse, if appropriate.

Medical request forms should be available in languages representative of the population. Inmates who communicate in a language not available in printed form shall have access to interpreter services.
Inmates with disabilities should be provided with appropriate assistance or accommodation to ensure they are able to request health care services.

704.4 TRIAGE OF HEALTH CARE REQUESTS
Qualified health care professionals shall perform a triage. Sick call shall be available to inmates at least five days a week and shall be performed by a qualified health care professional.

Other qualified health care professionals should schedule inmates in need of specialized treatment. The qualified health care professional shall document the referral in the providers' scheduling book and on the inmate's medical record.

The frequency and duration of sick call should be sufficient to meet the needs of the inmate population but should be conducted at least weekly by a qualified health care professional. If an inmate’s custody status precludes attendance at sick call, arrangements shall be made to provide sick call services in the place of the inmate's detention (15 CCR 1211).

704.5 REQUESTS FOR OUTSIDE MEDICAL CARE
Inmates who request access to health care services outside the facility may do so with advance authorization from the Corrections Captain or the authorized designee. The inmate shall be required to provide proof of sufficient private funds available to pay for all costs associated with transportation to the off-site facility and all costs associated with the medical services, diagnostics, treatment plans, medications or any other costs associated with off-site medical care.

704.6 INMATE MEDICAL FEES
Inmates confined in the Amador County Jail shall not be charged a fee for an inmate-initiated medical visit (Penal Code §4011.2).

Inmates confined in the Amador County Jail shall not be charged a fee for durable medical equipment or medical supplies deemed medically necessary to ensure the inmate has equal access to jail services, programs, or activities (Penal Code §4011.3).
Referrals and Coordination of Specialty Care

706.1 PURPOSE AND SCOPE
The purpose of this policy is to establish a process for referring inmates who need health care or specialty care that is beyond the resources available in the facility. The policy includes guidelines regarding transportation under appropriate security provisions and the formulation of advance written agreements for around the clock or on-call availability of alternate services. Specialty care includes specialist-provided health care, such as nephrology, surgery, dermatology and orthopedics.

706.2 POLICY
It is the policy of this office that inmates have access to necessary hospitalization and specialty services for serious medical needs. This facility will provide, either directly or through contracted sources, specialty care and emergency medical services to inmates when the need is determined by the Responsible Physician (15 CCR 1206(b); 15 CCR 1206(c)).

706.3 OFF-SITE COORDINATION
The qualified health care professional is responsible for recommending off-site medical and psychiatric care for inmates, coordinating outside appointments and notifying supervisory custody staff of off-site transportation needs. The Corrections Captain should establish a written transportation procedure that ensures inmates are transported securely and in a timely manner for medical, mental health, dental clinic or other specialty appointments. The procedure shall include the secure transfer of medical information to the receiving health care service.

Any conflicts that arise regarding off-site consultation trips will be communicated by the correctional officer responsible for transportation to the Responsible Physician and the Corrections Captain or the authorized designee so that modifications may be made.

The jail supervisor shall keep a log of missed appointments to determine if transportation issues are impeding the ability of inmates to access appropriate medical care. Any issues identified shall be discussed and resolved between the Responsible Physician and the Corrections Captain (15 CCR 1206(c); 15 CCR 1206(n)).
Emergency Health Care Services

708.1 PURPOSE AND SCOPE
The purpose of this policy is to establish plans and procedures for responding to medical emergencies in the facility when the level of medical or mental health services exceeds the licensure or certification of staff who are on-duty, and to define staff training requirements.

708.2 POLICY
It is the policy of this office that emergency medical, mental health and dental services are available 24 hours a day. These services may include off-site health care services.

708.3 EMERGENCY PROCEDURES
The health services administrator or the authorized designee is responsible for ensuring the following information, equipment and personnel are available in the event an inmate requires emergency treatment (15 CCR 1206(c)):

(a) A current list of names, addresses and telephone numbers of all persons and agencies to be notified in an emergency. The list should be available to all health care and custody staff at all times, and should be updated quarterly.

(b) Emergency drugs, equipment and supplies should be readily available at all times and replenished after each use. An inventory control system should be in use to ensure the necessary supplies are present when needed and have not expired.

(c) A physician, dentist and mental health professional should be available on-call 24 hours a day, seven days a week (this can include off-site health care services) and there should be a back-up health care services plan.

(d) Ambulances should be accessed through the facility staff or by calling the appropriate emergency number. There should be a clear security plan in place for the transportation of inmates.

(e) The Corrections Lieutenant will be contacted and informed of any emergency as soon as practicable.

(f) All decisions regarding medical treatment and the need for emergency transportation are to be made by the qualified health care professionals or health-trained custody staff.

(g) Whenever reasonably possible, the on-call health care service should be notified prior to transporting the inmate to the hospital or other emergency care. However, in the event of a life- or limb-threatening emergency, the inmate shall be sent to the hospital in the most expedient way possible, which may require notifying the specific health care service after the inmate has been transported.
708.4 FIRST-AID KITS
The Health Services Authority or the authorized designee is responsible for determining the contents, number, location and procedures for monthly inspections of all first-aid kits in the facility. The Health Services Authority shall also ensure that (15 CCR 1220):

(a) The contents of each first-aid kit are:
   (a) Approved by the Responsible Physician.
   (b) Appropriate for its location.
   (c) Arranged for quick use.
   (d) Inventoried every month.
   (e) Documented on the outside cover.

(b) Written protocols and training materials are developed for the use of medical supplies and equipment by health trained custody staff.

(c) Inspections and testing of supplies and equipment are documented and maintained in accordance with established records retention schedules.

708.5 TRAINING
The Corrections Captain shall ensure that all qualified health care professionals are trained in the delivery of emergency medical services in the custody environment during new employee orientation.

The Corrections Captain or the authorized designee shall ensure that all facility staff members who have contact with inmates receive first-aid and basic life support training during new employee orientation, and that annual refresher training is conducted for the facility and qualified health care professionals. Training should include, but not be limited to:

(a) The location of all emergency medical equipment and medications and the proper use of the equipment, such as AEDs.
(b) How to properly summon internal and external emergency services.
(c) Recognition of basic life support signs and symptoms and the actions required in emergency situations.
(d) Administration of basic first aid.
(e) Certification in CPR in accordance with the recommendations of the certifying health organization.
(f) Recognition of the signs and symptoms of mental illness, violent behavior and acute chemical intoxication and withdrawal.
(g) Procedures for inmate transfers to appropriate medical facilities or health care service.
Emergency Health Care Services

(h) Suicide recognition, prevention and intervention techniques.

All records of the training provided, testing procedures and the results, and certificates achieved shall be maintained in each qualified health care professional’s training file in accordance with established records retention schedules. The Responsible Physician should be bound by similar requirements in the contractual language between the Office and the vendor.

708.6 AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

The Corrections Captain is responsible for ensuring that an Automated External Defibrillator (AED) is available in the facility and that all staff members are trained in its use. The AEDs shall be inspected and tested at a frequency consistent with the manufacturer’s recommendations to ensure functionality.
Health Care for Pregnant Inmates

710.1 PURPOSE AND SCOPE
The purpose of this policy is to establish prenatal and postpartum health care services for inmates who are pregnant. Services may include assistance recovering from the effects of potentially unhealthy lifestyles, which could include tobacco use, alcohol and drug abuse or addiction, and a lack of previous adequate medical care. Because of unhealthy lifestyle choices prior to incarceration, many inmate pregnancies are classified as high-risk. This policy is intended to protect the health of the pregnant inmate and her fetus.

710.2 POLICY
It is the policy of this office that a qualified health care professional should provide comprehensive prenatal and postpartum care for all pregnant inmates during their incarceration, which includes but is not limited to the following:

- Pregnancy testing
- Prenatal care, both routine and high-risk if needed
- Management of drug or alcohol addicted pregnant inmates
- Comprehensive counseling and assistance services
- Nutrition modification for term of pregnancy and lactation
- Birthing in an appropriate setting
- Postpartum care
- Family planning education and services
- Access to privately funded pregnancy alternative options

A qualified health care professional shall provide counseling and information to pregnant inmates regarding planning for their unborn child (15 CCR 1206(f); Penal Code § 4023.5).

710.2.1 ADVISEMENT AND COUNSELING
Inmates who are pregnant shall be advised of the provisions of this policy manual, the Penal Code, and standards established by Board of State and Community Corrections related to pregnant inmates (Penal Code § 3407(e); 15 CCR 1058.5).

710.3 BOOKING - PREGNANCY SCREENING
When booking a female inmate, the following steps shall be taken:

(a) All females shall be asked if they are pregnant. If the inmate states she is pregnant, a confirming urine test should be performed within 48 hours and documented in the medical record.
(b) Pregnant inmates who appear to be under the influence of or withdrawing from alcohol or other substances shall be referred to a qualified health care professional.

(c) The Responsible Physician, in collaboration with facility staff, shall ensure the appropriate clinic visits are scheduled.

(d) A medical record should be opened with a notation indicating pregnancy.

(e) The inmate should be interviewed by a qualified health care professional for the following information, which should be written in the medical record:

1. Last menstrual period (LMP)
2. Estimated date of conception (EDC)
3. Estimated due date (40 weeks from EDC)
4. Number of pregnancies (Gravidity)
5. Number of live births (Parity)
6. Therapeutic abortions (TAB)
7. Spontaneous abortions (SAB), aka miscarriages
8. Prenatal care history
9. Current medications
10. Any current adverse symptoms: vaginal bleeding or discharge, abdominal cramping or pain (if yes, notify on-site or on-call physician)
11. High-risk factors if known: drug or alcohol use/abuse, smoking, previous pregnancy problems, other medical problems (cardiac, seizures, diabetes/DM, hypertension/HTN)
12. If recent heroin or methadone use is identified, notify the on-site or on-call physician for orders.

(f) Each pregnant inmate should have:

1. A completed medical recommendation form for a low bunk assignment, in a lower tier, with no waist chains, as appropriate.
2. A completed special diet form ordering a pregnant diet.
3. Prenatal vitamins prescribed at one per day for the duration of the pregnancy.
4. An appointment at the next available obstetric clinic if the inmate is 10 or more weeks gestation.
710.4 COUNSELING AND TREATMENT
The Amador County Sheriff’s Office will provide all necessary counseling and treatment to pregnant inmates to ensure they are receiving the proper care. To accomplish this, the following shall occur:

(a) The directions of the obstetric specialist shall be followed throughout the pregnancy and postnatal period. No non-medical staff has the unilateral authority to change or overrule an order or care recommendation made by the Responsible Physician. The Corrections Captain and Responsible Physician shall develop a process by which perceived conflicts between medical orders/recommendations and safety and security interests of the jail can be discussed and resolved. Ultimately, the jail must provide adequate treatment for an inmate’s medical needs.

(b) The Responsible Physician shall be consulted immediately if a patient is under 10 weeks gestation and has medical concerns.

(c) Any pregnant inmate with medical problems that occur between scheduled obstetric appointments shall be seen by a qualified health care professional. If the qualified health care professional assesses the problem as urgent and a physician is not available on-site, the inmate shall be sent to the hospital for evaluation.

(d) The inmate shall be advised to notify health-trained custody staff immediately of the following:
   1. Vaginal bleeding
   2. Acute, persistent abdominal or pelvic pain and/or severe cramping
   3. Leaking fluid
   4. Decreased or no fetal movement
   5. Headache or blurred vision
   6. Rapid weight gain with swelling (edema)
   7. Abnormal vaginal discharge
   8. Symptoms of a urinary tract infection (UTI)
   9. Fever

(e) Postpartum examinations and additional appointments shall be scheduled by the obstetric clinic as needed.

(f) Any female prisoner shall have the right to summon and receive the services of any physician and surgeon of her choice in order to determine whether she is pregnant. The Corrections Captain may develop reasonable rules and regulations governing the conduct of such examinations. If found to be pregnant, the prisoner is entitled to determine the extent of medical services needed, from providers with valid license to practice medicine, as long as she is able to pay for the expense of the private services. The rights provided in this section shall be conspicuously posted in at least one place to which all female prisoners have access (Penal Code § 4023.6).
710.5 RESTRAINTS
Inmates who are known to be pregnant or who are in labor shall not be placed in restraints except as provided in the Use of Restraints Policy.

710.5.1 REQUIRED PROCEDURES
The health authority shall, in cooperation with the Corrections Captain, develop procedures in conformance with Penal Code § 3407 for the application and removal of restraints on pregnant inmates. The procedures shall be reviewed and updated at least every two years (15 CCR 1206).

710.6 ABORTIONS
Inmates who wish to terminate their pregnancy shall be referred to outside counseling services for further information regarding available options. The Office shall not impede the woman’s access to abortion counseling or services, and shall provide necessary transportation and supervision to such services. Any financial obligations will be the responsibility of the inmate. These rights will be posted in all areas that house female inmates (Penal Code § 4028).
Health Authority

714.1 PURPOSE AND SCOPE
The purpose of this policy is to establish the responsibility of the health authority as arranging for all levels of health services, assuring the quality of all health services, identifying lines of medical authority for the inmate health program, and assuring that inmates have access to all health services.

The policy also establishes properly monitored processes, policies, procedures, and mechanisms to ensure that the contracted scope of services is adequately and efficiently delivered.

The health authority is defined as the Responsible Physician, health services administrator, or health agency responsible for providing all health care services or coordinating the delivery of all health care services (see the Health Care Administrative Meetings and Reports Policy).

714.2 POLICY
The health authority is responsible and accountable for all levels of health care and has the final authority regarding clinical issues within this jail. The health authority is responsible for establishing, implementing, and annually reviewing/revising policies for all clinical aspects of the health care program and for monitoring the appropriateness, timeliness and responsiveness of care and treatment. The health authority also approves all medical decisions and protocols.

714.3 SELECTION PROCESS
The Sheriff or the authorized designee shall select a health authority using an existing office procurement or selection process. The individual or organization selected shall be designated as the health authority for inmate health care on behalf of the facility.

Aside from any monetary or term considerations, the contract between the Office, and the selected individual or organization shall minimally include:

(a) Language establishing the scope of services being contracted and the type of health care service needed.
(b) Job descriptions, minimum qualifications, and performance expectations for contract personnel.
(c) Language requiring the contractor to develop appropriate measures and review processes for assessing the quality, effectiveness, and timeliness of the services provided and periodically reporting those findings to the facility.
(d) Identification of a Responsible Physician, who shall serve as the medical authority on treatment matters requiring medical expertise and judgment.
(e) Language regarding the minimum frequency that the health authority shall be present at the facility.
(f) The roles and responsibilities of staff in ensuring that the contractor may adequately deliver services in a safe and secure environment.
Health Authority

(g) A written plan for coordinating medical care from multiple health care services.

(h) A written plan for the collection and maintenance of inmate health records that is compliant with the Health Insurance Portability and Accountability Act (HIPAA).

(i) Identification of a dispute resolution process for the contracted parties and for inmates who may be questioning treatment plans.

(j) Language and a plan addressing liability and indemnification for issues related to inmate health care.

The health authority shall be authorized and responsible for making decisions about the deployment of health resources and the day-to-day operation of the health services program. If the health authority is other than a physician, any final clinical judgments shall rest with a single, designated, Responsible Physician.

The health authority or the authorized designee will meet at least monthly with custody representatives to discuss the health care program and any issues that require correction or adjustment.

Security regulations are applicable to facility staff and health care personnel (15 CCR 1200(a)).

714.4 PROVISION OF HEALTH CARE
The health authority is responsible for arranging the availability of health care services. The qualified health care professionals should determine what medical services are needed on a case-by-case basis. The Corrections Captain shall provide the administrative support for making the health care services available to inmates. Clinical decisions are the sole province of qualified health care professionals and should not be countermanded by non-health care professionals.

If routine health services are provided by medical personnel outside this facility, all office policies regarding treatment, transfer, transportation, or referral of emergencies shall be followed.

The health authority is responsible for ensuring that the health services manual complies with all applicable state and federal law and that a review and update is conducted annually.

An annual audit of the quality and adequacy of health care services shall be done, with corrective action taken when deficiencies are identified (15 CCR 1202).

714.5 LACTATION PROGRAM
The health authority, in cooperation with the Corrections Captain, shall develop a program with written procedures for lactating inmates to express breast milk for feeding their infants or toddlers, cessation of lactation or weaning, and for maintaining their breast milk supply pending delivery to an approved person or the inmate’s release (Penal Code § 4002.5).

The health authority should ensure that the policy is posted in all locations where medical care is provided and is communicated to members who interact with or oversee pregnant or lactating inmates (Penal Code § 4002.5).
Transfer Screening

720.1 PURPOSE AND SCOPE
This policy recognizes that inmates are frequently transferred within the correctional authority's system and to facilities outside the system. This policy establishes a process for medical screening of transferred inmates to ensure continuation of care and to avoid unnecessary diagnostics.

720.2 POLICY
It is the policy of this office that inmates who are transferred to another jail, correctional system or health care facility will be screened prior to transfer. Medical needs of the inmate will be clearly communicated to the receiving facility, including the ongoing treatment plan, scheduled surgeries and outside appointments.

Inmates who are transferred to other facilities shall be sent with a discharge summary that includes information about the inmate's medical and mental health condition, the current treatment plan and any medications, if needed (15 CCR 1206(n)).

720.3 TRANSFERS
Completed discharge summaries, including the medical screening results, shall accompany inmates being transferred to another office's jurisdiction to ensure that the receiving health care service can assume and continue necessary care. A release of information authorization is not required.

- Current health conditions
- Current treatments and medications
- Upcoming appointments and diagnostic studies
- Allergies
- Copies of any health information that is critical to continuity of care

The discharge summary and any related medical records being transferred shall be placed in a file or envelope that maintains the confidentiality of the inmate's medical information. The transporting personnel shall be provided separate written instructions regarding medication or health interventions, including necessary precautions that are required en route.

720.3.1 EXTENDED TRANSPORTATION OF INMATES
When an inmate will be in transfer status for several days and housed temporarily at various custody facilities along the way, a medical transfer packet shall be prepared by the qualified health care professional in a form that will advise the temporary housing facilities of any medical needs of the inmate. When medically appropriate, a small supply of medication should be provided with the medical transfer packet so it will be available to the temporary housing facility as needed.
Transfer Screening

720.4 RECEIVING TRANSFERRED INMATES
When an inmate being transferred to this facility arrives without a full and comprehensive medical transfer packet from another facility, the inmate shall be medically screened and receive a comprehensive health appraisal in accordance with the Medical Screening Policy. The medical department of the sending facility should be promptly contacted to determine if the transferred inmate has any medical needs that require immediate attention or any scheduled surgeries or appointments with community health care services. Arrangements should then be made with the sending facility for the delivery of a more detailed review of the inmate's medical needs.
Medical Screening

722.1 PURPOSE AND SCOPE
The purpose of this policy is to establish a medical screening process for newly booked inmates so that medical, mental health and dental issues are properly identified and addressed, and to obtain a medical clearance when necessary.

722.2 POLICY
It is the policy of this office that a medical screening be performed on all inmates upon arrival at the intake area to ensure that existing, emergent and urgent health care, dental or mental health needs are identified, risks are assessed and inmates with contagious and communicable diseases are properly classified and housed for their health and the health of the general population (15 CCR 1051; 15 CCR 1206.5(a); 15 CCR 1207).

722.3 ELEMENTS OF MEDICAL SCREENING
The medical screening shall be performed by health-trained correctional staff. The Responsible Physician, in cooperation with the Corrections Captain, shall establish protocols for use by health-trained correctional staff during the medical screening. All completed medical screenings should be forwarded to the Responsible Physician. A review of any positive finding shall be performed by a qualified health care professional.

Regardless of training, no inmate should be allowed to conduct health care evaluations or provide treatment to any other inmate.

All inmates shall complete a medical screening as part of the booking process. If an arrestee refuses to cooperate with the medical screening, the screener will complete as much of the health assessment as reasonably possible and the arrestee will be closely observed until he/she cooperates with the remainder of the screening process.

The Responsible Physician should work cooperatively with the Corrections Captain to develop the medical screening forms, which should be applicable for general health, mental health and suicide screening purposes. The forms should be completed no later than 24 hours after the arrival of an inmate but prior to an inmate being housed in the general population. All medical screening forms shall be forwarded to the medical unit and the qualified health care professionals shall be alerted to those that need priority attention.

722.3.1 MEDICAL SCREENING INQUIRY
The medical screening inquiry should include a review of the inmate’s prior jail medical record, if any, and document the following:

- History of infectious or communicable diseases that are considered serious in nature; current treatment, symptoms, medications, chronic illness, or health issues, including communicable diseases, or special health requirements and/or dietary needs (15 CCR 1051)
Medical Screening

- Acute dental problems
- Past and recent serious communicable disease symptoms (e.g., chronic cough, coughing up bloody sputum, lethargy, weakness, weight loss, loss of appetite, fever, night sweats) (15 CCR 1051)
- Mental illness, including psychiatric hospitalizations within the last three months
- Gender issues
- History of or current suicidal ideation
- Acute allergies
- History of or current prescription or illegal drug use, including the time of last use
- History or current symptoms of substance abuse withdrawal
- Current, recent, or suspected pregnancy; any history of gynecological problems and present use and method of birth control
- Appearance or history of developmental disability, body deformities, or other physical abnormalities
- Females who have given birth in the past year and are charged with murder or attempted murder of their infants shall be referred to mental health services at the time of booking (15 CCR 1207.5)
- Any other health issues as identified by the Responsible Physician

Qualified health care professionals should assist in developing specific mental health medical screening questions and should provide training in analyzing inmate responses. The Responsible Physician should establish the role of the qualified health care professional in the medical screening process.

Should the medical screening identify a need for a more comprehensive medical assessment of the inmate, a qualified health care professional should initiate appropriate follow-up action, which may include transporting the inmate to an off-site medical facility.

722.3.2 MEDICAL SCREENING OBSERVATION
The staff member completing the medical screening observation shall document the following observations:

- Appearance (e.g., sweating, tremors, anxious, disheveled)
- Behavior (e.g., disorderly, appropriate, insensible)
- State of consciousness (AVPU):
  - Alert - spontaneously responsive
  - Verbal - requires verbal stimulation to respond
  - Pain - requires painful stimulation to respond
  - Unresponsive - does not respond
Medical Screening

- Ease of movement (e.g., body deformities, gait)
- Breathing (e.g., persistent cough, hyperventilation)
- Skin (e.g., lesions, jaundice, rashes, infestations, bruises, scars, recent tattoos, needle marks or other indications of drug abuse)
- Any other observable health symptoms

The Corrections Captain and the Responsible Physician should develop a procedure through which it can be reliably determined what prescription medications the inmate is taking and the medical urgency for continuing those medications without interruption.

722.3.3 DOCUMENTATION
Written documentation of the medical screening should include the name of the screener, the date and time and the following information:

- Immediate or scheduled referral to a medical, dental or mental health professional
- Guidance regarding housing placement, including disciplinary detention if necessary (15 CCR 1051)
- Guidance regarding activity limitations and work assignment
- The inmate’s responses to questions asked by the interviewer
- Other individualized observations and recommendations

The initial medical screening should become part of the inmate’s medical record and should be retained in accordance with established records retention schedules.

722.4 MEDICAL SCREENING DISPOSITIONS
Persons who are brought to the facility and are obviously in need of immediate medical attention shall be referred to an emergency medical facility for clearance. Conditions that require a medical clearance prior to booking include but are not limited to the following:

- Unconsciousness
- Traumatic head injury
- Uncontrolled bleeding
- Respiratory distress
- Jaundice
- Suspected alcohol and/or drug withdrawal, with associated symptoms (i.e. disorientation, tremors, hallucinations, delusions, altered level of consciousness)
- Significant injuries from a motor vehicle accident
- Significant injuries from an altercation
- Significant injuries from handcuffs or other restraint devices
- Knife wounds, gunshot wounds, or lacerations
Medical Screening

- Exposure to pepper spray, Taser or similar conducted energy weapon deployment, or blunt force trauma during arrest
- Intoxication to a degree that the individual cannot speak coherently or stand or walk unaided
- Blood alcohol content of 0.25% or greater
- Recent drug overdose
- Suspected or known complications of pregnancy
- Active seizures
- Suspected or known complications of diabetes
- Exhibits behavior indicating a potential danger to themselves or others
- Active tuberculosis or other serious contagious diseases
- Actively suicidal
- Any other medical condition, which, in the opinion of the booking personnel, should be urgently referred for evaluation by medically trained personnel

Inmates with these medical conditions are not suitable for admission to the facility until medically cleared by a qualified health care professional. This office requires medical clearance from an outside entity when such inmates are identified.

Medical clearance documentation shall include the medical diagnosis, treatment received at the emergency medical facility, any medications prescribed, any ongoing medical requirements, and any follow-up medical care that may be indicated before the arrestee is accepted for booking.

The Corrections Captain is responsible for notifying local police agencies and medical facilities of the jail admission refusal policy and the required clearance documentation.

Based upon the information obtained during the screening process, the medical classification disposition of the inmate shall be one of the following:

- General population or other appropriate cell assignment
- General population or other appropriate cell assignment and timely referral to appropriate health care services
- Immediate referral to health care services prior to housing

722.5 HEALTH APPRAISAL
Generally, a comprehensive health appraisal should occur within 14 days of booking. However, when it is appropriate and based on an inmate's health condition, an early health appraisal should be recommended. An inmate may also be cleared for housing in general population with a prompt referral to the appropriate health care services when it is in accordance with the inmate's overall classification. Upon the identification of a mentally disordered inmate, a physician's opinion will be secured within 24 hours, or next sick call, whichever is earliest (15 CCR 1052).
Medical Screening

722.5.1 MEMBERS CONDUCTING HEALTH APPRAISALS
Medical screening should be completed by licensed health personnel or trained facility staff, with documentation of staff training regarding site-specific forms with appropriate disposition based on responses to questions and observations made at the time of screening (15 CCR 1207).

722.5.2 TELEHEALTH
Telehealth may be incorporated into procedures used to identify and evaluate inmates who have a mental disorder (15 CCR 1052).
Mental Health Services

724.1 PURPOSE AND SCOPE
The purpose of this policy is to ensure that all inmates have access to mental health services and that inmates identified as needing these services are referred appropriately.

724.1.1 DEFINITION
Definitions related to this policy include:

Mental health services - A variety of psycho-social and pharmacological therapies, either individual or group, including biological, psychological and social therapies to alleviate symptoms, attain appropriate functioning and prevent relapse.

724.2 POLICY
It is the policy of this office that a range of mental health services shall be available for any inmate who requires them (15 CCR 1206(g); 15 CCR 1207; 15 CCR 1209).

724.3 MENTAL HEALTH SERVICES
The Corrections Captain should collaborate with the local public and private organizations that offer mental health services, treatment, and care to those inmates in need of such services.

In coordination with the health authority, Responsible Physician, and Corrections Captain, such services shall include but are not limited to (15 CCR 1209):

- Identification and referral of inmates with mental health needs.
- Mental health treatment programs provided by qualified staff, including the use of telehealth.
- Crisis intervention.
- Basic mental health service provided to inmates as clinically indicated.
- Medication support services.
- Suicide prevention.
- Referral, transportation, and admission to licensed mental health facilities for inmates whose psychiatric needs exceed the treatment or housing capability of the facility (Penal Code § 4011.6; Penal Code § 4011.8).
- Provision of health services sufficiently coordinated such that care is appropriately integrated, medical and mental health needs are met, and the impact of any of these conditions on each other is adequately addressed.
- Obtaining and documenting informed consent.
- Release planning services.
724.4 BASIC MENTAL HEALTH SERVICES
Inmates may be referred to a qualified health care professional through a variety of methods, which include the medical screening process, the mental health appraisal process and self-referral or staff referral. Qualified health care professionals should respond to all referrals in a timely manner and initiate the appropriate treatment services.

(a) If the inmate has received previous mental health treatment, the inmate should be asked to complete a release of information form so his/her treatment records can be obtained.

(b) Inmates who have been determined to be in need of ongoing mental health services after their release from this facility should be provided with information about community mental health treatment resources. Arrangements for more comprehensive mental health care may be made, if appropriate.

(c) Inmates who are identified as being developmentally disabled should be evaluated for special housing needs. The qualified health care professional should work in cooperation with classification personnel to establish the best, reasonably available housing option.

(d) Inmates who are suspected or known to be developmentally disabled should receive a mental health appraisal by the qualified health care professional or health-trained custody staff as soon as reasonably practicable but no later than 24 hours after booking. Contact will be made with the regional center within 24 hours, excluding holidays and weekends, when an inmate is suspected or confirmed to be developmentally disabled. Inmates who are developmentally disabled should be referred, where appropriate and available, for placement in non-correctional facilities or in units specifically designated for housing the developmentally disabled (15 CCR 1057).

(e) Inmates enrolled in mental health treatment, including psychiatric medication management, should be provided information regarding the risks and benefits to treatment. Informed consent documents should be signed by the inmate to establish his/her consent to treatment. The signed forms should be placed in the inmate’s health record and retained in accordance with established records retention schedules.

(f) A treatment plan should be established for all inmates enrolled in mental health services.

1. Psychiatric and special needs treatment plans shall be reviewed every 180 days, at a minimum. Inmates taking psychotropic medication should be seen by a psychiatrist at least every 90 days. Inmates classified as requiring mental health special needs should be seen at least monthly by a qualified health care professional.

2. Inmates enrolled in other ongoing forms of mental health treatment should have treatment plan updates completed every six months, at a minimum.

3. Inmates who present to the qualified health care professional as having notable difficulty adjusting to the correctional environment, but who are not diagnosed with a serious mental illness, should be evaluated for the appropriateness of mental health treatment. Consideration should be given to the qualified health
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care professional and the facility staff working together to address the issues that may be affecting the inmate’s ability to adjust to incarceration.

(g) The qualified health care professional should utilize a site-specific suicide prevention program to ensure the safety of inmates who present with a risk of self-harm.

1. Segregated inmates may be referred by the jail staff to qualified health care professionals for follow-up if concerns arise regarding their ability to function in disciplinary detention.

(h) If the qualified health care professional has concerns about the level of mental health services that are required to manage an inmate housed in the facility, the health authority shall be notified and the Responsible Physician shall be the decision-maker regarding the health care needs of the inmate.

1. The Responsible Physician may consult with a psychiatrist, specialist or other health care service in determining whether the inmate should be transferred to a facility that is better equipped to handle the inmate’s psychiatric needs.

2. The Responsible Physician should notify the Corrections Captain of the request to transfer the inmate for medical treatment.

3. The case review and disposition of the patient should be documented in the inmate’s health record and retained in accordance with established records retention schedules.

Inmates determined to be in need of substance abuse treatment services should be informed of the facility programs available and shall be provided information about community substance abuse treatment resources.
Special Needs Medical Treatment

728.1 PURPOSE AND SCOPE
This purpose of this policy is the proper treatment and management of inmates with chronic diseases and special needs. This is accomplished by utilizing nationally recognized, generally accepted clinical guidelines and establishing communication between qualified health care professionals and custodial personnel.

728.1.1 DEFINITIONS
Definitions related to this policy include:

**Chronic disease** - An illness or condition that affects an individual's well-being for an extended interval, usually at least six months, and generally is not curable but can be managed for optimum functioning within any limitations the condition creates in the individual.

**Chronic disease program** - The inmate has regular clinic visits during which a qualified health care professional monitors the medical condition and adjusts treatment as necessary. The program also includes patient education for symptom management.

728.2 POLICY
It is the policy of this office that all individuals identified as having chronic diseases or special needs are enrolled in a chronic disease program to decrease the frequency and severity of the symptoms, prevent disease progression and complication, and foster improved function.

When a qualified health care professional recognizes that an inmate requires accommodation due to a special need, correctional personnel should be notified in writing. Consultation between the qualified health care professional and custodial personnel should occur regarding the condition and capabilities of inmates with known special needs prior to a housing, work or program assignment, transfer to another facility or the imposition of disciplinary action.

Qualified health care professionals shall furnish special needs information regarding inmates to custodial personnel in order for them to accurately classify and house inmates in the facility. It is the responsibility of the Corrections Captain or the authorized designee to ensure that inmates with special needs are receiving the proper care and that their needs are effectively communicated to custodial staff for appropriate accommodation (15 CCR 1206(g)).
Communicable Diseases

730.1 PURPOSE AND SCOPE
This policy is intended to provide guidelines for facility staff to assist in minimizing the risk of contracting and/or spreading communicable diseases. The policy offers direction in achieving the following goals:

(a) Managing the risks associated with bloodborne pathogens (BBP), aerosol transmissible diseases (ATD) and other potentially infectious substances.

(b) Providing appropriate treatment for ill inmates while minimizing the risk of the spread of disease.

(c) Making decisions concerning the selection, use, maintenance, limitations, storage and disposal of personal protective equipment (PPE).

(d) Ensuring proper reporting to local, state and federal agencies.

(e) Establishing procedures for the identification, education, immunization, prevention, surveillance, diagnosis, medical isolation (when indicated), treatment and follow-up care for new inmates, and for inmates or employees who have contracted a communicable disease from an ill inmate.

(f) Providing appropriate treatment, counseling and confidentiality should an employee become exposed to a communicable disease.

(g) Protecting the privacy rights of all personnel who may be exposed to or contract a communicable disease during the course of their duties.

730.1.1 DEFINITIONS
Definitions related to this policy include:

**Aerosol transmissible disease (ATD)** - A disease or pathogen for which droplet (whooping cough, influenza, streptococcus) or airborne (measles, chickenpox, tuberculosis) precautions are required.

**Aerosol transmissible disease (ATD) exposure** - Any event in which all of the following has occurred:

- An employee has been exposed to an individual who has or is suspected to have an ATD, or the employee is working in an area or with equipment that is reasonably expected to contain aerosol transmissible pathogens associated with an ATD.

- The exposure occurred without the benefit of applicable exposure controls required by this section.

- It reasonably appears from the circumstances of the exposure that transmission of disease is likely sufficient to require medical evaluation.

**Airborne precautions** - Include the use of an Airborne Infection Isolation Room (AIIR) that meets the American Institute of Architects/Facility Guidelines Institute (AIA/FGI) standards for AIIRs, for
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infectious agents such as measles, chickenpox, tuberculosis, etc., in addition to medical personnel wearing masks or respirators.

**Bloodborne pathogens (BBP)** - Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV), hepatitis C virus (HCV) and human immunodeficiency virus (HIV).

**Bloodborne pathogen exposure** - Includes, but is not limited to, the contact of blood or other potentially infectious materials with the eye, mouth, other mucous membranes, non-intact skin, needle sticks, human bites, cuts, abrasions or any contact with blood or body fluids that is synonymous with bloodborne pathogen exposure as defined by the federal Centers for Disease Control and Prevention (CDC).

**Ectoparasitic infections** - Parasites that live on the skin, such as lice (pediculosis) and scabies (sarcoptic mange). Both infections are communicable and may lead to secondary infections.

**HBV** - Hepatitis B

**HIV** - Human Immunodeficiency Virus

**Medical isolation** - Housing in a separate room with a separate toilet, hand-washing facility, soap and single-service towels, and with appropriate accommodations for showering.

**NIOSH** - National Institute for Occupational Safety and Health

**Nosocomial** - Acquired during hospitalization. Nosocomial infections are infections that present 48 to 72 hours after admission to a hospital.

**OSHA** - Occupational Health and Safety Administration

**Personal protective equipment (PPE)** - Respiratory equipment, garments, gloves and other barrier materials designed to reduce employee exposure to hazards.

**Source control measures** - The use of procedures, engineering controls and other devices or materials to minimize the spread of airborne particles and droplets from an individual who has or exhibits signs or symptoms of having an ATD.

**Standard precautions** - Infection control practices used to prevent the transmission of disease that can be acquired by contact with blood, bodily fluids, non-intact skin (including rashes) and mucous membranes. Applies to all inmates receiving care, regardless of diagnosis or presumed infection status.

**Universal precautions** - A set of precautions designed to prevent transmission of HIV, HBV and other bloodborne pathogens when providing first aid or health care.

730.2 POLICY

It is the policy of this office to maintain an effective program that focuses on the identification, education, immunization, prevention, surveillance, diagnosis, medical isolation (when indicated), treatment, follow-up and proper reporting to local, state and federal agencies of communicable
diseases. The program is designed to ensure that a safe and healthy environment is created and maintained for all occupants of the facility (15 CCR 1051; 15 CCR 1206.5; 15 CCR 1206(i)).

730.2.1 EXPOSURE CONTROL OFFICER
The Corrections Captain shall designate an Exposure Control Officer (ECO) who shall be responsible for:

(a) Establishing written procedures and a training program related to BBPs.
(b) Establishing written procedures and a training program related to ATDs.
(c) Working with the Corrections Captain to develop and administer any additional related policies and practices necessary to support the effective implementation of an Exposure Control Plan (ECP), including specific symptoms that require segregation of an inmate until a medical evaluation is completed (15 CCR 1051).
(d) Acting as a liaison during OSHA inspections and conducting program audits to maintain a current ECP.
(e) Maintaining a current list of facility staff requiring training, developing and implementing a training program, maintaining class rosters and quizzes, and periodically reviewing the training program.
(f) Reviewing and updating the ECP annually, on or before January 1 of each year.

Supervisors are responsible for exposure control in their respective areas. They shall work directly with the ECO and the affected employees to ensure that the proper procedures are followed.

730.2.2 PROCEDURES
The ECO shall be responsible for establishing, implementing and maintaining effective written procedures for the following:

(a) Incorporating the recommendations contained in the CDC’s “Respiratory Hygiene/Cough Etiquette in Healthcare Settings.”
(b) Screening and referring cases and suspected cases of ATD to appropriate facilities within five hours of identification.
(c) Creating a multidisciplinary team, including the Responsible Physician, and security and administrative representatives, who will meet at least quarterly to review and discuss communicable disease issues and activities. The ECO shall retain minutes of these meetings in accordance with established records retention schedules. The ECO also shall coordinate with the local public health entity on appropriate policy and procedure.
(d) Conducting an assessment on the incidence and prevalence of tuberculosis (TB) within the facility’s population and the surrounding community. If the statistics indicate a risk, the ECO shall develop a written plan that addresses the management of TB, from testing to follow-up care.
(e) Communicating with employees, other employers and the local health officer regarding the suspected or diagnosed infectious disease status of referred inmates, including notification of exposed employees.
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(f) Reducing the risk of ATDs through the ECP and reviewing the plan at least annually.

(g) Reducing the risk of exposure to BBPs (HIV, hepatitis).

(h) Providing a system of medical services for employees who may become exposed to communicable diseases during the course of their employment.

(i) Ensuring that all employees who have occupational exposure to communicable diseases participate in a training program at the time of their initial assignment, at least annually thereafter, and any time there is a change in working conditions.

(j) Making all exposure and treatment plans available for employees, employee representatives and NIOSH review.

(k) Establishing procedures to ensure that members request exposure notification from health facilities after potential exposure to a person who may have a communicable disease who has been transported to a health facility and that the member is notified of any exposure as required by Health and Safety Code § 1797.188.

(l) Informing members of the provisions of Health and Safety Code § 1797.188 (exposure to communicable diseases and notification).

(m) Acting as the designated officer liaison with health care facilities regarding communicable disease or condition exposure notification. The designated officer should coordinate with other office members to fulfil the role when not available. The designated officer shall ensure that the name, title and telephone number of the designated officer is posted on the office website (Health and Safety Code § 1797.188).

730.3 COMMUNICABLE DISEASE PROGRAM COMPONENTS

730.3.1 SURVEILLANCE

Surveillance takes place throughout the period of the inmate’s incarceration and is done in a variety of encounters and inspections. These include, but are not limited to, the following:

(a) **Medical screening** - Each newly booked inmate shall be evaluated for health care needs and signs and symptoms of infectious disease. The receiving screening includes questions regarding known symptoms of TB, HIV, sexually transmitted diseases (STDs) and HBV. The individual completing the medical screening should observe the inmate for obvious signs of infection (15 CCR 1206.5(a)).

(b) **Health assessment** - Inmates shall have a health assessment within the first 14 days of incarceration. The health assessment process includes screening for symptoms of communicable disease. Inmates will have a Purified Protein Derivative (PPD) test or a chest X-ray for TB and a blood test for STDs. Voluntary HIV testing is provided based on identified risk.

(c) **Periodic health assessments** - Annual testing for TB is performed on all inmates who are in the facility for one year or more.

(d) **Sick call and referrals** - At any time during incarceration, an inmate may request to be evaluated for an infectious disease through the sick call process. Health and
correctional staff can request that an inmate be evaluated if they notice any signs of potentially infectious disease.

(e) **Contact investigation** - When an inmate housed in the general population develops symptoms of an infectious disease, the Responsible Physician should work cooperatively with the Corrections Captain or the authorized designee and the public health department to provide appropriate screening and testing of potentially exposed persons.

(f) **Environmental health and safety inspections** - The health and safety of the facility environment shall be inspected by the local public health entity and reported to the Corrections Captain at least quarterly in a written report. Conditions identified as adversely affecting the health and safety of the inmates and/or employees or visitors shall be promptly addressed and corrected.

730.3.2 IDENTIFICATION

Any inmate suspected of having a communicable disease will be evaluated by a qualified health care professional as soon as reasonably practicable. Inmates suspected of having communicable diseases will be appropriately isolated until disease confirmation and the period of communicability is determined. Long term housing consideration will be based upon the classification status as well as the behavior, medical needs and safety of inmates and staff. These inmates shall be examined by a qualified health care professional within 24 hours. The instructions of the qualified health care professional regarding care of the patient and sanitizing of eating utensils, clothing and bedding shall be carefully followed (15 CCR 1206.5(a); 15 CCR 1206.5(b)(6)).

730.3.3 TREATMENT

Qualified health care professionals shall provide care as directed by the Responsible Physician and consistent with scientific evidence-based medicine (15 CCR 1206.5(a)).

(a) The Responsible Physician and the Corrections Captain shall collaborate on treatment planning with the public health department, as appropriate.

(b) Complete documentation of the signs, symptoms, diagnostic results, treatment and outcome of care provided to inmates who are suspected or confirmed as having a communicable disease will be entered into the inmate’s health record.

730.3.4 COMMUNICATION

The Responsible Physician shall ensure the following notifications are made whenever a communicable disease is identified (15 CCR 1206.5(b)(3); 15 CCR 1206.5(b)(8)):

(a) Notification to the public health department of all reportable diseases and conditions shall be made as soon as practicable. This is done by completing appropriate forms, and if necessary, contacting the public health department directly for situations of multiple spread occurrences.

(b) The Responsible Physician and the Corrections Captain shall be kept informed of any incidence of communicable disease.

(c) The Corrections Captain shall be apprised of any medical situation that raises the risk of disease level for inmates, correctional officers or any other staff members.
730.3.5 CONTINUOUS QUALITY IMPROVEMENT
A continuous quality improvement (CQI) committee shall be formed consisting of the Responsible Physician, the Corrections Captain or the authorized designee and a representative from the public health entity. The purpose of the committee is to monitor infection control issues and evaluate infection control processes to ensure effectiveness.

Monthly statistics should be collected by health care services and assembled into a report presented by the Responsible Physician or the authorized designee, detailing surveillance activities, disease identification and cases treated. The committee should meet quarterly and should discuss topics specific to infection control and communicable disease. Minutes of the meetings should be retained in accordance with established records retention schedules.

730.3.6 EMPLOYEE TRAINING
The Responsible Physician or the authorized designee shall provide education to all correctional staff who have contact with infected inmates during the initial employee orientation and annually thereafter. The Training Sergeant shall schedule this training and shall retain all associated records in accordance with established records retention schedules.

730.3.7 DATA COLLECTION AND REPORTING
The health authority shall be responsible for ensuring the systematic collection and analysis of data to assist in the identification of problems, epidemics or clusters of nosocomial infections. All reportable illnesses as defined by the public health department shall be reported as required (15 CCR 1206.5(b) et seq.).

730.3.8 STANDARD PRECAUTIONS
Standard precautions shall be used by health care practitioners to minimize the risk of exposure to blood and bodily fluids of infected patients. The health authority shall be responsible for establishing basic guidelines including, but not limited to (15 CCR 1206.5(b)(4)):

- Washing hands or using hand sanitizer before and after all patient or specimen contact.
- Handling all blood and bodily fluids such as saliva, urine, semen and vaginal secretions as if they are known to be infectious. Where it is not possible to distinguish between body fluid types, all body fluids are to be assumed infectious.
- Wearing gloves for potential contact with blood and other bodily fluids.
- Placing used syringes immediately in a nearby, impermeable container. Do not recap or manipulate any needle in any way.
- Wearing protective eyewear and a mask if splatter with blood or other body fluids is possible.
- Handling all linen soiled with blood and/or bodily secretions as infectious.
- Processing all laboratory specimens as infectious.
- As appropriate, wearing a mask for TB and other ATDs.
730.3.9 TRANSMISSION-BASED PRECAUTIONS
Transmission-based precautions may be needed in addition to universal precautions for selected patients who are known or suspected to harbor certain infections. These precautions are divided into three categories that reflect the differences in the way infections are transmitted. Some diseases may require more than one category.

(a) Airborne precautions are designed to prevent the spread of ATDs, which are transmitted by minute particles called droplet nuclei or contaminated dust particles. These particles, because of their size, can remain suspended in the air for long periods of time, even after the infected person has left the room. Some examples of diseases requiring airborne precautions are TB, measles and chicken pox.

1. An inmate requiring airborne precautions should be assigned to a designated respiratory isolation room with special ventilation requirements. The door to this room must be closed at all possible times. If an inmate must move from the isolation room to another area of the facility, the inmate should wear a mask during transport. Anyone entering the isolation room to provide care to the inmate must wear a respirator.

(b) Droplet precautions are designed to prevent the spread of organisms that travel on particles much larger than the droplet nuclei. These particles do not spend much time suspended in the air, and usually do not travel beyond a few feet of the inmate. These particles are produced when an inmate coughs, talks or sneezes. Examples of disease requiring droplet precautions are meningococcal meningitis, influenza, mumps and German measles (rubella).

1. All staff should wear masks within 3 feet of the inmate. Inmate movement should be restricted to the minimum necessary for effective facility operations. The inmate should wear a mask during transport.

(c) Contact precautions are designed to prevent the spread of organisms from an infected inmate through direct (touching the inmate) or indirect (touching surfaces or objects the inmate touched) contact. Examples of inmates who might be placed in contact precautions are those infected with the following:

1. Antibiotic-resistant bacteria
2. Hepatitis A
3. Scabies
4. Impetigo
5. Lice

The following guide shall be used to determine the appropriate precautions that are necessary to reduce the risk of infection transmission while inmates are being transported. Inmates shall receive training on the disease transmission process and will be provided with appropriate barrier devices.

Precautions for Inmate Contact and Transportation
Communicable Diseases

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730.3.10 ENVIRONMENTAL HEALTH AND SAFETY
The Responsible Physician or the authorized designee shall conduct a monthly inspection of areas where health services are provided to verify the following:

- The equipment is inspected and maintained to the manufacturer’s recommendations.
- The area is clean and sanitary.
- The appropriate measures are being taken to ensure the unit is occupationally and environmentally safe.

730.3.11 REGULATED WASTE
The Office in coordination with the health authority, will provide for the management of biohazardous materials and waste and the establishment of a protocol for the decontamination of equipment used in medical and dental treatment. Medical and dental equipment decontamination shall comply with all applicable local, state and federal regulations. Precautions may include, but are not limited to:

(a) Discarding biohazardous waste in red plastic bags marked with the word BIOHAZARD and displaying the international symbol for biohazardous material. Contaminated disposable PPE shall be discarded in these receptacles.

(b) Whenever a large amount of fluid blood is present, an absorbent powder should be used to gelatinize the fluid, which should assist in clean up. Standard precautions shall be used when removing the product, that should then be placed in a red biohazard bag.

(c) Used biohazard bags shall be stored in covered, rigid waste receptacles in designated locations pending weekly removal by a biohazard waste removal contractor.

(d) Records documenting biohazardous waste removal, spore count logs and cleaning logs shall be retained in accordance with established records retention schedules.

730.4 ECTOPARASITE CONTROL
Ectoparasite control will be initiated, where clinically indicated, immediately following the medical screening or when the inmate manifests signs and symptoms of lice or scabies (15 CCR 1212).
(a) Any inmate who indicates parasitical infection upon entering the facility shall be treated by a qualified health care professional.
(b) Any inmate suspected of having lice/scabies may be referred to sick call by a correctional officer.
(c) An inmate may access sick call if he/she believes there is a problem with lice/scabies.
(d) A qualified health care professional shall evaluate any inmate with a lice/scabies complaint. If there are positive findings, the inmate shall be treated for the infestation accordingly.

1. The lice and scabies treatment guidelines will be followed by the qualified health care professional, if a physician’s order for the medication administration is obtained.
   (a) The prescribing physician shall be notified if the inmate is pregnant, as certain medications are contraindicated for pregnant women. An alternative topical application must be prescribed in these situations.
   (b) Documentation in the medical record should include the patient’s symptoms, observations regarding the condition, patient education and prescribed treatment.

2. The inmate’s clothing and linen shall be removed from his/her cell placed in a plastic bag and sent to the laundry. These items are considered contaminated and must be disinfected by:
   (a) Machine washing (hot cycle), machine drying (hot cycle), dry cleaning or ironing, or
   (b) Storage in a plastic bag for non-washable items for 10-14 days (head lice), seven days (pubic lice). This method is not recommended for body lice.
   (c) Isolation is not necessary as long as clothing and bedding are properly disinfected and inmates do not share items.

1. An inmate having poor hygiene should be housed in a single cell until 24 hours after beginning treatment.
2. Gloves are to be used for direct contact until the inmate has been treated and the clothing/bedding have been removed for disinfecting.
3. Cell mates, sexual partners and any personnel having direct hands-on contact with an infected inmate should be evaluated for prophylactic treatment because of the long incubation period of the scabies parasite.

730.5 EMPLOYEE EXPOSURE CONTROL
All facility staff that may come in contact with another person’s blood or bodily fluids shall follow these procedures and guidelines. For the purposes of this policy, contact with blood or bodily fluids is synonymous with BBP exposure.
Communicable Diseases

All employees shall use the appropriate barrier precautions to prevent skin and mucous membrane exposure whenever contact with blood or bodily fluid is anticipated. Disposable gloves shall be worn, if reasonably possible, before making physical contact with any inmate and when handling the personal belongings of an inmate.

Should gloves come in contact with blood or other bodily fluids, the gloves shall be disposed of as contaminated waste. Care should be taken to avoid touching other items (e.g., pens, books and personal items in general) while wearing disposable gloves in a potentially contaminated environment. All procedures involving blood or other potentially infectious materials shall be done in a way to minimize splashing, spraying or otherwise generating droplets of those materials.

Eating, drinking, smoking, applying lip balm and handling contact lenses shall be prohibited in areas where the potential for exposure exists.

730.5.1 IMMUNIZATIONS
All facility staff members who may be exposed to, or have contact with, a communicable disease shall be offered appropriate treatment immunization. The ability of staff to provide health care services is predicated on a safe and secure working environment where employees feel safe to do their work, and assures public safety.

Staff shall also receive a TB test prior to job assignment and voluntary annual testing thereafter, at no cost to the employee.

The HBV immunization shall be available to all employees who have direct inmate contact and who test negative for HBV antibodies. The immunization is voluntary and provided at no cost to the employee. Employees who decline the offer of immunization and/or test shall be required to sign a waiver. Employees receiving immunization and testing shall be required to sign a consent form. Employees may reverse their decision to decline at any time by signing a consent form.

730.5.2 PERSONAL PROTECTIVE EQUIPMENT (PPE)
The PPE is the last line of defense against communicable disease. Therefore, the following equipment is provided to all personnel to assist in the protection against such exposures:

- Disposable latex gloves
- Safety glasses or goggles
- Rescue mask with a one-way valve
- Alcohol (or similar substance) to flush skin

The PPE should be inspected at the start of each shift and replaced immediately after each use and when it becomes damaged.

730.5.3 DECONTAMINATION OF PERSONAL PROTECTIVE EQUIPMENT
After using any reusable PPE, it shall be washed or disinfected and stored appropriately. If it is not reusable (e.g., disposable gloves), it shall be discarded in a biohazard waste container.
Any PPE that becomes punctured, torn or loses its integrity shall be removed as soon as reasonably feasible. The employee shall wash up and replace the PPE if the job has not been terminated. If the situation resulted in a contaminated non-intact skin event, the affected area shall be decontaminated as described below.

A contaminated reusable PPE that must be transported prior to cleaning shall be placed into a biohazard waste bag. Gloves shall be worn while handling the biohazard waste bag and during placement into the biohazard waste container. The gloves shall be included with the waste.

730.5.4 DECONTAMINATION OF SKIN AND MUCOUS MEMBRANES
Personnel shall wash their hands as soon as possible following the removal of potentially contaminated gloves. Antibacterial soap and warm water or an approved disinfectant shall be used, paying particular attention to the fingernails.

If an employee’s intact skin contacts someone else’s blood or body fluids or other potentially infectious materials, the employee shall immediately wash the exposed part of his/her body with soap and warm water and/or an approved disinfectant as soon as possible. If the skin becomes grossly contaminated, body washing shall be followed by an approved hospital strength disinfectant. If large areas of the employee’s skin are contaminated, the employee shall shower as soon as reasonably possible, using warm water and soap and/or an approved disinfectant. Medical treatment should be obtained.

Contaminated non-intact skin (e.g., injured skin, open wound) shall be cleaned using an approved disinfectant and then dressed or bandaged as required. Medical treatment is required. All hand, skin and mucous-membrane washing that takes place shall be done in the designated cleaning or decontamination area. Cleaning shall not be done in the kitchen, bathrooms or other locations not designated as a cleaning or decontamination area.

730.5.5 DECONTAMINATION OF CLOTHING
Contaminated clothing such as uniforms and undergarments shall be removed as soon as reasonably feasible and rinsed in cold water to prevent the setting of bloodstains. If the clothing may be washed in soap and hot water, do so as soon as reasonably possible.

If the clothing must be dry-cleaned, place it into a biohazard waste bag and give it to the ECO. The ECO will secure a dry cleaner that is capable of cleaning contaminated clothing, and shall inform the dry cleaner of the potential contamination. The cost of dry cleaning shall be paid according to labor contract agreements.

Contaminated leather boots shall be brushed and scrubbed with detergent and hot water. If the contaminant soaked through the boot, the boot shall be discarded and replaced. The cost of replacement shall be paid according to labor contract agreements.

730.5.6 DECONTAMINATION OF VEHICLES
Contaminated vehicles and components such as the seats, radios and doors, shall be washed with soap and warm water and disinfected with an approved germicide as soon as reasonably feasible.
730.6 SHARPS AND ITEMS THAT CUT OR PUNCTURE
All personnel shall avoid using or holding sharps (needles) unless they are assisting medical personnel or collecting them for evidence. Unless required for reasons related to evidence preservation, employees are not to recap sharps. If recapping is necessary, a one-handed method shall be employed to avoid a finger prick. Disposal, when possible, shall be into a puncture-proof biohazard container.

All sharps and items that cut or puncture (e.g., broken glass, razors and knives) shall be treated cautiously to avoid cutting, stabbing or puncturing one’s self or any other person. In addition, if a sharp object contains known or suspected blood or other body fluids, that item is to be treated as a contaminated item. If the item is not evidence, touching it with the hands shall be avoided. Rather, use a device such as tongs or a broom and a dustpan to clean up debris. If the material must be touched, protective gloves shall be worn.

730.7 POST-EXPOSURE REPORTING AND FOLLOW-UP REQUIREMENTS
In actual or suspected employee exposure incidents, proper documentation and follow-up action must occur to limit potential liabilities and to ensure the best protection and care for the employees.

730.7.1 EMPLOYEE RESPONSIBILITY TO REPORT EXPOSURE
To provide appropriate and timely treatment should exposure occur, all employees shall verbally report the exposure to their immediate supervisor and complete a written exposure report as soon as possible following the exposure or suspected exposure. That report shall be submitted to the employee’s immediate supervisor. Employees should document in the exposure report whether they would like the person who was the source of the exposure to be tested for communicable diseases (15 CCR 1206.5(b)(8)).

730.7.2 SUPERVISOR REPORTING REQUIREMENTS
The supervisor on-duty shall investigate every exposure that occurs as soon as possible following the incident, while gathering the following information:

(a) Name and employee identification number of the employee exposed
(b) Date and time of incident
(c) Location of incident
(d) What potentially infectious materials were involved
(e) Source of material or person
(f) Current location of material or person
(g) Work being done during exposure
(h) How the incident occurred or was caused
(i) PPE in use at the time of the incident
(j) Actions taken post-event (e.g., clean-up, notifications)
Communicable Diseases

The supervisor shall advise the employee of the laws and regulations concerning disclosure of the identity and infectious status of a source, and of information contained in this policy regarding source testing.

If the ECO is unavailable to seek testing of the person who was the source of the exposure, it is the responsibility of the exposed employee’s supervisor to ensure testing is sought according to the guidelines in this policy.

730.7.3 MEDICAL CONSULTATION, EVALUATION AND TREATMENT
Any employee who was exposed or who suspects he/she was exposed to HIV or to hepatitis B or C should be seen by a physician or qualified health care professional as soon as reasonably possible.

The doctor or qualified health care professional should be given the supervisor’s report and the employee’s medical records relevant to the visit and examination. The blood of the exposed employee shall be tested.

The qualified health care professional will provide the ECO and/or the Office’s risk manager with a written opinion/evaluation of the exposed employee’s medical condition. This opinion should only contain the following information:

- If a post-exposure treatment is indicated for the employee.
- If the employee received a post-exposure treatment.
- Confirmation that the employee received the evaluation results.
- Confirmation that the employee was informed of any medical condition that could result from the exposure incident and whether further treatment or evaluation will be required.
- Whether communicable disease testing from the source is warranted, and if so, which diseases the testing should include.

All other findings or diagnosis shall remain confidential and are not to be included in the written report.

730.7.4 COUNSELING
The Office shall provide the exposed employee (and his/her family if necessary) the opportunity for counseling and consultation.

730.7.5 CONFIDENTIALITY OF REPORTS
Most of the information involved in this process must remain confidential. The ECO shall ensure that all records and reports are kept in the strictest confidence. The ECO shall be responsible for maintaining records containing the employee’s treatment status and the results of examinations, medical testing and follow-up procedures.
The Office’s risk manager shall be responsible for keeping the name and Social Security number of the employee and copies of any information provided to the consulting health care professional on file.

This information is confidential and shall not be disclosed to anyone without the employee’s written consent (except as required by law). Test results from persons who may have been the source of an exposure are to be kept confidential as well (15 CCR 1206.5(b)(5)).

730.7.6 SOURCE TESTING
Testing of a person who was the source of an exposure to a communicable disease should be sought when it is desired by the exposed employee or when it is otherwise appropriate.

There are five methods to obtain such testing. It is the responsibility of the ECO to ensure the proper testing and reporting occurs. These methods are:

(a) Obtaining voluntary consent from any person who may be the source of an exposure to test for any communicable disease.

(b) Filing a report with the county health officer when an employee is exposed to the bodily fluids of an arrestee. The county health officer may pursue testing for HIV or hepatitis B or C.

(c) Seeking consent for testing or applying for a court order for HIV, hepatitis B and hepatitis C testing.

(d) Seeking a court order when the person who may be the source of an exposure will not consent to testing and the exposure does not fall under a statutory scheme for testing. This covers testing for any communicable disease as deemed appropriate by a qualified health care professional and documented in the request for the court order.

(e) Under certain circumstances, a court may issue a search warrant for testing an adult when an employee of the Amador County Sheriffs Office qualifies as a crime victim.

730.7.7 EXPOSURE FROM A NON-INMATE
Upon notification of an employee’s exposure to a non-inmate (e.g., visitor, attorney, volunteer, vendor) the ECO should attempt to determine if the person who was the source of the exposure will voluntarily consent to testing. If consent is provided, the following steps should be taken:

(a) A qualified health care professional should notify the person to be tested of the exposure and make a good faith effort to obtain voluntary informed consent from the person or his/her authorized legal representative to perform a test for HIV, hepatitis B, hepatitis C and other communicable diseases the qualified health care professional deems appropriate.

(b) The voluntary informed consent obtained by the qualified health care professional must be in writing and include consent for three specimens of blood. The ECO should document the consent as a supplement to the Exposure Control Report.

(c) The results of the tests should be made available to the source and the exposed employee.
If consent is not obtained, the ECO should promptly consult with the County Counsel and consider requesting that a court order be sought for appropriate testing.

730.7.8 EXPOSURE FROM AN INMATE
If the ECO receives notification from an employee of a potential exposure from an inmate, the ECO should take the following steps:

(a) Seek consent from the person who was the source of the exposure and seek a court order, if consent is refused.

(b) Take reasonable steps to immediately contact the county health officer and provide preliminary information regarding the circumstances of the exposure and the status of the involved individuals to determine whether the county health officer will order testing.

(c) Remain in contact with the county health officer to determine whether testing of the inmate will occur and whether the testing satisfies the medical needs of the employee.

(d) The results of the tests should be made available to the inmate and the exposed employee.

Since there is potential for overlap between the two statutory schemes, the ECO is responsible for coordinating the testing with the county health officer to prevent unnecessary or duplicate testing.

If the exposed employee is not covered by either statutory scheme, the ECO should seek consent or a court order in the same manner as for a non-inmate.
Aids to Impairment

732.1 PURPOSE AND SCOPE
This policy acknowledges the high priority of inmate health and recognizes that some inmates will require adaptive devices to assist them with daily living activities on a temporary or permanent basis.

The Amador County Sheriff's Office has established this policy for physicians and dentists to review and evaluate the need for adaptive devices, while considering facility security concerns regarding the use of such items.

When a physician or dentist determines that the medical condition of an inmate indicates that an adaptive device is clinically appropriate, the parameters of this policy will determine if authorization for the use of such items during incarceration should be granted, and if any equipment modifications are indicated for safety or security purposes.

732.1.1 DEFINITIONS
Definitions related to this policy include:

Adaptive device - Any orthotic, prosthetic or aid to impairment that is designed to assist an inmate with the activities of daily living or that is clinically appropriate for health, as determined by the Responsible Physician or dentist.

Aids to impairment - Includes, but is not limited to, eyeglasses, hearing aids, pacemakers, canes, crutches, walkers and wheelchairs.

Orthoses - Specialized mechanical devices, such as braces, shoe inserts or hand splints that are used to support or supplement weakened or abnormal joints, limbs and/or soft tissue.

Prostheses - Artificial devices designed and used to replace missing body parts, such as limbs, teeth or eyes.

732.2 POLICY
It is the policy of the Office that, in accordance with security and safety concerns, medical and dental orthoses or prostheses and other adaptive devices should be permitted or supplied in a timely manner when the health of the inmate would otherwise be adversely affected or when such devices are necessary to reasonably accommodate a disability recognized under the American with Disabilities Act (ADA) (42 USC § 12101 et seq.), as determined by the Responsible Physician or dentist (15 CCR 1206(d); 15 CCR 1207).

732.3 MEDICAL OR DENTAL ORTHOSES, PROSTHESES, OR ADAPTIVE DEVICES
The following applies to inmates with any orthopedic or prosthetic devices (Penal Code § 2656):

(a) An inmate shall not be deprived of the possession or use of any orthopedic, orthodontic, or prosthetic device that has been prescribed or recommended and fitted by a physician or dentist (see the following exception).
Aids to Impairment

(b) Any such device that may constitute an immediate risk of bodily harm to any person in the facility or that threatens the security of the facility should be brought to the attention of the Corrections Captain. If the Corrections Captain has probable cause to believe such a device constitutes an immediate risk of bodily harm to any person in the facility or threatens the security of the facility, the Corrections Captain may remove the device and place it in the inmate’s property.

(c) The Corrections Captain shall return the device to the inmate if circumstances change and the cause for removal no longer exists.

(d) The Corrections Captain shall have the inmate examined by a physician within 24 hours after a device is removed.

(e) The Corrections Captain should review the facts with the ADA Coordinator and shall address the issue in conjunction with the Inmates with Disabilities Policy.

(f) The physician shall inform the inmate and the Corrections Captain if the removal is or will be injurious to the health or safety of the inmate. When the Corrections Captain is so informed but still does not return the device, the Corrections Captain shall inform the physician and the inmate of the reasons and promptly provide the inmate with a form, as specified in Penal Code § 2656, by which the inmate may petition the Superior Court for return of the appliance. The Corrections Captain shall promptly file the form with the Superior Court after it is signed by the inmate. The Corrections Captain should consider the following alternatives to removal of the device:

1. Reclassifying the inmate to another housing unit or administratively segregating the inmate from the general population.

2. With physician or dentist approval, modify the adaptive device to meet the medical needs of the inmate and the safety and security needs of the facility.

Once an adaptive device has been approved for use, the qualified health care professional shall enter the authorization into the inmate’s health file. If the inmate requires special housing, the qualified health care professional shall document this in writing and notify custody or classification personnel appropriately. The qualified health care professional shall document the general condition of the prosthesis and have the inmate sign in the medical record that he/she received the prosthesis.

Any prostheses that are brought to the facility by family members or others after the inmate has been incarcerated shall be subject to a security check. The facility shall accept no responsibility for loss or damage to any adaptive device.

732.4 REQUESTS FOR MEDICAL AND DENTAL PROSTHESES

All requests for new or replacement medical or dental prostheses shall be individually evaluated by the Responsible Physician or dentist and reviewed for approval by the Corrections Captain. Considerations for approval shall be based upon:

- Medical needs of the inmate.
- The anticipated length of incarceration.
Aids to Impairment

- The safety and security of the facility.
Detoxification and Withdrawal

734.1 PURPOSE AND SCOPE
Significant percentages of inmates have a history of alcohol and/or drug abuse. Newly incarcerated individuals may enter the facility while under the influence of a substance or they may develop symptoms of alcohol or drug withdrawal. This policy is intended to ensure that the staff is able to recognize the symptoms of intoxication and withdrawal from alcohol or drugs, and that those inmates who are intoxicated or experiencing withdrawal are provided appropriate medical treatment.

This policy also identifies protocols to be used by qualified health care professionals. These protocols are appropriate for inmates who are under the influence of alcohol or drugs or who are experiencing withdrawal from any type of substance abuse.

734.1.1 DEFINITIONS
Definitions related to this policy include:

Alcohol withdrawal - A medical condition characterized by physiological changes that occur when alcohol intake is discontinued in an individual who is addicted to alcohol.

Detoxification - The process by which an individual is gradually withdrawn from drugs by the administration of decreasing doses of the drug on which the person is physiologically dependent, or a drug that is cross-tolerant to the dependent drug, or a drug that medical research has demonstrated to be effective in detoxifying the individual from the dependent drug.

734.2 POLICY
Withdrawal from alcohol or drugs can be a life-threatening medical condition requiring professional medical intervention. It is the policy of this office to provide proper medical care to inmates who suffer from drug or alcohol overdose or withdrawal.

To lessen the risk of a life-threatening medical emergency and to promote the safety and security of all persons in the facility, staff shall respond promptly to medical symptoms presented by inmates.

The Responsible Physician shall develop written medical protocols on detoxification symptoms necessitating immediate transfer of the inmate to a hospital or other medical facility, and procedures to follow if care within the facility should be undertaken (15 CCR 1213).

Inmates who are booked into the facility who are participating in a narcotic treatment program shall, with the approval of the director of the program, be entitled to continue in the program until conviction (Health and Safety Code § 11222).

734.3 STAFF RESPONSIBILITY
Staff should remain alert to signs of drug and alcohol overdose and withdrawal. These symptoms include, but are not limited to, sweating, nausea, abdominal cramps, anxiety, agitation, tremors, hallucinations, rapid breathing and generalized aches and pains. Any staff member who suspects
that an inmate may be suffering from overdose or experiencing withdrawal symptoms shall ensure that a qualified health care professional is promptly notified.

**734.4 MEDICAL STAFF RESPONSIBILITY**
The qualified health care professional will evaluate the inmate using approved protocols in order to determine the most appropriate care plan, which will be based on the patient's history, current physical status and treatment needs. Any patient who cannot be safely treated in the facility will be referred to an appropriate treatment facility off-site.

**734.5 PROCEDURE**
Inmates who are observed experiencing severe, life-threatening intoxication (overdose) or withdrawal symptoms will be promptly seen by a physician or referred to an off-site emergency facility for treatment. Detoxification shall be conducted under medical supervision at the facility or in a hospital or community detoxification center under appropriate security conditions.

If the qualified health care professional determines that an inmate is at risk for progression to a more severe level of withdrawal, the inmate will be appropriately housed in an area where he/she can be kept under constant observation by qualified health care professionals or trained correctional staff.

**734.6 WITHDRAWAL AND DETOXIFICATION PROTOCOLS**
Protocols are available to the qualified health care professionals to guide the care and treatment of individuals who are intoxicated or experiencing drug and/or alcohol withdrawal. These protocols, which have been developed and approved by the Responsible Physician, fall within nationally accepted guidelines and are reviewed annually.

When dealing with inmates who are in a custody situation, qualified health care professionals shall utilize detoxification protocols in accordance with local, state and federal laws.

No direct supervision is required at the time of identifying and initiating care. Overall supervision is provided by the Responsible Physician. Qualified health care professionals shall evaluate and provide care to patients utilizing written procedures and/or physician orders.
Clinical Decisions

740.1 PURPOSE AND SCOPE
This policy recognizes that a coordinated effort between the Responsible Physician and the Corrections Captain is needed to ensure an adequate health care system. It emphasizes the importance of clinical decisions being the sole responsibility of the qualified health care professional.

740.1.1 DEFINITIONS
Definitions related to this policy include:

**Clinical decisions** - The process of formulating a differential diagnosis with information gathered from an inmate’s medical history and physical and mental examinations, developing a list of possible causes and ordering tests to help refine the list or identify a specific disease.

**Differential diagnosis** - A systematic method of identifying unknowns or diagnosing a specific disease using a set of symptoms and testing as a process of elimination.

740.2 POLICY
Clinical decisions and actions regarding inmate health care are the sole responsibility of qualified health care professionals and should not be countermanded by others. The Responsible Physician shall be responsible for arranging for appropriate health resources and for determining what services are needed. The Corrections Captain or the authorized designee shall be responsible for providing the custodial support to ensure a safe and secure environment for the delivery of the services and its accessibility to the inmates (15 CCR 1200(a); 15 CCR 1206(k)).

740.3 MEDICAL AUTONOMY
Clinical decisions shall be made only after a thorough evaluation of the patient's complaint and physical or mental condition. The implementation of clinical decisions is to be completed in an effective and safe manner that does not violate the security regulations of the facility.
Licensure, Certification, and Registration Requirements

744.1 PURPOSE AND SCOPE
The purpose of this policy is to recognize that inmates are entitled to health care services that are provided by qualified health care professionals working within the scope of their respective licensure, certification, registration, and training. This policy also establishes a credentials verification process.

744.2 POLICY
It is the policy of this office that all qualified health care professionals who provide health care services to inmates meet the same standards as those working in the community, including required licenses, certifications, and restrictions, including those defining the recognized scope of practice specific to the profession (15 CCR 1203). Job descriptions shall include minimum qualifications and specific duties and responsibilities, and shall be approved by the Responsible Physician.

The current credentials and job descriptions for all qualified health care professionals are on file at the facility and retained in accordance with established records retention schedules.

Any health care provided to inmates at the facility that is not provided by a physician is provided in accordance with a standing order or direct order issued by personnel qualified under governing laws to give such orders (15 CCR 1203; 15 CCR 1204).
Suicide Prevention and Intervention

748.1 PURPOSE AND SCOPE
This policy establishes the suicide prevention and intervention program to identify, monitor and, when necessary, provide for emergency response and treatment of inmates who present a suicide risk while incarcerated at the office detention facilities.

This policy is intended to reduce the risk of self-inflicted injury or death by providing tools to the staff that will allow a timely and organized emergency response to suicide, suicide attempts, or an inmate’s unspoken indications that suicide is being considered. The three key components of this plan are evaluation, training, and screening with intervention.

748.2 POLICY
It is the policy of this office to minimize the incidence of suicide by establishing and maintaining a comprehensive suicide prevention and intervention program designed to identify inmates who are at risk of suicide and to intervene appropriately whenever possible. The program shall be developed by the Corrections Captain and the Responsible Physician, approved by the local public health entity, and reviewed annually by the Corrections Captain. A copy of this policy shall be maintained in each unit of the facility where it can be easily accessed by all staff members (15 CCR 1029(a)(8); 15 CCR 1030).

748.3 STAFF TRAINING
All facility staff members who are responsible for supervising inmates shall receive initial and annual training on suicide risk identification, prevention, and intervention, to include, at minimum (15 CCR 1030):

- The provisions of this policy.
- Identification of the warning signs and indicators of potential suicide, including training on suicide risk factors.
- Identification of the demographic and cultural parameters of suicidal behavior, including incidence and variations in precipitating factors.
- Responding to suicidal and depressed inmates.
- Communication between corrections and health care personnel.
- Using referral procedures.
- Housing observation and suicide watch-level procedures.
- Follow-up monitoring of inmates who attempt suicide.
- Communication between members and arresting/transporting officers and deputies.

Recommendations for modification to suicide training should be directed to the Corrections Captain, who shall review the recommendations and approve, if appropriate.
Suicide Prevention and Intervention

748.4 SCREENING AND INTERVENTION
All inmates shall undergo medical and mental health screening during the intake process (15 CCR 1030). A portion of the intake medical screening is devoted to assessing inmates at risk for suicide. Upon an inmate entering the facility, he/she should be assessed by custody staff for the ability to answer medical and mental health screening questions.

Any inmate who appears to be unable to answer the initial medical screening questions shall be examined by a qualified health care professional at a designated hospital and receive medical clearance before acceptance into the jail. Inmates who refuse to answer these questions shall be placed under observation until the screening can be completed, or until sufficient information is obtained to allow the staff to make appropriate decisions concerning housing and care.

Staff members shall promptly refer any inmate who is at risk for suicide to health services and mental health services. The inmate shall remain under direct and constant observation in a safe setting until designated staff makes appropriate health care and housing decisions (15 CCR 1030).

748.5 SUICIDE WATCH
Inmates should only be housed on suicide watch with the approval of a qualified health care professional or the on-duty Correctional Sergeant. The on-duty Corrections Sergeant shall notify a qualified health care professional as soon as practicable, but in any case within 12 hours. Inmates placed on suicide watch shall be closely monitored and housed in a cell that has been designed to be suicide resistant. Prior to housing the inmate, the staff should carefully inspect the cell for objects that may pose a threat to the inmate’s safety.

Qualified health care professionals are primarily responsible for the treatment of inmates on suicide watch. Officers and general employees are responsible for the physical safety of inmates. All staff members should coordinate their efforts to ensure that inmates do not have the means or the opportunity to injure themselves.

An observation log shall be maintained for each inmate on suicide watch. A staff member shall be designated to make a direct visual observation of the inmate twice every 30 minutes at approximately 15-minute intervals. Each staff member who is required to observe the inmate shall make notations in the observation log documenting the time of observation and a brief description of the inmate’s behavior.

An inmate classified as actively suicidal must be continuously monitored by direct visual observation of officer. While monitoring may be supplemented by video monitoring, it may never be a substitute for direct visual monitoring.

The status of suicidal inmates should be readily identifiable in a manner discernible by staff. When standard-issue clothing presents a security or medical risk to the inmate or others, the inmate shall be supplied with a security garment that is designed to promote inmate safety and not cause unnecessary humiliation and degradation. Use of the security garment shall be documented in an incident report. Suicidal inmates shall not be permitted to retain undergarments or any other item that can be fashioned into an implement for hanging (e.g., plastic bags, shoelaces, or sheets).
Suicide Prevention and Intervention

Inmates shall not be permitted to keep personal property while housed on suicide watch and shall not be permitted to possess razors or other sharp objects, such as pencils, items with staples, or any other item that may be used to cause a self-inflicted injury. Physical restraints should only be used as a last resort measure. The decision to use or discontinue use of restraints should be made in consultation with qualified health care professionals.

Inmates who are not actively suicidal but who have expressed suicidal thoughts or have a recent history of self-injurious behavior should be observed by staff at irregular intervals, not to exceed every 15 minutes.

748.5.1 INTERVENTION
Any suicide attempt is a medical emergency. Staff should take action to facilitate emergency medical care and preserve and collect evidence as necessary. A qualified health care professional should be summoned immediately any time the staff suspects a suicide attempt is imminent. Staff should take reasonable and appropriate precautions to mitigate the ability of the inmate to injure him/herself, and should consider establishing and maintaining a non-threatening conversation with the inmate while awaiting assistance. If a qualified health care professional is not immediately available, the inmate should be placed in an appropriate and safe location until such time as qualified health care professionals or the Responsible Physician is available.

Following a suicide attempt, staff should initiate a medical emergency response and initiate and continue appropriate life-saving measures until relieved by qualified health care professionals. The arriving medical staff should perform the appropriate medical evaluation and intervention. The Responsible Physician or the authorized designee should be notified in situations when referral and transportation to the emergency room of a local hospital is required (15 CCR 1030).

748.5.2 NOTIFICATION
In the event of an attempted or completed suicide, the Corrections Captain should be promptly notified via the chain of command. The Corrections Captain should notify the Sheriff.

The location where a suicide or attempted suicide has occurred should be treated as a crime scene after the inmate has been removed from the cell or after emergency medical care is rendered. The area should be secured and access-controlled to preserve evidence until the appropriate investigation can be completed.

All suicides or attempted suicides shall be documented in an incident report. Any injury must be documented in an inmate injury report (15 CCR 1030).

All in-custody deaths, including those resulting from suicide, should be investigated and documented in accordance with the Reporting In-Custody Deaths Policy (15 CCR 1030).

748.6 FOLLOW-UP
Qualified health care professionals should evaluate any inmate placed in suicide watch within 24 hours of placement or at the next available physician’s visit, whichever is earliest. After evaluation,
Suicide Prevention and Intervention

Qualified health care professionals should make a recommendation whether to keep the inmate on suicide watch. Only a qualified health care professional may remove an inmate from suicide watch. All changes in inmate status should be reported to the qualified health care professional to ensure the inmate receives appropriate care. The inmate’s health record should be updated to reflect all contacts, treatment and any other relevant information, and the records maintained in accordance with established records retention schedules.

Although the goal of this program is to significantly reduce the risk of in-custody deaths, the ongoing care of suicidal inmates after release must also be considered. Inmates who are at risk for suicide should work with local or area mental health resources and inmate families after release.

Inmates scheduled for imminent release from custody that may meet the criteria set forth in section 5150 of the Welfare and Institutions Code shall be evaluated by a Deputy Sheriff prior to being released from custody. In the event a mental health hold is placed on the individual, they should be processed out of the jail and released into the custody of the Deputy Sheriff for transportation to the County’s designated evaluation facility.

748.7 TRANSPORTATION

Inmates at risk for suicide pose additional challenges during transport and while being held in court holding facilities. The transportation staff should take reasonable steps to closely monitor at-risk inmates whenever they are transported or held in any cell that is not designated as a suicide-watch cell. All additional security and monitoring measures implemented by the staff should be documented in the inmate’s record. The transporting officer should ensure that the suicide threat or other danger is communicated to personnel at the receiving facility.
Inmate Death - Clinical Care Review

750.1 PURPOSE AND SCOPE
The purpose of this policy is to establish the actions and notifications required in the event of an in-custody death and the medical care received by the inmate. The policy requires that a review of all in-custody deaths be conducted to assess the appropriateness of the clinical care provided and the effectiveness of the facility’s policies and procedures.

750.1.1 DEFINITIONS
Definitions related to this policy include:

Administrative review - An assessment of the facility’s emergency response actions surrounding the death of an inmate. The purpose of the administrative review is to identify areas where operations, policies and procedures may be improved.

Clinical mortality review (CMR) - An assessment of the medical condition of the inmate prior to treatment, the clinical care provided by contractors and the circumstances of the death. The purpose of the CMR is to identify areas of patient care or system policies and procedures that may be improved.

Psychological autopsy - A written reconstruction of an inmate’s life with an emphasis on factors that may have contributed to his/her death. This is sometimes referred to as a psychological reconstruction and is usually conducted by a psychologist or other qualified mental health care professional.

750.2 POLICY
It is the policy of this office that all in-custody deaths are reviewed to determine the appropriateness of the clinical care provided, to determine whether existing policies are appropriate or if revision is necessary and to identify any other issues associated with the circumstances of the death. A postmortem examination should be performed according to the laws of the jurisdiction if the cause of death is unknown, if the death occurred under suspicious circumstances or if the inmate was not under current medical care (15 CCR 1046(a)).

750.3 NOTIFICATIONS
In the event of an in-custody death, all authorities with jurisdiction, including the Investigations Bureau or the authorized designee shall immediately be notified by the Corrections Captain or the authorized designee at the time of death. Procedures for notification are contained within Custody Manual §533, Inmate Death Procedures.

750.4 CLOSING THE MEDICAL RECORD
The Responsible Physician should review the inmate’s health record to ensure appropriate entries have been made, and within 24 hours of the death have the original and a complete copy of the medical record made and delivered as follows (see the Reporting Inmate Deaths Policy):
Inmate Death - Clinical Care Review

(a) Seal the original in an envelope and retain in the custody of the Responsible Physician.

(b) Send the copy to the facility for inclusion into the inmate file and retain in accordance with established records retention schedules.
Continuation of Care

758.1 PURPOSE AND SCOPE
The purpose of this policy is to establish and maintain a proactive health system in the facility that fosters the continuation of health care needs that, if discontinued, would have a negative effect on the health of the inmate. The sole objective is to maintain or improve the health of the inmates. This policy is intended to ensure that inmates receive health services in keeping with current community standards as ordered by qualified health care professionals.

758.2 POLICY
It is the policy of this office that all inmates shall have access to the continuation of care for a health issue, provided the treatment plan meets community standards. The inmate's health care needs will be assessed by qualified health care professionals and continued as determined or referred after release (15 CCR 1206.5(a); 15 CCR 1210).

758.3 CONTINUATION OF CARE
The Corrections Captain is responsible for coordinating with the Responsible Physician to ensure that all inmates receive appropriate health care, including, but not limited to:

(a) Newly booked inmates shall have a medical screening as part of the booking and classification process. This screening includes documentation of acute or chronic health issues or conditions, existing injuries and medications or treatments the inmate is currently receiving.
   1. Any prior jail health records, including those from other facilities, should be reviewed.
   2. Current medications will be verified and continued as deemed appropriate by the Responsible Physician or the authorized designee.

(b) A health assessment is completed on or before the 14th day of continuous incarceration.

(c) Individual treatment plans that are used to guide treatment. The format for planning may vary but should include, at a minimum:
   1. The frequency of follow-up for medical evaluation and adjustment of treatment modality.
   2. The type and frequency of diagnostic testing and therapeutic regimens.
   3. When appropriate, instructions about diet, exercise, medication and adaptation to the correctional environment.
   4. Custody staff is informed of the treatment plan when necessary to ensure coordination and cooperation in the ongoing care of the inmate.
(d) Reasonable effort should be made to obtain information and records relating to previous health care professionals, with the consent of the inmate, if the inmate is currently under medical care.

(e) Upon transfer to another facility, a medical discharge summary of the inmate's current condition, medications and treatment plan will be forwarded in a sealed envelope (to maintain confidentiality) to the receiving facility.

(f) Response to requests for health information from medical facilities and health care professionals, with the inmate's written consent.

(g) When inmates are sent out of the facility for emergency or specialty medical treatment, written information regarding the inmate's reason for transfer, pertinent medical problems and list of current medications should be sent with the inmate and may be given to those providing care upon request. The name and telephone number of a contact person the medical facility can call should be included with the patient health information. Upon the inmate's return to the facility, treatment recommendations should be reviewed by the Responsible Physician or the authorized designee and appropriate plans should be made for continuing care in the facility based on the treating facility's diagnosis, recommended medications and other treatment.

(h) Upon release from the facility, inmates should be given written instructions for the continuation of care including, but not limited to:

1. The name and contact information of health care facilities for follow-up appointments.

2. Prescriptions and/or an adequate supply of medication for those with chronic medical or psychiatric conditions.
Informed Consent and Right to Refuse Medical Care

762.1 PURPOSE AND SCOPE
This policy recognizes that inmates have a right to make informed decisions regarding their health care. It establishes the conditions under which informed consent should be obtained prior to treatment, when medical care may proceed without consent, the documentation process for the refusal of medical care and the retention of refusal forms.

762.1.1 DEFINITIONS
Definitions related to this policy include:

**Informed consent** - The written agreement by an inmate to a treatment, examination or procedure. Consent is sought after the inmate has received the material facts about the nature, consequences and risks of the proposed treatment, the examination or procedure, the alternatives to the treatment and the prognosis if the proposed treatment is not undertaken, in a language understood by the inmate.

762.2 POLICY
It is the policy of this office that generally, all health care examinations, treatments and procedures shall be conducted with the informed consent of the inmate. Exceptions include emergencies, life-threatening conditions and a court order (15 CCR 1214).

762.3 INFORMED CONSENT
The qualified health care professional initiating treatment shall inform the inmate of the nature of the treatment and its possible side effects and risks, as well as the risks associated with not having the treatment.

For invasive procedures or any treatment where there is some risk to the inmate, informed consent is documented on a written form containing the signatures of the inmate and a health services staff witness.

A signed informed consent shall be obtained and witnessed by the prescribing psychiatrist for the initiation of psychotropic medication.

Appropriate arrangements shall be made to provide language translation services as needed before an inmate signs any informed consent form.

For minors and conservatees, the informed consent of a parent, guardian or legal custodian applies where required by law. Absent informed consent in non-emergency situations, a court order is required before involuntary treatment can be administered to an inmate.
762.4 REFUSAL OF TREATMENT
When an inmate refuses medical, mental health or dental treatment or medication, he/she shall be counseled regarding the necessity of the treatment/medication and the consequences of refusal. The inmate shall then be requested to sign a form acknowledging that he/she refused an examination and/or treatment.

The form shall be filled out completely by the qualified health care professional and include the inmate’s name, booking number, treatment/medication refused, the risks or consequences of refusal and the inmate’s mental status. The form must be signed by the inmate and a witness.

In the event that the inmate refuses to sign, a notation to this effect shall be documented on the inmate signature line. This shall require a signed acknowledgement by two witnesses.

Documentation regarding the inmate's mental status shall be noted in the medical record, along with a brief note describing the intervention of the qualified health care professional.

The completed form is to be placed in the inmate's medical record.

It is the responsibility of the qualified health care professional to refer all refusal forms to the Responsible Physician.

Any time there is a concern about the decision-making capacity of the inmate, an evaluation shall be conducted, particularly if the refusal is for critical or acute care.

Any time an inmate refuses to take his/her medication, attend sick call or a scheduled medical appointment, a signed refusal must be obtained by the qualified health care professional.

The refusal form shall be a permanent part of the inmate's medical record.

The inmate may revoke his/her refusal at any time.

762.4.1 STERILIZATION
This office shall not perform any sterilization procedure on an inmate, without the inmate’s consent, unless the procedure is necessary to save the inmate’s life. A sterilization procedure may be performed with the inmate’s consent under the following conditions (Penal Code § 3440(b)):

(a) Less invasive measures are not available, have been refused by the inmate or have been deemed unsuccessful.

(b) A second physician, approved to provide medical services for the facility, but not employed by the county, confirms the need for the procedure.

(c) The inmate has been advised of the impact and side effects of the procedure, and that refusal will not affect his/her ability to receive future medical treatment.

If a sterilization procedure is performed, this office shall provide psychological consultation before and after the procedure, as well as the appropriate medical follow-up (Penal Code § 3440(c)).

The Records Supervisor shall also submit data annually to the Board of State and Community Corrections regarding the race, age, medical justification and method of sterilization for any sterilization procedure performed (Penal Code § 3440(d)).
762.4.2 INVOLUNTARY ADMINISTRATION OF PSYCHOTROPIC MEDICATION
Psychotropic medication may only be administered involuntarily to an inmate in emergency circumstances or as otherwise allowed by law and only with a physician’s order. The medication administered shall only be what is required to treat the emergency condition and administered for only as long as the emergency continues to exist. A court order shall be sought or legal consent shall be obtained if the Responsible Physician anticipates further dosage will be necessary or beneficial (Penal Code § 2603; 15 CCR 1217).

In cases of non-emergencies, certain conditions must be met as described in Penal Code § 2603(c) prior to the involuntary administration of the psychotropic medication, including a documented attempt to locate an available bed in a community-based treatment facility in lieu of seeking to administer involuntary medication (Penal Code § 2603).

The reason medication was involuntarily administered should be documented in the inmate’s health care record.

762.5 RECORDS
The Corrections Captain or the authorized designee shall work with the Responsible Physician to develop medical care consent and refusal forms and a system for retaining records in the inmate’s health file in accordance with established records retention schedules.
Forensic Evidence

768.1 PURPOSE AND SCOPE
The purpose of this policy is to maintain credibility between the inmates and the facility's qualified health care professionals by establishing clear guidelines restricting facility health care professionals from participating in the collection of forensic evidence for disciplinary or legal proceedings.

768.1.1 DEFINITION
Definitions related to this policy include:

**Forensic evidence** - Physical or psychological data collected from an inmate that may be used against the inmate in disciplinary or legal proceedings.

768.2 POLICY
Qualified health care professionals of this facility are generally prohibited from participating in the collection of forensic evidence or performing psychological evaluations for disciplinary or legal proceedings.

Qualified health care professionals of this facility should not be involved in the collection of forensic evidence except when complying with state laws requiring the collection of blood samples from inmates, provided the inmate has consented to the procedure and staff are not involved in any punitive action against the inmate.

Qualified health care professionals of this facility may collect blood or urine for testing for alcohol or drugs when it is done for medical purposes and under a physician's order. Qualified health care professionals of this facility may conduct inmate-specific, court-ordered laboratory tests and examinations or radiology procedures with the consent of the inmate.

Qualified health care professionals of this facility are prohibited from being involved in the following procedures:

(a) Body cavity searches

(b) Psychological evaluations for use in adversarial proceedings

(c) Blood draws for lab studies ordered by the court, without inmate consent

(d) Any medical procedure, except emergency lifesaving measures, that does not have the inmate's written consent

It shall be the responsibility of the Sheriff or the authorized designee to arrange for appropriately trained professionals to collect forensic evidence for disciplinary or legal proceedings.
Oral Care

770.1 PURPOSE AND SCOPE
The intent of this policy is to ensure that inmates have access to dental care and treatment for serious dental needs. While the focus of this policy is primarily on urgent and emergent dental care, as with medical or mental health care, dental care is available based upon patient need.

770.1.1 DEFINITIONS
Definitions related to this policy include:

Infection control practices - Are defined by the American Dental Association (ADA) and the Centers for Disease Control and Prevention (CDC) as including sterilizing instruments, disinfecting equipment and properly disposing of hazardous waste.

Oral care - Includes instruction in oral hygiene, examinations and treatment of dental problems. Instruction in oral hygiene minimally includes information on plaque control and the proper brushing of teeth.

Oral examination - Includes taking or reviewing the patient's oral history, an extra-oral head and neck examination, charting of teeth, and examination of the hard and soft tissue of the oral cavity with a mouth mirror, explorer and adequate illumination.

Oral screening - Includes visual observation of the teeth and gums, and notation of any obvious or gross abnormalities requiring immediate referral to a dentist.

Oral treatment - Includes the full range of services that in the supervising dentist's judgment are necessary for proper mastication and for maintaining the inmate's health status.

770.2 POLICY
It is the policy of this office that oral care is provided under the direction of a dentist licensed in this state and that care is timely and includes immediate access for urgent or painful conditions. There are established priorities for care when, in the dentist's judgment, the inmate's health would otherwise be adversely affected (15 CCR 1215).

770.3 ACCESS TO DENTAL SERVICES
Emergency and medically required dental care is provided to each inmate upon request. Dental services are not limited to extractions. It is the goal of dental services to alleviate pain and suffering, ensure that inmates do not lose teeth merely as a consequence of incarceration and to provide appropriate dental service whenever medically required to maintain nutrition (15 CCR 1215).

Access to dental services should be as follows:

(a) All inmates wishing to see the dentist for a non-emergency issue shall complete a sick call form. Requests should be triaged according to the nature and severity of the problem and should be seen by a dentist according to assigned priority.
Oral Care

(b) If an inmate suffers obvious trauma or other dental emergency, the qualified health care professional may arrange for immediate access to a dentist or may transfer the inmate to an emergency room for treatment.

(c) Records documenting all dental treatment should be maintained in the inmate's medical record file and retained in accordance with established records retention schedules. Examination results should be recorded on a uniform dental record using a numbered system.

(d) Medications prescribed by a dentist should be administered in accordance with pharmacy procedures and documented in the inmate's medical record.

(e) Necessary dental services identified by a dentist that are not available on-site should be provided by referral to community resources as deemed necessary by the facility dentist.
Medication Management

773.1 PURPOSE AND SCOPE
The jail physician, nurse and jail manager will establish procedures in compliance with reasonable clinical medical standards and correctional procedures for the storage, handling, and delivery of inmate medication by the staff.

773.2 GENERAL MEDICATION MANAGEMENT
Medical staff and/or correctional staff are accountable for the delivery of inmate medication according to the medical orders written by jail medical staff, including nurse, physician, dentist and mental health physician during their respective shifts.

Staff will record all medications delivered during their respective shifts in the Medication Administration Record (MAR) under the inmate's recorded name in the MAR.

The controlling medical or correctional officers will ensure that all medication, syringes, needles, and surgical instruments are stored in a locked cabinet that is not accessible to inmates, when not in process of delivery.

All inmate medication must be labeled with the following information:

- Inmate's name
- Date of prescription
- Name of medication
- Total number of pills
- Number of pills per administration, and number of administrations per day
- MAJOR risk of overdose
- Prescribing practitioner

Prescriptions and/or medications brought in with inmates will be held by correctional staff until cleared by medical staff. When in doubt staff should call the on-call physician for advice.

Medication from one inmate's supply will not be substituted by correctional staff for another inmate's use.

An inmate will not be allowed medication in his/her own possession for self-administration unless/until authorized by the jail medical staff, according to procedure set forth in this policy.

When prescription changes for medication are made by medical staff, such changes will be entered on the progress note and orders of an inmate's health record. (HR) It will also be noted on the present MAR. The present MAR will then be removed from the Medication Log (ML), and stored in the Medical Filing Box. The new MAR will then be prepared with the changes entered, and then replaced in the ML.
Inmates will not be delegated to deliver or administer medication to any other inmate.

773.3  DIRECTLY OBSERVED (DOT) MEDICATION DELIVERY
Staff administering DOT medications shall comply with the following;

• Staff will observe the inmate closely when taking medication and inspect the inside of
  the mouth to ensure the medication was swallowed.

• Staff will return all unused medication to the medication drawer.

If an inmate is asleep during medication delivery staff will wake up the inmate to take prescribed
medication.

If an inmate refuses to take prescribed medication, staff shall complete a refusal of medical care
form. This form will be delivered to medical staff for inclusion in the health record.

Medication labeled P.R.N. (as needed) by medical staff should only be delivered upon inmate
request. It is not necessary to offer a P.R.N. medication. The inmate has the responsibility to notify
the jail staff of the need for a P.R.N. medication.

Periodic reevaluation of an inmate will be made by medical staff to justify renewal of prescription
for medication.

Medical staff will periodically review the medication log to ensure their orders are being
implemented correctly by correctional staff.

773.4  SELF ADMINISTERED (SAD) MEDICATION DELIVERY
Inmates who meet safety and compliance criteria acceptable to medical staff, and requiring
acceptable medications, may be allowed to carry on their person, while in the jail, approved (unit-
dose packaged) medications that have been assessed to have minimal-risk overdose potential or
barter-value, for self administration.

This program will facilitate the timely delivery and administration of "safe prescription drugs"
to incarcerated inmates who meet the program criteria and encourage the inmates to take
responsibility for his/her health.

773.4.1  PARTICIPATION IN SAD DELIVERY PROGRAM
Inmates participating in the SAD Program will take responsibility for storage and self-
administration of their approved respective medications according to the listed instructions on the
medication packet.

Inmate participation in the SAD program will be determined by the medical staff RN and/or
physician, and must take into account the following factors:

(a) Clinical mental status-inmates with significant mental health concerns, significant
organic brain syndromes (such as Alzheimer's, stroke or dementia), or significant
developmental learning defects will be excluded;
(b) Clinical physical status- inmates who lack the physical ability to self-medicate will be excluded;
(c) Clinical behavioural status- inmates who demonstrate frequent correctional rule violations, are on Administrative Segregation status, or have failed a prior self-medication program opportunity at Amador County Jail will be excluded
(d) Inmates with a repeated history of failure on the program (at least two prior failures) will not be considered again.

773.4.2 EXCLUDED MEDICATIONS
The following categories of medication are excluded from the SAD program;

- Anti-anxiety agents
- Anti-depressants
- Anti-manic agents
- Anti-psychotic agents
- Anti-parkinsonian agents
- Hypnotics and sleep agents
- Antihistamines
- Insulins and anti-diabetic agents, except metformin
- Analgesics, except ibuprofen, aspirin, and acetaminophen
- Anti-clotting agents (Coumadin; Plavix)
- Albuterol inhalers
- Muscle relaxants
- Anti-tubercular medications requiring DOT (isoniazid, vitamin B-6)
- Cardiac agents, including digitalis, nitroglycerine, and beta-blockers

773.4.3 MEDICAL CARE PROVIDER RESPONSIBILITIES
The physician or nurse will be responsible for which inmates will be on the self-medication program. Jail assigned medical staff will review the health record for any contradictions to the SAD program, defined above.

The medical staff member approving the SAD program in any individual case will document within the health record the clinical competence of the inmate to participate, and will include a statement of evaluation, a statement regarding the purpose, dosage, frequency and/or recommended time of administration of the medication and its primary risk of overdose.

A SAD record will be completed in the presence of the inmate, with a copy provided to the inmate and a copy retained in file by medical staff.
Medication Management

Rules of the SAD program must be instructed to the inmate, and it must emphasize that the program requires the inmate's responsibility and integrity, and is a program revocable by medical and/or correctional staff if rules are not followed.

A SAD Self Administration Signature Form, signifying the inmate's authority to maintain the medication in his possession and that he/she understands the rules of the program, will be signed by the inmate and the instructor of the program, at the time of signature of the SAD Record.

An order will be placed in the health record for each individual medication to be self-administered, and MUST be marked for "SAD".

The jail physician, dentist, or NP will write a prescription for each medication approved for the self-medication program. The physician's order should be marked "self-medication".

Program Administration

The self-medication policy and procedure shall be reviewed and approved initially and at least annually by the pharmacists, medical director, program manager and jail manager. Mutually agreed upon revisions will be made as necessary to maintain the safety, efficiency and integrity of the self-medication program.

Health Services and custody staff will conduct overall program reviews at least quarterly. Problem resolutions will be the collaborative responsibility of Health Services and custody staff.

773.4.4 DOCUMENTATION

The nurse will write on the inmates medication delivery form, that he/she is on the self-medication program and put the date started and date to be discontinued. The medication delivery form will then be placed in the Medication Log. The nurse will inform staff that the inmate is on the self-medication program.

The nurse will give staff a copy of the "Self-Medication Signature Form" and the inmate will retain a copy and keep in their assigned property bin within their cell.

The inmate will be responsible for their medication and will store it in their assigned property bin within their cell.

If the inmate has an appearance at the Court House or an off-site appointment, they will bring their medication and turn it in to custody staff for safekeeping. The medication will be returned to the inmate when he/she returns.

The staff copy of the "Self-Medication Signature Form" will have attached a photo or description of the medication, name of the medication, what the medication is used for, side effects and date when medication will be started and when it will be stopped.

The nurse will make out the medication delivery form with the words "SELF-MEDICATION" in red, listing the inmate's name, date of birth, the name of the medication and the number of pills, the date started and the discontinue date.
Medication Management

A written report will be compiled monthly. This report will be given to the program manager who will review it and then turn over to the medical director for review and signature.

The report will contain:

- The number of inmates starting on self-medication that month.
- The number who were compliant during that month.
- The number who were non-compliant during that month.
- The total number of inmates on self-medication to date.
- The total number of compliant inmates to date.

773.4.5 MONITORING

Medical staff will be responsible for performing assessments of inmate compliance with the SAD program, and documenting these assessments. Compliance assessments will be done with sufficient frequency to guard against hoarding or barter of medication, and/or deterioration of the inmate’s health.

The medical staff RN will select at least three inmates per week for random monitoring of compliance with program agreements. A tracking record of these monitoring activities will be maintained in the medical office, and placed with the SAD Record for compliance review and documentation. Depending upon duration of jail incarceration for each inmate and total number of inmates within the SAD program, an effort will be made by the monitoring RN to assure each inmate in the SAD program receives a monitoring inspection review at least once.

All monitoring will be documented on the self-medication administration record. Completed self-medication administration records will be required to be completed including all of the appropriate questions, blanks and signature spaces.

Medical Health Services and custody staff will work cooperatively to insure the consistent enforcement of self-medication rules by notifying the other party of any violation of rules regarding self-administration.

Custody staff shall be instructed that when a cell search is conducted, the name on the medication card will be checked against the inmate’s name. If there is a discrepancy or any medication is found lying around, the officer will remove it to the medical department. Blatant misuse of medication or violations of rules will result in ineligible status.

The medical department will inform custody staff of inmate’s self-medication status upon request.

Proof of Program Effectiveness The following indicators will be monitored by California Forensic Medical Group (CFMG) to determine program effectiveness;
Medication Management

- Random spot monitoring of individual self-administered prescriptions to determine level of compliance with medication instructions, i.e., frequency of dose, duration of therapy versus the number of doses left in medication package.
- Number of medications administered per pill pass before and after implementation of self-medication program.
- Number of prescriptions per drug filled by pharmacy before and after self-medication program implementation.
- Dollar amount spent by specific medication before and after implementation of self-medication program.
- Comparison of length of time to conduct pill passes before and after implementation of the self-medication program.

773.4.6 NON-COMPLIANCE
Inmates demonstrating non-compliance or inability to self-administer will receive their medication from custody staff. Non-compliance with self-administration will be defined as any violation of the rules, including failure to show when called for spot check or pill count being off by more than one-day (24-hour) dose equivalent. For any violations, the inmate will be counseled once. If any of the violations occur again, the inmate will be removed from the program.

Inmates found to be using medications as barter will be referred to custody staff for disciplinary action. These inmates will be removed from the program.

773.4.7 TRANSFER/RELEASE OF INMATES ON SAD PROGRAM
Inmates who are transferred to another facility will have all pertinent information about the inmate’s medications documented on the Medical Transfer Form. The inmate's medication will be turned into custody staff, to be returned to the medical department.

Inmate’s released from custody may take any remaining medications with them. If the inmate fails to take the medication upon release from custody, the medication shall be returned to the medical department.

773.4.8 JAIL STAFF ROLES
The self medication program is a combined effort of CFMG and Amador County Jail. All written self-medication policies must be approved by the Jail Manager. The Jail Manager must support and arrange for training for custody staff. Training may be provided by medical staff or other supervisors. All custody staff must be familiar with the self-medication program.

The custody officer must know what inmates have been approved for self-medication. Custody staff will be supplied and familiar with the list of approved self-administration medications. Custody staff is not responsible for ensuring inmates take their medications while on the self-medication program, only for spot checks. The Custody staff will do spot checks on those inmates who carry the medications. Staff will complete a "Self-Administered Medication Compliance Evaluation
Medication Management

Form”. One copy of this form will be forwarded to medical staff and one copy will be placed in the Medication Delivery Log, behind the medication delivery form for self-medication.

- Those inmates that are found not to have the medication on their person will be counseled.
- Trading or sharing of any medication is an automatic loss of self-medication program privileges.
- Alteration of medication packaging or loose medication will result in confiscation of the medication and notification of program violation.

773.4.9 DISPENSING OF MEDICATIONS
Selected drugs will be dispensed at the time the inmate is seen by medical staff. Number of doses of medications dispensed to be determined and evaluated on an individual case by case basis by the prescribing provider.

The patient medication package will contain pertinent information as follows;

- Inmates name.
- Prescriber's name.
- Name of medication.
- Directions for use.
- Quantity.
- Expiration Date.
- Date dispensed and end date.

773.5 OVER THE COUNTER MEDICATION
Staff may deliver non-prescription medication at the recommended dose to inmates at their request without an order from health care staff. The following guidelines will apply when delivering over the counter medication:

- Tylenol: 1 (One) packet 2 X 325 mg tablets not to exceed 2 (two) packets daily.
- Motrin: 1 (one) packet 2 X 200 mg tablets not to exceed 2 (two) packets daily.
- Antacid: 1 (one) packet 2 tablets not to exceed 2 (two) packets daily.

Inmates shall not possess more than 5 (five) doses of the above listed over the counter (OTC) medications at one time. Inmates found to be in possession of excess OTC medications are subject to Jail rule violations and loss of privileges.
Medical staff will review the medication log for the delivery of over-the-counter medication on a regular basis to detect possible abuse or need for treatment. Staff should be aware of inmate's use of over-the-counter medications and report any concerns to the detention physician.

773.6 DISPOSAL OF MEDICATIONS
All surplus prescription medication provided by the facility will be returned to the pharmacy via medical staff.
Release Planning

774.1 PURPOSE AND SCOPE
This office recognizes that inmates may require information and assistance with health care follow-up upon release from custody. The purpose of this policy is to establish guidelines to assist staff with providing resources for the continuity of an inmate's health care after he/she is released from custody.

774.1.1 DEFINITION
Definitions related to this policy include:

Release planning - The process of providing sufficient resources for the continuity of health care to an inmate before his/her release to the community.

774.2 POLICY
The qualified health care professional should work with correctional staff to ensure that inmates who have been in custody for 30 or more days and have pending release dates, as well as serious health, dental or mental health needs, are provided with medication and health care resources sufficient for the inmate to seek health care services once released.

The Corrections Captain or the authorized designee shall be responsible for ensuring that release preparation curriculum and materials are developed and maintained for this purpose, and that community resource information is kept current. Release planning should include:

(a) Resources for community-based organizations that provide health care services, housing, funding streams, employment and vocational rehabilitation.

(b) Lists of community health professionals.

(c) Discussions with the inmate that emphasize the importance of appropriate follow-up care.

(d) Specific appointments and medications that are arranged for the inmate at the time of release.

774.3 PREPARATION FOR RELEASE
Upon notification of the imminent release of an inmate who has been identified as having serious medical or mental health needs, release planning shall include the following:

(a) A medical screening shall be conducted to assess the inmate's immediate medical needs, and arrangements should be made for community follow-up where needed, including sufficient medication.

(b) With the inmate's written consent, the qualified health care professional should:

1. Share necessary information with health care services.
2. Arrange for follow-up appointments.
3. Arrange for the transfer of health summaries and relevant parts of the health record to community health care services or others who are assisting in planning for or providing services upon the inmate’s release.

(c) Contact with community health care services shall be documented via an administrative note in the inmate's health record.

(d) Inmates with serious mental health issues, including those receiving psychotropic medication, shall be informed about community options for continuing treatment and provided with follow-up appointments, when reasonably possible.

(e) Medication will be provided as appropriate.

774.4 RELEASE PLANNING RECORDS
All records of community referrals, transfer forms, logs, documentation of release planning, lists of medication provided, records release authorization forms and any other relevant documents shall be maintained in the inmate’s health file and retained in accordance with established records retention schedules.
Privacy of Care

776.1 PURPOSE AND SCOPE
This policy recognizes that inmates have a right to privacy and confidentiality regarding their health-related issues. It also recognizes inmates’ right to health care services that are provided in such a manner as to ensure that privacy and confidentiality, and encourage inmates use and trust of the facility’s health care system.

776.1.1 DEFINITION
Definitions related to this policy include:

Clinical encounters - Interactions between inmates and health care professionals involving a treatment and/or an exchange of confidential health information.

776.2 POLICY
It is the policy of this office that, in order to instill confidence in the health care system by the inmate population, all discussions of health-related issues and clinical encounters, absent an emergency situation, will be conducted in a setting that respects the inmate’s privacy and encourages the inmate’s continued use of health care services.

776.3 CLINICAL EVALUATIONS
Emergency evaluations and rendering of first aid should be conducted at the site of the emergency, if reasonably practicable, with transfer to the medical clinic or emergency room as soon as the inmate is stabilized.

Inmates shall have a same-sex escort for encounters with an opposite-sex qualified health care professional or health-trained staff member, as appropriate.

Custody personnel should only be present to provide security if the inmate poses a risk to the safety of the qualified health care professional or others.

776.4 TRAINING
All corrections personnel, interpreters and qualified health care professionals who are assigned to a position that enables them to observe or hear qualified health care professional/inmate encounters shall receive appropriate training on the importance of maintaining confidentiality when dealing with inmate health care.
Chapter 8 - Environmental Health
Sanitation Inspections

800.1 PURPOSE AND SCOPE
The Amador County Sheriffs Office has established a plan to promote and comply with the environmental safety and sanitation requirements established by applicable laws, ordinances and regulations. This policy establishes a plan of housekeeping tasks and inspections required to identify and correct unsanitary or unsafe conditions or work practices in this facility.

800.2 RESPONSIBILITIES
The Corrections Captain will ensure that the safety and sanitation plan addresses, at a minimum, the following (15 CCR 1280):

(a) Schedules of functions (e.g., daily, weekly, monthly or seasonal cleaning, maintenance, pest control, safety surveys)
(b) Self-inspection checklists to identify problems and to ensure cleanliness of the facility.
(c) Procedures, schedules and responsibilities for coordinating annual inspections by the county health department, including how deficiencies on the inspection report are to be corrected in a timely manner.
(d) A list of approved equipment, cleaning compounds, chemicals and related materials used in the facility, and instructions on how to operate, dilute or apply the material in a safe manner.
(e) Record-keeping of self-inspection procedures, forms and actions taken to correct deficiencies.
(f) Training requirements for custody staff and inmate workers on accident prevention and avoidance of hazards with regard to facility maintenance.

Consideration should be given to general job descriptions and/or limitations relating to personnel or inmates assigned to carrying out the plan. Specialized tasks, such as changing air filters and cleaning ducts or facility pest control, are more appropriately handled by the Office or by contract with private firms.

Inmates engaged in sanitation duties shall do so only under the direct supervision of qualified custody staff. When inmate work crews are used, additional controls should be implemented to account for all equipment and cleaning materials.

All staff shall report any unsanitary or unsafe conditions to a supervisor. Staff shall report repairs needed to the physical plant and to equipment by submitting a work order to a supervisor. Corrections Lieutenants will conduct cleaning inspections on a daily basis. The Corrections Captain or the authorized designee will conduct weekly safety and sanitation inspections of the facility.
800.3 WORK ORDERS
All reports of unsafe or unsanitary conditions, as well as repairs needed to the physical plant and equipment, shall be documented in a work order. The Corrections Captain will designate a staff person to receive these work orders and take appropriate action to ensure the repairs are made or action is taken. All work and action taken will also be documented. Requests for budget resources above and beyond already budgeted maintenance items shall be reported to the Corrections Captain.

800.4 SAFETY DATA SHEETS
Materials and substances used in the operation and maintenance of the facility may qualify as hazardous material. Hazardous material is required to have a companion Safety Data Sheet (SDS) that is provided by the manufacturer or distributor of the material. The SDS provides vital information on individual hazardous materials and substances, including instructions on safe handling, storage, disposal, prohibited interactions and other details relative to the specific material.

The Corrections Captain shall be responsible for ensuring that a written hazard communication plan is developed, implemented and maintained at each workplace. Each area of the facility in which any hazardous material is stored or used shall maintain an SDS file in an identified location that includes (29 CFR 1910.1200(e)(1)):

(a) A list of all areas where hazardous materials are stored.
(b) A physical plant diagram and legend identifying the storage areas of the hazardous materials.
(c) A log for identification of new or revised SDS materials.
(d) A log for documentation of training by users of the hazardous materials.

800.4.1 SDS USE, SAFETY AND TRAINING
All supervisors and users of SDS information must review the latest issuance from the manufacturers of the relevant substances. Staff and inmates shall have ready and continuous access to the SDS for the substance they are using while working. In addition, the following shall be completed (29 CFR 1910.1200(e)):

(a) Supervisors shall conduct training for all staff and inmates on using the SDS for the safe use, handling and disposal of hazardous material in areas they supervise.
(b) Upon completion of the training, staff and inmates shall sign the acknowledgement form kept with each SDS in their work area.
(c) Staff and inmates using the SDS shall review the information as necessary to be aware of any updates and to remain familiar with the safe use, handling and disposal of any hazardous material.
Sanitation Inspections

800.4.2 SDS DOCUMENTATION MAINTENANCE
Changes in SDS information occur often and without general notice. Any person accepting a delivery, addition or replacement of any hazardous material shall review the accompanying SDS. If additions or changes have occurred, the revised SDS shall be incorporated into the file and a notation shall be made in the SDS revision log.

Supervisors shall review SDS information in their work areas semiannually to determine if the information is current and that appropriate training has been completed. Upon review, a copy of the SDS file and all logs shall be forwarded to the Maintenance Supervisor or the authorized designee.

800.4.3 SDS RECORDS MASTER INDEX
The Maintenance Supervisor or the authorized designee will compile a master index of all hazardous materials in the facility, including locations, along with a master file of SDS information. He/she will maintain this information in the safety office (or equivalent), with a copy to the local fire department. Documentation of the semiannual reviews will be maintained in the SDS master file. The master index should also include a comprehensive, current list of emergency phone numbers (e.g., fire department, poison control center) (29 CFR 1910.1200(g)(8)).

800.4.4 CLEANING PRODUCT RIGHT TO KNOW ACT
In addition to SDS information, printable information regarding ingredients of certain products used by staff and inmates shall be readily accessible and maintained in the same manner as an SDS (Labor Code § 6398.5; Health and Safety Code § 108952(f); Health and Safety Code § 108954.5(c)).

800.5 POLICY
It is the policy of the Office to maintain a safe and sanitary facility. To accomplish this goal, the Office will maintain a written plan that contains schedules and procedures for conducting weekly and monthly sanitation inspections of the facility.
Housekeeping and Maintenance

804.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines to ensure that the facility is kept clean and in good repair in accordance with accepted federal, state and county standards.

804.2 POLICY
The Corrections Captain shall establish housekeeping and maintenance plans that address all areas of the facility. The plan should include, but is not limited to (15 CCR 1280):

- The frequency of cleaning activities on a daily, weekly or monthly timetable, by area of the facility.
- Supervision of the staff and inmates to ensure proper implementation of the procedures and to ensure that no inmate supervises or assigns work to another inmate.
- Development and implementation of an overall sanitation plan (e.g., cleaning, maintenance, inspection, staff training, inmate supervision).
- A process to ensure that deficiencies identified during inspections are satisfactorily corrected and documented.
- A process for the preventive maintenance of equipment and systems throughout the facility.
- Staff supervision of the provision and use of cleaning tools and supplies.

To the extent possible, cleaning and janitorial supplies shall be nontoxic to humans. Any poisonous, caustic or otherwise harmful substances used for cleaning shall be clearly labeled and kept in a locked storage area.

804.3 TRAINING
All custodial staff and inmate workers assigned cleaning duties shall receive instruction commensurate with their tasks, including proper cleaning techniques, the safe use of cleaning chemicals and areas of responsibility.
Physical Plant Compliance with Codes

806.1 PURPOSE AND SCOPE
The purpose of this policy is to establish the timeline, process and responsibilities for facility maintenance, inspections and equipment testing in compliance with all applicable federal, state and local building codes.

806.2 POLICY
It is the policy of this office that all construction of the physical plant (renovations, additions, new construction) will be reviewed and inspected in compliance with all applicable federal, state and local building codes. All equipment and mechanical systems will be routinely inspected, tested and maintained in accordance with applicable laws and regulations.

806.3 COMPLIANCE WITH CODES AND STATUTES
Plumbing, sewage disposal, solid waste disposal and plant maintenance conditions will comply with rules and regulations imposed by state regulatory entities governing such practices.

806.4 PLUMBING - FLOOR DRAINS
Floor drains must be flushed weekly and all traps must contain water to prevent the escape of sewer gas. Grids and grates must be present.
Water Supply

808.1 PURPOSE AND SCOPE
The Amador County Sheriffs Office recognizes the importance of providing the facility with safe, potable water. The purpose of this policy is to establish guidelines for testing the facility's water to ensure that the water is safe to consume.

808.2 POLICY
In compliance with standards set by law, this facility will ensure the continued supply of safe potable water for use by inmates, staff and visitors through rigorous annual testing of water supplies (42 USC § 300f et seq.).

808.3 EMERGENCY PLAN
The Corrections Captain and the Office health authority shall develop a plan for the supply of potable water for drinking and cooking in the event that a man-made or natural disaster interrupts the regular water supply. The plan shall address methods for providing clean potable water for a minimum of three days, and should have contingency plans for emergencies lasting longer than three days. The plan should also include contingencies for the use of non-potable water to flush toilets and remove effluent from the facility.
Vermin and Pest Control

810.1 PURPOSE AND SCOPE
The purpose of this policy is to establish inspection, identification and eradication processes designed to keep vermin and pests controlled in accordance with the requirements established by all applicable laws, ordinances and regulations of the local public health entity.

810.2 POLICY
It is the policy of this office that vermin and pests be controlled within the facility (15 CCR 1280). The Corrections Captain or the authorized designee shall be responsible for developing and implementing this policy, in cooperation with the Responsible Physician and the local public health entity, for the sanitation and control of vermin and pests, and to establish medical protocols for treating inmate clothing, personal effects and living areas, with specific guidelines for treating an infested inmate (15 CCR 1264).

810.3 PREVENTION AND CONTROL
Many infestations and infections are the result of a recently admitted inmate who is vermin infested or whose property is vermin infested. Most infestations are spread by direct contact with an infected person or with infested clothing and bedding. Inmates with lice or mites should be treated with approved pediculicides as soon as the infestation is identified to avoid spreading it. To reduce the chance of further transmission, separate quarters for inmates undergoing treatment for lice should be used as described in the Communicable Diseases Policy.

Because the use of the treatment chemicals can cause allergic reactions and other negative effects, treatment should be done only when an infestation is identified and not as a matter of routine.

Clothing, bedding and other property that is suspected of being infested shall either be removed from the facility or cleaned and treated by the following methods, as appropriate or as directed by the pest control provider or the Responsible Physician (15 CCR 1264):

- Washing in water at 160 degrees for 25 minutes
- Tumbling in a clothes dryer at 140 degrees for 20 minutes
- Dry cleaning
- Storing in sealed plastic bags for 30 days
- Treating with an insecticide specifically labeled for this purpose

Head lice and their eggs are generally found on the head hairs. There may be some uncertainty about the effectiveness of some available pediculicides to kill the eggs of head lice. Therefore, some products recommend a second treatment seven to 10 days after the first. During the interim, before the second application, eggs of head lice could hatch and there is a possibility that lice could be transmitted to others.
Pubic lice and their eggs are generally found on the hairs of the pubic area and adjacent hairy parts of the body, although they can occur on almost any hairy part of the body, including the hair under the arm and on the eyelashes.

Pubic lice and their eggs are generally successfully treated by the available pediculicides. However, when the eyelashes are infested with pubic lice and their eggs, a physician should perform the treatment.

Successful treatment depends on careful inspection of the inmate and proper application of the appropriate product. The area used to delouse inmates needs to be separate from the rest of the facility. All of the surfaces in the treatment area must be sanitized. There must be a shower as part of the delousing area.
Inmate Safety

812.1 PURPOSE AND SCOPE
The purpose of this policy is to maintain a safe environment to reduce inmate injuries by analyzing causes of injuries and identifying and implementing corrective measures.

812.2 POLICY
The Amador County Sheriffs Office will provide a safe environment for individuals confined at this facility, in accordance with all applicable laws, by investigating inmate injuries and taking corrective actions as necessary to reduce accidents and injury (15 CCR 1280).

812.3 INVESTIGATION OF REPORTED INMATE INJURY
Whenever there is a report of an injury to an inmate that is the result of accidental or intentional acts, other than an authorized use of force by custody staff, the correctional supervisor will initiate an investigation to determine the cause of the injury and develop a plan of action whenever a deficiency is identified. Injuries resulting from use of force incidents will be investigated and reported in accordance with the Use of Force Policy.

812.4 INVESTIGATION REPORTS
The Corrections Lieutenant shall ensure that reports relating to an inmate’s injury are completed and should include the following:

- Incident reports
- Investigative reports
- Any other relevant documents

If the inmate is injured while performing an assigned task as an inmate worker, the supervisor shall follow the protocol for the reporting and investigation of work related injuries for employees.
Inmate Hygiene

814.1 PURPOSE AND SCOPE
This policy outlines the procedures that will be taken to ensure the personal hygiene of every inmate in the Amador County Jail is maintained. The Amador County Sheriff's Office recognizes the importance of each inmate maintaining acceptable personal hygiene practices by providing adequate bathing facilities, hair care services and the issuance and exchange of clothing, bedding, linens, towels and other necessary personal hygiene items.

814.2 POLICY
It is the policy of the Amador County Jail to maintain a high standard of hygiene in compliance with the requirements established by all state laws, ordinances and regulations (15 CCR 1069(b) (3)). Compliance with laws and regulations relating to good inmate hygiene practice is closely linked with good sanitation practices. Therefore, the need to maintain a high level of hygiene is not only for the protection of all inmates, but for the safety of the correctional staff, volunteers, contractors and visitors.

814.3 STORAGE SPACE
There should be adequate and appropriate storage space for inmates' bedding, linen or clothing. The inventory of clothing, bedding, linen and towels should exceed the maximum inmate population so that a reserve is always available (15 CCR 1263).

The facility should have clothing, bedding, personal hygiene items, cleaning supplies and any other items required for the daily operation of the facility, including the exchange or disposal of soiled or depleted items. The assigned staff shall ensure that the storage areas are properly maintained and stocked. The Corrections Captain should be notified if additional storage space is needed.

814.3.1 BEDDING ISSUE
Upon entering a living area of the Amador County Jail, every inmate who is expected to remain overnight shall be issued bedding and linens including but not limited to (15 CCR 1270):

(a) Sufficient freshly laundered blankets to provide comfort under existing temperature conditions. Blankets shall be exchanged and laundered in accordance with facility operational laundry rules.

(b) One clean, firm, nontoxic, fire-retardant mattress (16 CFR 1633.1 et seq.).
   1. Mattresses will be serviceable and enclosed in an easily cleanable, nonabsorbent material and conform to the size of the bunk. Mattresses will be cleaned and disinfected when an inmate is released or upon reissue.
   2. Mattresses shall meet the most recent requirements of the State Fire Marshal, the Bureau of Home Furnishings’ test standard for penal mattresses, and any other legal standards at the time of purchase (15 CCR 1272).

(c) Two sheets or one sheet and a clean mattress cover.
Inmate Hygiene

(d) One clean washcloth, hand towel, and bath towel.
(e) One pillow and pillowcase.

Linen exchange, including towels, shall occur at least weekly and shall be documented in the daily activity log (15 CCR 1271). The on-duty Corrections Sergeant shall review the daily activity log at least once per shift.

The Corrections Captain or the authorized designee shall conduct both scheduled and unannounced inspections of the facility to ensure that bedding issuance policies and procedures are carried out in accordance with the applicable laws and regulations.

814.3.2 CLOTHING ISSUE
An inmate admitted to the facility for 72 hours or more and assigned to a living unit shall be issued a set of facility clothing. The issue of clothing appropriate to the climate for inmates shall include but is not limited to the following (15 CCR 1260):

- Clean socks
- Clean outer garments
- Clean undergarments
  - Males - shorts and undershirt
  - Females - bra and two pairs of panties
- Footwear

An inmate who is issued a change of clothing upon admission to the facility may have his/her personal clothing returned after laundering, at the discretion of the Corrections Captain.

Clothing shall be exchanged twice each week, at a minimum (15 CCR 1262). All exchanges shall be documented on the daily activity log. The on-duty Corrections Sergeant shall review the daily log at least once per shift.

Additional clothing may be issued as necessary for changing weather conditions or as seasonally appropriate. An inmate’s personal undergarments and footwear may be substituted for the institutional undergarments and footwear, provided there is a legitimate medical necessity for the items and they are approved by the medical staff.

Each inmate assigned to a special work area, such as food services, medical, farm, sanitation, mechanical, and other specified work, shall be clothed in accordance with the requirements of the job, including any appropriate protective clothing and equipment, which shall be exchanged as frequently as the work assignment requires (15 CCR 1261).

The Corrections Captain or the authorized designee shall conduct both scheduled and unannounced inspections of the facility to ensure that clothing issuance policies and procedures are carried out in accordance with the applicable laws and regulations.
Inmate Hygiene

The Corrections Captain or the authorized designee shall ensure that the facility maintains a sufficient inventory of extra clothing to ensure each inmate shall have neat and clean clothing appropriate to the season.

An inmate’s excess personal clothing shall be mailed, picked up by, or transported to a designated family member or stored in containers designed for such purpose. All inmate personal property shall be properly identified, inventoried, and secured. Inmates shall sign and receive a copy of the inventory record.

814.4 LAUNDRY SERVICES
Laundry services shall be managed so that daily clothing, linen and bedding needs are met.

814.5 INMATE ACCOUNTABILITY
To ensure inmate accountability, inmates are required to exchange item for item when clean clothing, bedding and linen exchange occurs.

Prior to being placed in a housing unit, inmates shall be provided with an inmate handbook listing this requirement.

814.6 PERSONAL HYGIENE OF INMATES
Personal hygiene items, hair care services, and facilities for showers will be provided in accordance with applicable laws and regulations. This is to maintain a standard of hygiene among inmates in compliance with the requirements established by state laws as part of a healthy living environment.

Each inmate held more than 24 hours, who is unable to supply him/herself with the following personal care items because of either indigency or the absence of an inmate canteen, shall be issued the following items (15 CCR 1265):

- Toothbrush
- Dentifrice
- Soap
- Comb
- Shaving implements
- Females - sanitary napkins, panty liners, and tampons as requested

Inmates shall not be required to share any personal care items listed in items "a" through "d."

The Corrections Captain or the authorized designee may modify this list to accommodate the use of liquid soap and shampoo dispensers. Personal hygiene items should be appropriate for the inmate’s sex. Additional hygiene items shall be provided to inmates upon request, as needed.

Inmates shall not be required to share personal care items or disposable razors (15 CCR 1265). Used razors are to be disposed into approved sharps containers. Other barbering equipment
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capable of breaking the skin must be disinfected between individual uses, as prescribed by the California Board of Barbering and Cosmetology to meet the requirements of 16 CCR 979 and 16 CCR 980 (15 CCR 1267(c)).

Inmates, except those who may not shave for reasons of identification in court, shall be allowed to shave daily (15 CCR 1267(b)). The Corrections Captain or the authorized designee may suspend this requirement for any inmate who is considered a danger to him/herself or others.

814.7 BARBER AND COSMETOLOGY SERVICES
The Corrections Captain or the authorized designee shall be responsible for developing and maintaining a schedule for hair care services provided to the inmate population and will have written policies and procedures for accessing these services (see the Grooming Policy). The Corrections Captain shall ensure that the rules are included in the inmate handbook.

814.7.1 SCHEDULE FOR HAIR CARE SERVICES
Inmates shall have the ability to receive hair care services once per month (15 CCR 1267(b)). Records of hair care services shall be documented.

814.8 AVAILABILITY OF PLUMBING FIXTURES
Inmates confined to cells or sleeping areas shall have access to toilets and washbasins with hot and cold running water that is temperature controlled. Access shall be available at all hours of the day and night without staff assistance.

The minimum number of plumbing fixtures provided for inmates in housing units is:

- One sink/washbasin for every 10 inmates (24 CCR 1231.3.2(2)).
- One toilet to every 10 inmates (urinals may be substituted for up to one-third of the toilets in facilities for male inmates) (24 CCR 1231.3.1).

814.9 INMATE SHOWERS
Inmates will be allowed to shower upon assignment to a housing unit and at least every other day thereafter, or more often if possible (15 CCR 1266). There should be one shower for every 20 inmates unless federal, state, or local building or health codes differ. Showering facilities for inmates housed at this facility shall be clean and properly maintained. Water temperature shall be periodically measured to ensure a range of 100 to 120 degrees for the safety of inmates and staff, and shall be recorded and maintained (24 CCR 1231.3.4).

Transgender and intersex inmates shall be given the opportunity to shower separately from other inmates (28 CFR 115.42).

814.10 RESPONSIBILITIES
The Corrections Captain shall ensure the basic necessities related to personal care are provided to each inmate upon entry into the general population. Appropriate additional personal care items may be available for purchase from the inmate commissary.
814.11 ADDITIONAL PRIVACY REQUIREMENTS
Inmates shall be permitted to shower, perform bodily functions, and change clothing without non-medical staff of the opposite sex viewing their breasts, buttocks, or genitalia, except in exigent circumstances or when such viewing is incidental to routine cell checks. Staff of the opposite sex shall announce their presence when entering an inmate housing unit (28 CFR 115.15).
Chapter 9 - Food Services
Food Services

900.1 PURPOSE AND SCOPE
The Office recognizes the importance of providing nutritious food and services to inmates to promote good health, to reduce tension in the jail and ultimately support the safety and security of the jail. This policy provides guidelines on the preparation of food services items and dietary considerations for inmates housed in the facility.

900.2 POLICY
It is the policy of this office that food services shall provide inmates with a nutritionally balanced diet in accordance with federal, state and local laws, and with regulations for daily nutritional requirements (15 CCR 1241 et seq.).

The food services operation shall be sanitary and shall meet the acceptable standards of food procurement, planning, preparation, service, storage and sanitation in compliance with Food and Drug Administration (FDA) and United States Department of Agriculture (USDA) requirements and standards set forth in Health and Safety Code § 113700 et seq. (15 CCR 1245(a)).

900.3 MENU PLANNING
All menus shall be planned, dated and available for review at least one month in advance of their use (15 CCR 1242). Records of menus and of foods purchased shall be kept on file for one month. Menus shall provide a variety of foods and should consider food flavor, texture, temperature, appearance and palatability. Menus shall be approved by a registered dietitian or nutritionist before being served to ensure the recommended dietary allowance for basic nutrition meets the needs of the appropriate age group.

Any changes to the meal schedule, menu or practices should be carefully evaluated by the food services manager in consultation with the Corrections Captain, dietician, medical staff and other professionals, and shall be recorded. All substitutions will be of equal or better nutritional value. If any meal served varies from the planned menu, the change shall be noted in writing on the menu and/or production sheet.

Menus as planned, including changes, shall be evaluated by a registered dietitian at least annually (15 CCR 1242). Facility menus shall be evaluated at least quarterly by the food services supervisory staff to ensure adherence to established daily servings.

Copies of menus, foods purchased, annual reviews and quarterly evaluations should be maintained by the food services manager in accordance with established records retention schedules.
900.4 FOOD SAFETY
Temperatures in all food storage areas should be checked periodically and recorded at least once daily. Holding temperatures for cold and hot foods shall be checked. Hot food shall be reheated to 165 degrees.

All reach-in or walk-in refrigerators and cold storage must maintain food temperature below 41 degrees. All freezers, other than during the defrosting cycle, must maintain a temperature of 0 degrees or lower.

Extra meals shall be dated and maintained under refrigeration for testing in the event of a food-borne illness outbreak. Sample meals shall be discarded at the end of three days if no food-borne illness is reported.

Food production shall be stopped immediately if there is any sewage backup in the preparation area or if there is no warm water available for washing hands. Food production shall not resume until these conditions have been corrected (15 CCR 1245(a)).

900.5 THERAPEUTIC DIETS
The food services manager shall be responsible for ensuring that all inmates who have been prescribed therapeutic diets by qualified health care professionals are provided with compliant meals. A therapeutic diet manual, which includes samples of medical diets, shall be maintained in the health services and food services areas for reference and information.

More complete information may be found in the Prescribed Therapeutic Diets Policy.

Women who are known to be pregnant or lactating shall be provided a balanced, nutritious diet approved by a physician (15 CCR 1248).

900.6 RELIGIOUS DIETS
The Food Services Manager, to the extent reasonably practicable, will provide special diets for inmates in compliance with the parameters of the Religious Programs Policy and the Religious Land Use and Institutionalized Persons Act (RLUIPA).

When religious diets are provided, they shall conform to the nutritional and caloric requirements for non-religious diets (15 CCR 1241).

900.7 FOOD SERVICES REQUIREMENTS
All reasonable efforts shall be made to protect inmates from food-borne illness. Food services staff shall adhere to sanitation and food storage practices and there shall be proper medical screening and clearance of all food handlers in accordance with the Food Services Workers’ Health, Safety and Supervision Policy (15 CCR 1230).

Food production and services will be under staff supervision. Food production, storage and food handling practices will follow the appropriate federal, state or local sanitation laws (15 CCR 1246).
**Food Services**

**900.8 MEAL SERVICE PROCEDURE**
Inmate meals that are served in a dining room or day room should be provided in space that allows groups of inmates to dine together, with a minimum of 15 square feet of space per inmate. A dining area shall not contain toilets or showers in the same room without appropriate visual barriers.

Meals shall be served at least three times during each 24-hour period. At least one meal must include hot food. Any deviation from this requirement shall be subject to the review and approval of a registered dietitian to ensure that inmates receive meals that meet nutritional guidelines.

Inmates must be provided a minimum of 15 minutes dining time for each meal. There must be no more than 14 hours between a substantial evening meal and breakfast. Meal service must meet Minimum Diet Requirements as specified in 15 CCR 1241.

Inmates who miss, or may miss, a regularly scheduled meal must be provided with a beverage and a sandwich or substitute meal. Approved snacks should be served to inmates on medical diets in less than the 14-hour period if prescribed by the Responsible Physician or registered dietitian. Inmates on medical or therapeutic meals who miss their regularly scheduled meal will be provided with their prescribed meal (15 CCR 1240).

Meals shall be served under the direct supervision of staff. Staff should identify inmates who have prescribed therapeutic or authorized religious diets so those inmates receive their meals accordingly.

In the interest of security, sanitation and vermin control, inmates shall not be allowed to take food from the dining area to their housing areas.

**900.9 EMERGENCY MEAL SERVICE PLAN**
The food services manager shall establish and maintain an emergency meal service plan for the facility (15 CCR 1243(k)).

Such a plan should ensure that there is at least a three-day supply of food maintained in storage for inmates. In the event of an emergency that precludes the preparation of at least one hot meal per day, the Corrections Captain may declare an "Emergency Suspension of Standards" pursuant to 15 CCR 1012 for the period of time the emergency exists.

During an emergency suspension, the food services manager shall assign a registered dietician to ensure that minimum nutritional and caloric requirements are met (15 CCR 1242). The Corrections Captain shall notify the Board of State and Community Corrections (BSCC) in writing in the event the suspension lasts longer than three days. The emergency suspension of food service standards shall not continue more than 15 days without the approval of the chairperson of the BSCC (15 CCR 1012).

In the event that the inmate food supply drops below that which is needed to provide meals for two days, the Corrections Captain or the authorized designee shall purchase food from wholesale or retail outlets to maintain at least a four-day supply during the emergency.
Food Services

Depending on the severity and length of the emergency, the Sheriff should consider requesting assistance from allied agencies through mutual aid or the National Guard.
Dietary Guidelines

904.1 PURPOSE AND SCOPE
The purpose of this policy is to ensure that the nutritional needs of the inmates are met and that overall health is promoted through the use of balanced nutritious diets.

904.2 POLICY
It is the policy of this office that diets provided by this facility will meet or exceed the guidelines established in the current publications of the Dietary Reference Intakes (DRI) of the Food and Nutrition Board, Institute of Medicine of the National Academies, the California Food Guide (CFG) and the U.S. Department of Agriculture’s Dietary Guidelines for Americans (DGA).

904.3 REVIEW OF DIETARY ALLOWANCES
The food services manager is responsible for developing the facility’s menus and shall ensure that all menus served by food services comply with the nutritional and caloric requirements found in the 2011 DRI, 2008 CFG, and the 2015-2020 DGA guidelines (15 CCR 1241). Any deviation from these guidelines shall be reviewed by the Sheriff and/or the Corrections Captain and the Responsible Physician.

The food services manager or the authorized designee shall ensure that the facility’s menus and dietary allowances are evaluated annually by a registered dietitian, and that any changes meet the DRI, CFG, and DGA guidelines. A registered dietitian must approve menus before they are used (15 CCR 1242).

Menus should be evaluated at least quarterly by the food services manager or the authorized designee.

904.4 MENU CYCLE PLANNING
The food services manager or the authorized designee should plan the menus one month in advance of their use.

Any changes to the menu must be recorded and kept until the next annual inspection (15 CCR 1242). Any menu substitutions must use better or similar items.

Menus should include the following minimum food group allowances per day (15 CCR 1241 et seq.):

(a) Dairy Group: Three servings of pasteurized fat-free or low-fat milk fortified with Vitamins A and D or food providing at least 250 mg. of calcium and equivalent to 8 ounces of fluid milk. One serving can be from a fortified food containing at least 250 mg. of calcium. Juveniles 15-17 years of age or women who are known to be pregnant or lactating should receive four servings of milk or milk products.

(b) Vegetable-Fruit Group: Five servings of fruits and vegetables. At least one daily serving, or seven servings per week, shall be from each of the following three categories:
Dietary Guidelines

1. One serving of a fresh fruit or vegetable
2. One serving of a Vitamin A source, fruit or vegetable, containing at least 200 micrograms retinol equivalents or more
3. One serving of a Vitamin C source containing at least 30 mg. or more

(c) Grain Group: A minimum of six servings of grains, three of which must be made with whole grains.

(d) Protein Group: Three servings of lean meat, fish, eggs, cooked dry beans, peas, lentils, nuts, peanut butter, or textured vegetable protein, equivalent to 14 grams or more of protein. The daily requirements shall be equal to three servings for a total of 42 grams per day or 294 per week. In addition, a fourth serving from the legumes category shall be served three days a week.

(e) A daily or weekly average of the food group’s requirement is acceptable.

(f) Saturated dietary fat should not exceed 10 percent of the total calories on a weekly basis. Fat shall be added only in minimum amounts necessary to make the diet palatable. Facility diets shall consider the recommendations and intentions of the 2015-2020 DGA of reducing overall sugar and sodium levels.

Additional servings of dairy, vegetable-fruit, and grain groups must be provided in amounts to meet caloric requirements when the minimum servings outlined in the requirements above are not sufficient to meet the caloric requirements of an inmate.
Food Services Worker's Health, Safety and Supervision

906.1 PURPOSE AND SCOPE
The purpose of this policy is to establish basic personal health, hygiene, sanitation and safety requirements to be followed by all correctional staff and to ensure the proper supervision of inmate workers.

906.2 POLICY
The Amador County Sheriffs Office will ensure that meals are nutritionally balanced, safe and prepared and served in accordance with applicable health and safety laws. All inmate food services workers will be properly supervised by custody staff to ensure safety and security at all times (15 CCR 1243(h)).

906.3 FOOD SERVICES MANAGER RESPONSIBILITIES
The food services manager is responsible for developing and implementing procedures to ensure that all meals are prepared, delivered and served only under direct supervision by staff.

906.4 MEDICAL SCREENING
The food services manager shall work cooperatively with the Responsible Physician to develop procedures to minimize the potential for spreading contagious disease and food-borne illness. In an effort to prevent the spread of illness, the following shall be strictly observed (15 CCR 1230):

(a) All food services workers shall have a pre-employment/pre-assignment medical examination, in accordance with local requirements, to ensure freedom from diarrhea, skin infections and other illnesses transmissible by food or utensils.

(b) Periodic reexaminations of food services workers shall be given to ensure freedom from any disease transmissible by food or utensils.

(c) Food services workers shall have education and ongoing monitoring in accordance with the standards set forth in the applicable government health and safety codes.

(d) A supervisor shall inspect and monitor all persons working in any food services area on a daily basis for health and cleanliness, and shall remove anyone exhibiting any signs of food-transmissible disease from any food services area.

(e) Any person working in any food services area who is diagnosed by a qualified health care professional with a contagious illness should be excluded from the food services areas until medically cleared to return to work.

(f) All food handlers shall wash their hands when reporting for duty and after using toilet facilities. Aprons shall be removed and secured in a clean storage area before entering the toilet facility.
Food Services Worker’s Health, Safety and Supervision

(g) Food services workers shall wear disposable plastic gloves and a protective hair covering, such as a hat or hairnet, when handling or serving food. Gloves shall be changed after each task is completed.

(h) Any outside vendor must submit evidence of compliance with state and local regulations regarding food safety practices.

(i) Smoking at any time is prohibited in any food services area.

(j) All food services workers shall report to a supervisor any information about their health and activities in accordance with health and safety codes as they relate to diseases that are transmittable through food, (e.g., open sores, runny nose, sore throat, cough, vomiting, diarrhea, fever, recent exposure to contagious diseases such as Hepatitis A or tuberculosis).

Any food services worker is prohibited from handling food or working in any food services area if he/she reports symptoms such as vomiting, diarrhea, jaundice, sore throat with fever or has a lesion containing pus, such as a boil or infected wound that is open or draining. Food service workers shall only return to work in food service areas when cleared by a qualified health care professional.

906.5 TRAINING REQUIREMENTS FOR FOOD SERVICES WORKERS
The food services manager is responsible for developing and implementing a training program for inmate food services that includes food safety, proper food-handling techniques and personal hygiene. Each inmate food services worker shall satisfactorily complete the initial training prior to being assigned to prepare, deliver or serve food. Food services workers should receive periodic supplemental training as determined by the food services manager (15 CCR 1243(g)).

906.6 SUPERVISION OF INMATE WORKERS
Only personnel authorized to work in the food preparation area will be allowed inside. Inmate food handlers working in the kitchen must be under the supervision of a staff member (15 CCR 1243(h)). The Corrections Captain will appoint at least one qualified staff member, who will be responsible for the oversight of daily activities and ensuring food safety. The appointed staff member must be certified by passing the American National Standards Institute food safety manager certification examination.

Sufficient custody staff shall be assigned to supervise and closely monitor inmate food services workers.

906.7 SUPERVISION OF THE FOOD SUPPLY
The risk of conflict and protest is reduced when the inmate population has confidence in the safety and quality of their food. Custody staff should supervise the transport and delivery of food to the respective serving areas. Custody staff should ensure the food is protected during transportation, delivered to the right location efficiently and under the right temperatures.
Food Services Worker's Health, Safety and Supervision

Food services staff should report any suspected breach in the safety or security of the food supply. Staff should be alert to inmate behavior when serving food, and cognizant of any comments concerning perceived contamination or portioning issues. Staff should report any suspicion of inmate unrest to a supervisor.

Any change to the published menu or the standard portioning should be documented and reported to the food services manager as soon as practicable.
Food Preparation Areas

908.1 PURPOSE AND SCOPE
This policy is intended to ensure the proper design and maintenance of the food preparation area.

908.2 POLICY
It is the policy of this office to comply with all federal, state and local laws and regulations concerning the institutional preparation of food.

908.3 COMPLIANCE WITH CODES
The Corrections Captain is responsible for ensuring that food preparation and service areas are in compliance with all applicable laws and regulations and that food preparation areas are sanitary, well lit, ventilated and have adequate temperature-controlled storage for food supplies (15 CCR 1245(a)).

Any physical changes in the food preparation area, such as changing equipment or making major menu changes (from cold production to hot food), must be approved by the local public health entity to ensure adequate food protection.

Living or sleeping quarters are prohibited in the food preparation and food services areas (Health and Safety Code § 114286).

The food preparation area must avoid cross contamination and remain free from vermin infestation (Health and Safety Code § 114259).
Food Services Facilities Inspection

914.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for inspecting food services areas and facilities to ensure a safe and sanitary environment for staff and inmates.

914.2 POLICY
It is the policy of the Amador County Sheriffs Office that the food services area be maintained in a safe, sanitary condition by conducting regularly scheduled inspections, both by facility staff and by an outside independent inspection authority as may be required by law (15 CCR 1245(a)).
Food Storage

916.1 PURPOSE AND SCOPE
The purpose of this policy is to establish food storage methods that are designed to meet manufacturer's recommendations, Health and Safety Codes, state laws and local ordinances, and to safely preserve food, extend storage life and reduce food waste.

916.2 POLICY
Food and food supplies will be stored in sanitary and temperature-controlled areas, in compliance with state and local health laws and standards (15 CCR 1243(c); 15 CCR 1245(a)).

916.3 PROCEDURES
Corrections staff shall receive the meals from the food service provider. The inside temperature of the delivery vehicle shall be checked by corrections staff and logged on the delivery receipt. Corrections staff shall randomly check the temperature of several food trays to ensure that the temperature of the food delivered is at, or below, 41F degrees. (California Retail Food Code §114016)

If any of the trays tested are above 41F degrees, the order shall be refused and the food services provider shall schedule another delivery. In the event that a delivery is refused, the Corrections Lieutenant shall be notified.

916.4 DRY FOOD STORAGE
Canned items and dry food that does not need refrigeration should be stored in a clean, dry, secure storage area where temperatures are maintained between 45 and 80 degrees.

All dry items shall be stored at least 6 inches off the floor and at least 6 inches away from any wall. Only full unopened cans and containers shall be stored in the storerooms.

All storage areas will be kept locked when they are not in actual use. New food shipments shall be placed behind existing like items and rotated using a first-in first-out rotation method.

Personal clothing and personal items shall not be stored in food storage areas.

916.4.1 MAINTENANCE OF DRY FOOD STORAGE AREAS
Inmate workers or staff should clean the storage areas at least once each day by sweeping and mopping all floors and wiping down shelves and walls. Any damaged items should be inspected for spoilage and repackaged or discarded as appropriate. Food services staff should inspect the storage areas to ensure they are clean and orderly. Staff will document the inspection and record the daily temperature on the storage area checklist (15 CCR 1243(m)).
916.5 REFRIGERATED AND FROZEN STORAGE
Unless health codes dictate otherwise, refrigerators must be kept between 32 and 41 degrees. Deep chill refrigerators will be set between 28 and 32 degrees for cook-chill products, dairy and meat items, to extend shelf life. Freezers shall be maintained at 32 degrees or below.

All freezer and refrigerator storage areas should have at least two thermometers to monitor temperatures. One thermometer should have a display visible to the outside. The second thermometer shall be placed in the warmest place inside the storage area. Daily temperature readings shall be monitored. Any variance outside of acceptable temperature range shall be immediately addressed.

916.5.1 MAINTENANCE OF REFRIGERATED AND FREEZER AREAS
Refrigeration storage units should be cleaned daily, including mopping floors and wiping down walls. A more thorough cleaning should occur weekly to include dismantling and cleaning shelves. Food services staff should inspect the contents of freezers and storage units daily to ensure all items are properly sealed and labeled (15 CCR 1243(m)).

916.5.2 STORAGE OF CLEANING SUPPLIES AND MATERIALS
The storage of soaps, detergents, waxes, cleaning compounds, insect spray and any other toxic or poisonous materials are kept in a separate, locked storage area to prevent cross contamination with food and other kitchen supplies.

916.6 WASTE MANAGEMENT
The food services manager shall develop and maintain a waste management plan that ensures the garbage is removed daily (15 CCR 1243(l)). This plan also should include methods to minimize the waste of edible food and to dispose of non-edible or waste food material without utilizing a landfill.
Prescribed Therapeutic Diets

918.1 PURPOSE AND SCOPE
The purpose of this policy is to ensure that inmates who require prescribed therapeutic diets as a result of a diagnosed medical condition are provided with nutritionally balanced therapeutic meals that are medically approved and meet nutritional and safety standards.

918.2 POLICY
The Responsible Physician, in consultation with the facility administrator, shall (15 CCR 1248):

(a) Develop written procedures that identify individuals who are authorized to prescribe a therapeutic diet.

(b) The therapeutic diets utilized by this facility shall be planned, prepared and served with consultation from a registered dietitian.

(c) The Corrections Captain shall comply with any therapeutic diet prescribed for an inmate.

(d) The Corrections Captain and the responsible physician shall ensure that the therapeutic diet manual, which includes sample menus of therapeutic diets, shall be available in both the health services and food services work areas for reference and information. A registered dietitian shall review, and the Responsible Physician shall approve, the therapeutic diet manual on an annual basis.

As a best practice, all therapeutic diet prescriptions should be reviewed and rewritten, if appropriate, on a quarterly basis. This is to reduce the risk of an inmate developing an adverse medical condition or nutritional effect as the result of a diet that is inconsistent with the inmate's current medical needs. A diet request form should be made available to inmates.

All decisions to place an inmate on a therapeutic diet should be approved by a licensed physician, or licensed registered nurse working under the supervision of a licensed physician, responsible for providing health care services within the correctional facility. The need for a therapeutic diet should be documented by the medical provider and promptly relayed to corrections staff so the appropriate therapeutic meal can be ordered from the food service provider.

Pregnant or lactating women shall be provided a balanced, nutritious diet approved for pregnant women by a physician (15 CCR 1248).
Religious Diets

919.1 PURPOSE AND SCOPE
The purpose of this policy is to implement procedures which ensure the rights of inmates to exercise freedom of religion and allow them to adhere to their religious food practices while incarcerated.

919.2 POLICY
The Amador County Sheriff's Office Custody Division recognizes that inmates have the right to freedom of religion under the First Amendment, California Constitution, and the Federal Religious Land Use and Institutionalized Persons Act, and that an inmate's adherence to a religious food practice is an exertion of those rights. It is therefore the Sheriff's policy to provide religious diets to inmates who demonstrate a sincere religious belief to adhere to a religious diet.

919.3 PARTICIPATION IN RELIGIOUS DIET PROGRAM
An inmate who desires a religious diet must submit an Inmate Request Form to Correctional Staff and explain the diet requested.

The inmate must submit evidence demonstrating that their adherence to the requested diet is an exercise of their sincerely held religious belief. That evidence may include:

An explanation of the inmates belief system:

An explanation of the diets role within the inmates belief system and the significance of failing to adhere to that diet;

The inmate's past history in adhering to that diet, if any;

The inmate's past history in practicing the religion;

A description of other practices the inmate engages in that are also part of the inmate's belief system;

The identification of the inmate's religious community, if any; and any information regarding the inmate's religious affiliation, clergy, and place of worship.

In addition to the inmate’s own written assertions, the inmate may provide documentation or contact information for persons to support the inmate's request for a religious diet. The persons identified in the inmate's request may be contacted in order to obtain additional information.

If the inmate's sincere religious belief is not evident from the inmate's submission, then the designated Correctional Staff member will interview the inmate in order to give the inmate the opportunity to explain the religious motivation for the requested diet.

The request must be granted if it is determined that the adherence to the religious diet is part of the inmate's sincere religious belief, unless the jail shows that denial of the requested diet is the
### Religious Diets

least restrictive means of furthering a compelling government interest. The inmate has the right to appeal this determination under the jail's grievance procedure.

**Sincere Belief**

The task is not to determine whether the belief is true, accurate or logical. It only matters that the belief is "truly held".

A showing of sincerity does not require strict doctrinal adherence to standards created by organized religious hierarchies.

The inmate does not need to show that:

- Adherence to the religious diet is compelled by or a central tenant of the inmate's religion.
- The inmate's religion has general dietary requirements.
- The inmate belongs to a religious community.
- Members, including clergy persons, from a specific religion recognize the inmate's affiliation with the religion.
- The inmate practices an organized, major, or recognized religion.

If religious diet program eligibility is determined, a designated Correctional Staff member will explain the Religious Diet Program Agreement, and have the inmate sign the agreement form. A copy of the agreement will be provided to the inmate.

#### 919.4 RELIGIOUS DIET COMPLIANCE, REMOVAL, AND DISCONTINUATION

Any staff may report an incident of alleged Religious Diet Program Agreement compliance violation, as described on the agreement form (e.g., the inmate is found to have eaten food that is inconsistent with their asserted religious belief). A copy of the incident report shall be forwarded to the Lieutenant or designee for investigation.

The inmate will be given the opportunity to respond to allegations of Religious Diet Programs Agreement compliance violations prior to any determination of continuing eligibility.

If the allegation is sustained:

The inmate will receive one (1) written warning, but will be allowed to continue to participate in the Religious Diet Program.

If a second violation is substantiated within six (6) months from the date of the first violation, the inmate may be removed from the Religious Diet Program for a period of three (3) months from the date of the violation.

Any subsequent violation may be cause for removal from the Religious Diet Program if it demonstrated that the inmate's beliefs are not sincere.

The inmate has the right to appeal any dietary suspension or termination by utilizing the Jail's grievance procedure.
Religious Diets

If an inmate requests to discontinue a prescribed religious diet, the inmate’s request will be honored.

The inmate’s request must be submitted in writing. The request shall be forwarded to a designated Correctional staff member to be added to the inmate’s file.

The inmate must wait for a period of six (6) months before requesting to be reinstated in the Religious Diet Program.

Evidence that an inmate vacillates between a religious diet and a regular meal may be indicative of the inmate’s lack of sincerity, but not dispositive.
Disciplinary Separation Diet

920.1 PURPOSE AND SCOPE
This policy establishes the requirement for providing inmates disciplinary separation diets when they are ordered for disciplinary reasons. The disciplinary separation diet will only be utilized after all of the provisions of the Disciplinary Separation section of the Disciplinary Separation Policy are implemented.

920.2 POLICY
The food services manager shall prepare the disciplinary separation diet after receiving directions from the Corrections Captain. Records of providing this diet shall be maintained by the food services manager.

The disciplinary separation diet shall be served twice during each 24-hour period and shall consist of one-half of a vegetable/meatloaf (see recipe below) per meal (or a minimum of 19 ounces of cooked loaf). The loaf shall be accompanied by two slices of whole wheat bread and at least one quart of water if the inmate does not have access to a water supply. The use of the disciplinary separation diet is an exception to the “three meals per day” policy described in the Food Services Policy (15 CCR 1247(a)).

920.3 DISCIPLINARY SEPARATION DIET RECIPE
The disciplinary separation diet shall consist of the following (15 CCR 1247(b)):

(a) 2 ½ oz. nonfat dry milk
(b) 4 ½ oz. raw grated potato
(c) 3 oz. raw carrots, chopped or grated fine
(d) 1 ½ oz. tomato juice or puree
(e) 4 ½ oz. raw cabbage, chopped fine
(f) 7 oz. lean ground beef, turkey, or rehydrated, canned, or frozen Textured Vegetable Protein (TVP)
(g) 2 ½ fl. oz. oil
(h) 1 ½ oz. whole wheat flour
(i) ½ tsp. salt
(j) 4 tsp. raw onion, chopped
(k) 1 egg
(l) 6 oz. dry red beans, pre-cooked before baking (or 16 oz. canned or cooked red kidney beans)
(m) 4 tsp. chili powder

These ingredients should be shaped into a loaf and baked at 350-375 degrees for 50-70 minutes.
Chapter 10 - Inmate Programs-
Inmate Programs and Services

1000.1 PURPOSE AND SCOPE
The purpose of this policy is to establish the programs and services that are available to inmates. The programs and services exist to motivate offenders toward positive behavior while they are in custody. The policy identifies the role and responsibilities of the Inmate Programs Coordinator, who manages a range of programs and services.

1000.2 POLICY
The Amador County Sheriff's Office will make available to inmates a variety of programs and services subject to resources and security concerns. Programs and services offered for the benefit of inmates may include social services, faith-based services, recreational activities, library access, educational/vocational training, alcohol and drug abuse recovery programs and leisure time activities (15 CCR 1070).

1000.3 INMATE PROGRAMS COORDINATOR RESPONSIBILITIES
The Corrections Lieutenant is responsible for managing the inmate programs and services, including the following:

(a) Research, plan, budget, schedule, and coordinate security requirements for all inmate programs and services.
(b) Develop or procure programs and services as authorized by the Corrections Captain (15 CCR 1070).
(c) Act as a liaison with other service providers in the community that may offer social or educational programs (e.g., school districts, Department of Social Services, health educators, substance abuse counselors).
(d) Develop, maintain, and make available to inmates the schedule of programs and services.
(e) Develop policies and procedures, and establish rules for the participation of inmates in the programs and services.
(f) Develop and maintain records on the number and type of programs and services offered, as well as inmate attendance at each offering.
(g) Establish controls to verify that the content and delivery of programs and services are appropriate for the circumstances.
(h) Accumulate data and prepare monthly and annual reports as directed by the Corrections Captain.
(i) Ensure inmates are not denied access to educational and vocational programs based solely on their indigent status.
Inmate Programs and Services

1000.4 SECURITY
All programs and services offered to benefit inmates shall adhere to the security and classification requirements of this facility. To the extent practicable, the Inmate Programs Coordinator will develop individualized programs and services for inmates who are housed in high-security or administrative segregation.

1000.5 DISCLAIMER
Inmate programs are provided at the sole discretion of the Amador County Sheriff's Office in keeping with security interests, available resources and best practices.

Nothing in this policy is intended to confer a legal right for inmates to participate in any program offered other than what is required by law or that which is medically required.
Inmate Welfare Fund

1002.1 PURPOSE AND SCOPE
The Office is authorized to maintain a fund derived from proceeds from the commissary, vending machines, telephones and other inmate-related commerce activities to be used primarily to provide welfare and education programs for the benefit of the inmate population.

1002.2 INMATE WELFARE FUND
The Corrections Lieutenant in cooperation with the Auditor will establish and maintain an Inmate Welfare Fund where proceeds derived from inmate telephones, commissary profits, vending machines and other income intended for the support of inmate programs, is deposited.

The Inmate Welfare Fund is allocated to support a variety of programs, services and activities benefiting the general inmate population and enhancing inmate activities and programs. This includes capital construction and improvement projects in support of such programs, services and activities (Penal Code § 4025).

1002.3 INMATE WELFARE FUNDING SOURCES
Revenues and funding from the following sources shall be deposited into the Inmate Welfare Fund account:

(a) All proceeds from commissary and canteen operations
(b) Proceeds from vending machines made available for inmate use
(c) Proceeds from the operation of inmate telephones
(d) Donations
(e) Interest income earned by the Inmate Welfare Fund

1002.4 EXPENDITURE OF INMATE WELFARE FUNDS
The Inmate Welfare Fund shall be used solely for the welfare and benefit of the inmate population or as otherwise permitted by law.

Expenditures permitted from the Inmate Welfare Fund include, but are not limited to, the following:

(a) Education programs
(b) Recreational goods and services, such as:
   1. Recreational equipment, games and sporting goods
   2. Televisions and cable/satellite subscriptions, video players and content media
   3. Library books
   4. Vending machines
Inmate Welfare Fund

(c) Salary and benefit costs for personnel while they are employed in positions or are performing activities solely for the benefit of inmates or to facilitate inmate programs
(d) Welfare packages for indigent inmates
(e) Alcohol and drug treatment programs
(f) Office facility canteens, including vending machines available for inmate use
(g) Inmate trust accounting system
(h) Envelopes, postage and personal hygiene items for indigent inmates
(i) Approved non-prescription, over-the-counter health aids for inmate use
(j) Libraries designated for inmate use
(k) Visiting room equipment, supplies and services
(l) Inmate activity programs, including:
   1. Equipment for television viewing
   2. Visiting music/entertainment groups
   3. Music equipment and supplies
   4. Activities equipment, supplies and services
   5. Repair of equipment purchased from the Inmate Welfare Fund
   6. Food or supplies for special occasions
   7. Inmate awards for the purpose of providing umpires or referees, and maintaining activity equipment and apparel
   8. Inmate tournaments and holiday events
   9. Inmate club activities
   10. Entertainment equipment, cable or satellite subscription services and other related supplies
   11. Materials for faith-based programs

1002.4.1 PROHIBITED EXPENDITURES OF INMATE WELFARE FUND
Except as permitted by law, the Inmate Welfare Fund shall not be used to fund activities associated with any of the following:

(a) Security-related functions, including staff, safety equipment, radios, weapons or control devices that are specifically designated for use by the custody staff in maintaining the security, safety and order in the facility
(b) Food service, staff costs, equipment and supplies
(c) Medical/dental services, staff costs, equipment and supplies
Inmate Welfare Fund

(d) Maintenance and upkeep of office facilities not otherwise permitted by law
(e) Janitorial services and supplies
(f) Transportation to court, medical appointments or other reasons not related to inmate programs
(g) Any other normal operating expenses incurred by the day-to-day operation of the Office

1002.4.2 EXPENDITURE FOR REENTRY PROGRAMS
Expenditures from the Inmate Welfare Fund are also permitted for programs that assist indigent inmates with the reentry process within 30 days of release. These programs include work placement, counseling, obtaining proper identification, education and housing (Penal Code § 4025.5).

1002.5 FINANCIAL ACCOUNTING OF INMATE WELFARE FUNDS
The Corrections Lieutenant in cooperation with the Auditor shall maintain an accounting system to be used for purchasing goods, supplies and services that support inmate programs.

An itemized list of income and expenditures shall be submitted annually to the Amador County Board of Supervisors.

1002.5.1 ANNUAL REPORTING
The Corrections Captain is responsible for ensuring an annual report of expenditures from the Inmate Welfare Fund is submitted annually to the County Board of Supervisors (Penal Code § 4025).

1002.6 POLICY
It is the policy of this office to maintain and administer an Inmate Welfare Fund that supports inmate programs.
Inmate Accounts

1004.1 PURPOSE AND SCOPE
This policy establishes guidelines and procedures for managing, handling and accounting of all money belonging to inmates that is held for their personal use while they are incarcerated in this facility.

1004.2 INMATE ACCOUNTS
The Office will establish an inmate account for the purpose of receiving funds from authorized sources for inmate use. A separate account will be established for each inmate when he/she is booked into this facility.

When an inmate is admitted to the jail, an itemized inventory of the money in the inmate's possession shall be completed. Any subsequent deposits to the inmate's fund shall be inventoried and documented. An inmate shall be issued a receipt for all money held until his/her release.

An inmate may use money in his/her inmate account to purchases items from the inmate commissary or to bail out of jail. Funds will be made available to inmates for their use in accordance with the rules and regulations established by the Corrections Captain.

1004.3 FUNDING SOURCES
The inmate account will only accept funds for deposit from approved sources. Funds deposited into an inmate’s account will first be used to settle the inmate’s negative balance, should one exist.

1004.3.1 DEPOSITS DURING BOOKING
With the exception of legally prescribed fees (e.g., booking fees, pay to stay), all money received during the booking process shall be deposited to the inmate’s account after the inmate signs an acknowledgement agreeing to the amount.

If, at the time of booking, an arrestee refuses to sign the money receipt, the refusal shall be documented and countersigned by corrections staff.

1004.3.2 BLANK PLACEHOLDER POLICY

1004.3.3 VISITOR DEPOSITS
Visitors may deposit funds into an inmate’s account only through the kiosk or website. Staff may only accept cash or money orders for deposit to an inmate’s account. Inmate funds are limited to a maximum of $250 total. If the funds received would exceed the $250 maximum balance, additional funds will not be accepted and will be returned to the visitor.

Staff shall post funds received to the inmate's account and prepare a validated receipt for the transaction. A copy of the transaction receipt shall be provided to both the inmate and the person making the deposit.
Inmate Accounts

1004.4 AUTHORIZATION FOR SELF-BAIL
Inmates wishing to use their personal funds as bail must complete an Inmate Request Form. This form must be approved by a Corrections Sergeant before the funds may be used for bail and the account debited.

1004.5 BLANK PLACEHOLDER POLICY

1004.6 RELEASE FROM CUSTODY
When an inmate is released, the inmate shall sign a receipt showing their ending balance. The inmate will receive that balance in check or debit card unless the amount is over $250.00. If the amount is over $250 the inmate will receive a check.

If the inmates refuses to sign the money receipt prior to release, the receipt shall be countersigned by corrections staff and a supervisor shall be notified.

1004.7 BLANK PLACEHOLDER POLICY

1004.8 BLANK PLACEHOLDER POLICY

1004.9 AUTOMATED KIOSKS
The use of automated kiosks for the deposit of monies into the inmate account or to transfer inmate monies for the purchase of commissary or other authorized items will meet the financial accounting requirements of this policy and other standard financial practices.
Counseling Services

1006.1 PURPOSE AND SCOPE
The purpose of this policy is to establish a process for providing counseling and crisis intervention services to inmates.

1006.2 POLICY
This office will provide counseling and crisis intervention services to any inmate who either requests services or is determined by a health provider to be in need of counseling or crisis intervention services. These services may be provided by:

(a) Medical/mental health staff assigned to the facility.

(b) Faith-based counseling by the chaplain or religious volunteers (see the Religious Programs Policy).

(c) Correctional officers assigned to the facility who have specific training and expertise in this area.

The Corrections Captain shall coordinate with the Responsible Physician to develop and confidentially maintain records of counseling and crisis intervention services provided to inmates and to ensure that those records are retained in accordance with established records retention schedules.

The Corrections Captain shall ensure that request forms are available and provided to inmates who request counseling services. All inmate requests for counseling shall be forwarded to the Corrections Lieutenant. If an inmate displays behavior indicating a need for counseling or crisis intervention services, the facility employee shall notify the Corrections Lieutenant. The Corrections Lieutenant shall assess the need and area of counseling and make a reasonable effort to provide the inmate with the requested counseling as soon as reasonably practicable with consideration given to facility security, scheduling and available resources. Inmates who are victims of a sexual abuse or harassment incident will be informed of the availability and continuity of counseling (28 CFR 115.82; 28 CFR 115.83).
Inmate Exercise and Recreation

1010.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines and procedures ensuring that the Amador County Jail will have sufficiently scheduled exercise and recreation periods and sufficient space for these activities, as required by law.

1010.1.1 DEFINITIONS
Definitions related to this policy include:

Exercise - The physical exertion of large muscle groups.
Recreation - Activities that may include table games, watching television or socializing with other individuals.

1010.2 POLICY
It is the policy of the Amador County Jail to provide inmates with access to exercise opportunities, exercise equipment, and recreation activities in accordance with state laws or requirements.

1010.3 RESPONSIBILITIES
The Corrections Captain or the authorized designee shall be responsible for ensuring there is sufficient secure space allocated for physical exercise and recreation, and that a schedule is developed to ensure accessibility to both activities for all inmates. At least three hours per week of exercise opportunities shall be provided (15 CCR 1065).

1010.4 ACCESS TO EXERCISE
Inmates shall have access to exercise opportunities and equipment, including access to physical exercise outside the cell and adjacent dayroom areas, and the opportunity to exercise outdoors when weather permits.

Corrections staff shall use the approved daily log sheet to document when inmates of like classification status are scheduled to exercise each day and shall record the exercise of an inmate, or that the inmate has declined outside exercise.

Daily log sheets should be collected monthly and forwarded to the Corrections Lieutenant. Log sheets shall be maintained in accordance with established records retention schedules.

1010.5 ACCESS TO RECREATION
Each inmate shall have access to the minimum state-required recreational (leisure-time) activities outside the cell and adjacent dayroom areas (15 CCR 1065). The length of time will be determined by the inmate’s classification status, security concerns, and operational schedules that preclude recreation during a period of time (e.g., meal times, searches, lockdown, court). The staff should ensure that the maximum time possible is provided to the inmates for this purpose.
Inmate Exercise and Recreation

Televisions, newspapers, table games, and other items may also be made available to enhance recreation time. Consideration will be given to the passive or active recreational needs of older inmates and inmates with disabilities.

1010.5.1 USE OF THE INMATE WELFARE FUND
Monies derived from the Inmate Welfare Fund may be used to purchase and maintain recreational equipment and supplies.

1010.6 SECURITY AND SUPERVISION
Staff will supervise the inmates on the security monitors and via direct, visual supervision while in the outdoor recreation yard.

Staff shall be responsible for inspecting exercise and recreational equipment to ensure it appears safe for use. Broken equipment or equipment that is in an unsafe condition shall not be used. Inmates will not be permitted to use equipment without supervision. All equipment shall be accounted for before inmates are returned to their housing unit.

The supervising staff may terminate the exercise or recreation period and escort back to the housing unit any inmate who continues to act in an aggressive or disorderly manner. Whenever an exercise or recreation period is involuntarily terminated, the staff will document the incident and rationale for terminating the exercise period.

1010.7 EXERCISE SPACE
Exercise areas, as specified by federal, state, and/or local laws or requirements, should be sufficient to allow each inmate the required minimum of amount of exercise. Use of outdoor exercise is preferred but weather conditions may require the use of covered/enclosed space. Dayroom space is not considered exercise space.

Inmates on segregation status shall have access to the same recreational facilities as other inmates unless security or safety considerations dictate otherwise. When inmates on segregation status are excluded from use of regular recreation facilities, the alternative area for exercise used shall be documented.

1010.8 INABILITY TO MEET REQUIREMENTS
In the event that the inmate population exceeds the ability of the facility to meet the exercise and recreation requirements, the facility should notify the Sheriff, via chain of command, about the deficiency in space for exercise, that it may violate the law and/or the requirements, and request funds to remedy the situation. The facility should document all action taken to try to remedy the situation, including funding requests, population reduction requests and all responses to those requests.
Inmate Educational, Vocational and Rehabilitation Programs

1012.1 PURPOSE AND SCOPE
This office may provide educational and vocational programs that are designed to help inmates improve personal skills, assist in their social development and improve inmate employability after release. The ability of the office to offer educational programs is dictated by available funding, inmate classification and other required inmate programs and routines.

1012.2 POLICY
The educational and vocational programs offered by the Office are available to all eligible inmates and are subject to schedule, space, personnel and other resource constraints.

Adequate funding is required. If the funding source reduces or eliminates funding in these areas, educational and/or vocational programs may be reduced or eliminated.

While the housing classification of an inmate has the potential to pose security issues, every effort, to the extent reasonably practicable, will be made to provide individualized educational opportunities (Title 15 CCR § 1061).

1012.3 INMATE PROGRAMS COORDINATOR
The Corrections Lieutenant shall be responsible for managing all aspects of the inmate educational and vocational program. Those duties include, but are not limited to:

(a) Conducting an annual needs assessment to determine the type of programs needed to serve the inmate population.

(b) Developing the program plans.

(c) Developing or directing the curricula for each educational, vocational and testing component.

(d) Developing and implementing individualized programs for high-risk or administrative inmates, as needed.

(e) Coordinating with corrections staff regarding the security issues associated with these programs.

(f) Developing and maintaining records of all needs assessments, all training offered, all inmate attendees, testing records and class evaluations.

(g) Forecasting the annual cost of the program and coordinating with the Corrections Captain to secure funding.
1012.4 COURSE OFFERINGS
Course offerings will be subject to need, available resources, security concerns, available space and inmate classification, and may include the following:

- Basic education, General Educational Development (GED) preparation
- English as a second language (ESL)
- Basic literacy
- Substance abuse and healthy lifestyles education
- Parenting courses
- Basic computer instruction
- Basic life skills
- Vocational skills such as:
  - Food services
  - Landscaping
  - Basic office skills
- Other courses as deemed appropriate by the Inmate Programs Coordinator

1012.5 OUTREACH
Information about educational opportunities should be included in the general inmate orientation. At a minimum, inmates should receive instruction on how to request participation in the inmate education programs, along with eligibility requirements and rules for participation.

1012.6 ELIGIBILITY REQUIREMENTS
Educational/vocational programming (other than televised courses) may be offered to sentenced and pretrial inmates. The Corrections Lieutenant shall ensure that there is equal opportunity for participation for male and female inmates.

1012.7 DISCLAIMER
Nothing in this policy is meant to confer a legal right for inmates to participate in any educational offering. Educational programming is provided at the sole discretion of the Sheriff and Corrections Captain.
Commissary Services

1014.1 PURPOSE AND SCOPE
The purpose of this policy is to establish a commissary program that will give inmates the opportunity to purchase specific items that are not provided to them while in custody.

1014.2 POLICY
It is the policy of this office to provide commissary services so that inmates who are not on disciplinary restriction and who have funds posted to their inmate accounts may purchase items approved by the Corrections Captain (Penal Code § 4025).

1014.3 COMMISSARY ACCOUNTING
The Corrections Lieutenant shall be responsible for ensuring that all inmates who have commissary privileges have the opportunity to order and receive commissary items in a timely manner.

All inmates shall be afforded the opportunity to review an accounting of their money held in their account, including deposits, debits, and commissary goods purchased and received. Any discrepancy of the inmate’s funds shall be immediately reported to the on-duty Corrections Sergeant. If the on-duty Corrections Sergeant and the involved inmate cannot settle the discrepancy, the Corrections Lieutenant shall be notified and the Corrections Lieutenant will resolve the discrepancy.

1014.4 INMATE WELFARE PACKS
The Corrections Lieutenant or the authorized designee shall monitor the provision of welfare packs to indigent inmates. Welfare packs shall include but not be limited to:

(a) At least two postage-paid envelopes and two sheet of paper each week to permit correspondence with family members and friends (see the Inmate Mail Policy).
(b) Personal hygiene items, including toothbrush, toothpaste, soap, and other supplies deemed to be appropriate for indigent inmates.

The Sheriff may expend money from the Inmate Welfare Fund to provide indigent inmates with essential clothing and limited transportation expenses upon release (Penal Code § 4025(i)).

1014.5 ANNUAL AUDIT OF THE COMMISSARY
All surplus funds from the commissary operation should be deposited into the Inmate Welfare Fund or used in a manner from which the inmates will benefit. They also may be deposited and used in accordance with expenditures authorized by the board of supervisors. An itemized report on expenditures shall be submitted annually to the board of supervisors (Penal Code § 4025 (e)).
Library Services

1016.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for the funding of library services and for providing inmates access to leisure and legal reading materials.

1016.2 RESPONSIBILITIES
The Corrections Captain or the authorized designee is responsible for the administration of the library services and should appoint a qualified staff member to serve as librarian to run the daily library operation. The library service shall include access to legal reference materials, current information on community services and resources, and religious, educational, and recreational reading material (15 CCR 1064).

The librarian shall ensure that reading materials are provided to the general housing units and that any staff member assigned to assist with the delivery of library services has received the appropriate training in facility safety and security practices.

Access to the inmate library or to library materials shall be based upon inmate classification, housing location, and other factors that legitimately relate to the safety and security of the facility.

1016.3 LIBRARY FUNDING AND MAINTENANCE
The Corrections Captain may use monies from the Inmate Welfare Fund to offset the cost of salaries and the services and supplies necessary to operate the library. The librarian may enlist the assistance of the local public library and other community organizations in order to maintain and update the library. Donated books and materials should be screened by the librarian for allowable content and safety prior to being distributed to inmates.

The Office may reject library materials that may compromise the safety, security, and discipline in the operation of this facility (see the Inmate Mail Policy for examples of materials that may be rejected).

The library shall be operated within the physical, budgetary, and security limits of the existing facility.

Books and other reading material should be provided in languages that reflect the population of the facility. The inmate services staff is responsible for the distribution of reading material.

1016.4 LEISURE LIBRARY MATERIALS
Each inmate is allowed to have no more than three books at any given time. Existing selections must be returned before new books may be selected by an inmate. Inmates who destroy or misuse books and library materials will be subject to disciplinary action and may be required to pay for the material. If staff believes the destruction was intentional, the matter may be referred for criminal prosecution.
1016.5 ACCESS TO LEGAL PUBLICATIONS
All inmates shall have reasonable access to the legal system, which may include access to legal reference materials. Pro per inmates shall have priority regarding access to legal publications.

Legal information that may be provided through the system includes, but is not limited to:

• Criminal code sections.
• Copies of criminal and/or civil cases.
• Copies of judicial forms for criminal cases, civil cases and general litigation.

Inmates desiring access to legal publications shall submit a completed legal information request to the housing officer. Inmates in disciplinary segregation shall have the same access to reading materials and legal materials as the general population unless a restriction is directed by the court.

The housing officer will collect completed request forms and deliver them to the legal resource provider. Records of access to legal references and whether the requests were fulfilled or denied should be documented.

Pro per inmates may keep minimal supplies for their case in their cells (e.g., paper, letters, reference materials), provided it does not create a fire hazard.

1016.6 POLICY
It is the policy of this facility to operate a library service that provides leisure and legal reading materials to inmates.
Inmate Mail

1018.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for the receipt, rejection, inspection and sending of inmate mail.

1018.2 POLICY
This office will provide ample opportunity for inmates to send and receive mail, subject to restriction only when there is a legitimate government interest.

1018.3 MAIL GENERALLY
Inmates may, at their own expense, send and receive mail without restrictions on quantity, provided it does not jeopardize the safety of staff, visitors, or other inmates, or pose an unreasonable disruption to the orderly operation of the facility.

However, inmates are only allowed to store a limited amount of mail in their cells as determined by the Corrections Captain. Excess mail will be stored with the inmate’s personal property and returned at his/her release.

1018.4 CONFIDENTIAL CORRESPONDENCE
Inmates may correspond confidentially with courts, legal counsel, officials of this office, elected officials, the Department of Corrections, jail inspectors, government officials, or officers of the court. This facility will also accept and deliver a fax or interoffice mail from these entities.

Foreign nationals shall have access to the diplomatic representative of their country of citizenship. Staff shall assist in this process upon request.

Facility staff may inspect incoming confidential correspondence for contraband. Facility staff may inspect outgoing confidential correspondence for contraband before it is sealed, provided the inspection is completed in the presence of the inmate. In the event that confidential correspondence is inspected, staff shall limit the inspection to a search for physical items that may be included in addition to the correspondence and shall not read the content of the correspondence itself (15 CCR 1063(c)).

1018.5 SUSPENSION/RESTRICTION OF MAIL PRIVILEGES
Mail privileges may be suspended or restricted upon approval of the Corrections Captain whenever staff becomes aware of mail sent by an inmate that involves (15 CCR 1083(h)):

(a) Threats of violence against any member of the government, judiciary, legal representatives, victims, or witnesses.

(b) Incoming or outgoing mail representing a threat to the security of the facility, staff, or the public.
The District Attorney and/or County Counsel should be consulted in cases where criminal charges are considered against an inmate or there is an apparent liability risk to the Office that relates to suspension or restriction of mail privileges.

1018.5.1 CONTRABAND AND RESTRICTED MAIL
Incoming mail that does not contain a return address will be placed in the inmate property bag and given to the inmate upon release. The inmate will be notified of the received mail.

Staff will inspect mail and packages for contraband. The following items are considered legal contraband and will not be accepted:

- Stationary
- Stamps
- Photographs, drawings or paper larger than 8 1/2”x11” inches in size
- Polaroid photos
- Pornographic photos, stories, or other materials
- Publications depicting and/or glorifying drug use, violence, or criminal activity
- Mail scented with fragrances, such as perfume or aftershave
- Mail with glue, adhesives or stickers
- Postcards, greeting cards, or cardstock paper

Any legal contraband will be placed in the inmates property and the inmate will be notified. The inmate will not be permitted to view the contraband, nor will staff alter the contraband to ensure compliance with this policy.

1018.6 PROCESSING AND INSPECTION OF MAIL BY STAFF
Staff should process incoming and outgoing mail as expeditiously as reasonably possible. All incoming and outgoing mail should be processed within 24 hours and packages within 48 hours. Mail processing may be suspended on weekends, holidays or during any emergency situation.

Assigned correctional officers should open and inspect all incoming and outgoing general mail of current inmates. The incoming correspondence may be read as frequently as deemed necessary to maintain security or monitor a particular problem. Mail for inmates no longer in custody should not be opened.

Outgoing general mail may not be sealed by the inmate and may be read by staff when:

(a) There is reason to believe the mail would:
   1. Interfere with the orderly operation of the facility.
   2. Be threatening to the recipient.
3. Facilitate criminal activity.
   (b) The inmate is on a restricted mail list.
   (c) The mail is between inmates.
   (d) The envelope has an incomplete return address.

When mail is found to be inappropriate in accordance with the provisions of this policy or when an inmate is sent material that is not prohibited by law but is considered contraband by the facility, the material may be returned to the sender or held in the inmate’s property to be given to the inmate upon release.

Inmates are allowed to correspond with other inmates in this jail, as well as other jails or correctional institutions, as long as they pay for the mailing and the mailing is sent and received through the U.S. Postal Service.

Inmates shall be notified in writing whenever their mail is held or returned to the sender. Mail logs and records, justification of censoring or rejection of mail, and copies of hold or return notices shall be maintained in the inmate’s file in accordance with established records retention schedules.

Cash, government checks, personal checks, and money orders contained in incoming inmate mail shall be returned to the sender.

1018.6.1 CENSORSHIP OF INCOMING AND OUTGOING NON-CONFIDENTIAL CORRESPONDENCE

In making the determination of whether to censor incoming non-confidential correspondence, consideration shall be given to whether rejecting the material is rationally related to a legitimate government interest, and whether alternate means of communicating with others is available. The impact the correspondence may have on other inmates and jail staff is also a factor. Reasonable alternatives should be considered and an exaggerated response should be avoided; for example, discontinuing delivery of a magazine because of one article.

Outgoing non-confidential correspondence shall only be censored to further a substantial government interest, and only when it is necessary or essential to the address the particular government interest. Government interests that would justify confiscation of outgoing mail include:

   (a) Maintaining facility security.
   (b) Preventing dangerous conduct, such as an escape plan.
   (c) Preventing ongoing criminal activity, such as threats of blackmail or extortion, or other similar conduct.
   (d) Preventing harassment of those who have requested that no mail be sent to them by the inmate.

Correspondence and material identified for censorship shall be delivered to the Corrections Lieutenant, who shall make the decision if such mail will be censored.
Inmate Mail

Notices should be sent to the sender of censored correspondence or publications, even when the sender is the editor or publisher. A single notification may be sent if the publication is received by multiple inmates.

1018.6.2 DOCUMENTING REJECTED OR CENSORED CORRESPONDENCE
In each case where it is necessary to remove any item, or reject or censor correspondence, a written record must be made of such action, to include:

(a) The inmate name and number.
(b) A description of the mail in question.
(c) A description of the action taken and the reason for such action.
(d) The disposition of the item involved.
(e) Signature of the officer.
(f) Notification to the inmate and sender (unless such notification jeopardizes any investigation or the security of the facility).

1018.7 BOOKS, MAGAZINES, NEWSPAPERS AND PERIODICALS
Unless otherwise in conflict with this policy and prohibited by the Corrections Captain, inmates are permitted to purchase, receive and read any book, newspaper, periodical or writing accepted for distribution by the U. S. Postal Service (15 CCR 1066(a)).

Publications, magazines or newspapers shall be accepted only if they are mailed directly from the publisher to a named inmate. A local daily newspaper in general circulation shall be made available to interested inmates (15 CCR 1066(b)).

1018.8 REJECTION OF MAGAZINES AND PERIODICALS
The Office may reject magazines, periodicals, and other materials that may inhibit the reasonable safety, security, and discipline in the daily operation of this facility. Generally, books, newspapers, and magazines are accepted only if they are sent directly by the publisher. Materials that may be rejected include but are not limited to (15 CCR 1066(a)):

- Materials that advocate violence or a security breach.
- Literature that could incite racial unrest.
- Sexually explicit material, including pornographic magazines, nude pictures, or pictures or descriptions of sexually explicit activities.
- Obscene publications or writings and mail containing information concerning where or how such matter may be obtained; any material that would have a tendency to incite murder, arson, riot, violent racism, or any other form of violence; any material that would have a tendency to incite crimes against children; any material concerning unlawful gambling or an unlawful lottery; any material containing information on the manufacture or use of weapons, narcotics, or explosives or any other unlawful activity.
- Material that could lead to sexual aggression or an offensive environment for inmates.
Inmate Mail

- Material that could create a hostile or offensive work environment.
- Any material with content that could reasonably demonstrate a legitimate government interest in rejecting the material.

Staff shall notify the on-duty Corrections Sergeant whenever a decision is made to reject books, magazines, or periodicals. The Corrections Captain or the authorized designee will be responsible for making the final decision as to the specific magazines, periodicals, and other materials that will be prohibited within this facility.

Religious texts not supplied by facility-authorized entities may be accepted by the chaplain or other religious volunteer who has received training on facility rules involving contraband, and who has been approved by a supervisor to review such documents for distribution.

1018.9 INDIGENT INMATE REQUESTS FOR WRITING MATERIALS
Indigent inmates shall receive writing materials on a weekly basis, as provided by an approved schedule established by the Corrections Captain. Writing materials should include the following (15 CCR 1063):

(a) At least two pre-stamped envelopes for correspondence with family and friends
(b) At least two sheets of paper
(c) One pencil

Indigent inmates shall receive an amount of pre-stamped envelopes and writing paper sufficient to maintain communication with courts, legal counsel, officials of this office, elected officials, jail inspectors, government officials, and officials of the Board of State and Community Corrections. There shall be no limitation on the number of postage-paid envelopes and sheets of paper permitted for correspondence to the indigent inmate’s attorney and to the courts (15 CCR 1063(e)).

Requests shall be screened and granted based on need by the Inmate Programs Coordinator. Inmates should not be permitted to maintain an excess supply of writing materials without the approval of a supervisor.
Inmate Telephone Access

1020.1 PURPOSE AND SCOPE
This policy establishes guidelines for permitting inmates to access and use telephones.

1020.2 POLICY
The Jail will provide access to telephones for use by inmates consistent with federal and state law. The Corrections Captain or the authorized designee shall develop written procedures establishing the guidelines for access and usage (15 CCR 1067). All inmates will be provided a copy of the telephone usage rules as part of their inmate orientation during the booking process.

1020.3 PROCEDURE
Inmates housed in general population will be permitted reasonable access to public telephones at scheduled times in the dayrooms for collect calls unless such access may cause an unsafe situation for the facility, staff or other inmates. All calls, with the exception of calls to a verified attorney, are monitored and recorded.

Inmates are not permitted to receive telephone calls. Messages will only be delivered in the event of a verified emergency.

In the event of a facility emergency, or as directed by the supervisor or Corrections Captain, all telephones will be turned off.

For security reasons, inmates who are awaiting transport to another facility or release to another agency are not permitted to use the telephones.

Telecommunications Device for the Deaf (TDD) or equally effective telecommunications devices will be made available to inmates who are deaf, hard of hearing or have speech impairments to allow these inmates to have equivalent telephone access as those inmates without these disabilities.

Reasons for denial of telephone access shall be documented and a copy placed into the inmate’s file. The rules governing the use of the telephone will, in addition to being provided to inmates during orientation, be posted near the telephones.

The staff should monitor the use of public telephones to ensure inmates have reasonable and equitable access and that the rules of use are observed. Any inmate refusing to cooperate with the telephone rules may have his/her call terminated, telephone privileges suspended and/or incur disciplinary action.
Inmate Telephone Access

1020.4 USE OF TELEPHONES IN HIGH-SECURITY OR ADMINISTRATIVE SEGREGATION HOUSING
Inmates who are housed in high-security or administrative segregation may use the public telephones in the dayroom during the time allocated for that classification of inmate to utilize that space. If portable telephones are available in the facility, inmates who are housed in high-security or administrative segregation units may have reasonable access to the portable telephones.

1020.5 COURT-ORDERED TELEPHONE CALLS
If a court order specifying free telephone calls is received by the facility, or a supervisor determines there is a legitimate need for a free telephone call for a specific inmate, the supervisor may direct that an inmate use a facility telephone at no charge. Calls placed from a facility telephone should be dialed by a staff member. The staff shall be responsible for ensuring that the inmate is not calling a number that has been restricted by a court order or by request of the recipient.

1020.6 ATTORNEY-CLIENT TELEPHONE CONSULTATION
At all times through the period of custody, whether the inmate has been charged, tried, convicted or is serving an executed sentence, reasonable and non-recorded telephone access to an attorney shall be provided to the inmate in accordance with the Inmate Access to Courts and Counsel Policy.

Foreign nationals shall be provided access to the diplomatic representative of their country of citizenship. Staff shall assist them upon request.

1020.7 TELEPHONE CONTRACTS AND CHARGES
The Corrections Captain or the authorized designee is responsible for ensuring that all contracts involving telephone services for inmates comply with all applicable state and federal regulations in accordance with sound correctional management practices.
Inmate Visitation

1022.1 PURPOSE AND SCOPE
The purpose of this policy is to establish rules for visitation and to provide a process for inmate visits and visitors. Visitation is a privilege and is based on space availability, schedules and on-duty staffing.

1022.1.1 DEFINITIONS
Definitions related to this policy include:

In-person visit - An on-site visit that may include barriers. In-person visits include interactions in which an inmate has physical contact with a visitor, the inmate is able to see a visitor through a barrier, or the inmate is otherwise in a room with a visitor without physical contact. “In-person visit” does not include an interaction between an inmate and a visitor through the use of an on-site two-way audio/video terminal.

Video visitation - Interaction between an inmate and a member of the public through the means of an audio-visual communication device when the member of the public is located at a local detention facility or at a remote location.

1022.2 POLICY
It is the policy of the Amador County Sheriff’s Office to allow inmate visitation, including video visitation when applicable, as required by law.

1022.3 PROCEDURES
The Office shall provide adequate facilities for visiting that include appropriate space for the screening and searching of inmates and visitors and storage of visitors’ personal belongings that are not allowed in the visiting area.

The Corrections Captain shall develop written procedures for inmate visiting, which shall provide for as many visits and visitors as facility schedules, space, and number of personnel will reasonably allow, with no fewer visits allowed than specified by 15 CCR 1062 per week, by type of facility. The procedures are subject to safety and security requirements and should consider:

- The facility’s schedule.
- The space available to accommodate visitors.
- Whether an emergency or other conditions justify a limitation in visiting privileges.
- Video visitation if applicable (Penal Code § 4032; 15 CCR 1062).

The visiting area shall accommodate inmates and visitors with disabilities. Visitors with disabilities who request special accommodations shall be referred to a supervisor. Reasonable accommodations will be granted to inmates and disabled visitors to facilitate a visitation period.
Visitor logs and records shall be developed and maintained in accordance with established records retention schedules.

Court orders granting a special inmate visitation are subject to county legal review and interpretation.

1022.3.1 VISITOR REGISTRATION AND IDENTIFICATION
All visitors must register and produce a valid state, military, tribal or other government identification. Identification will be considered valid for 90 days after expiration, provided the visitor has renewed the ID and has proof of the renewal.

(a) The registration form must include the visitor’s name, address and the relationship to the inmate.

(b) A valid identification shall include the following:
   1. A photograph of the person
   2. A physical description of the person

(c) An official visitor shall present proof of professional capacity. For example, attorney license/Supreme Court card, law enforcement identification or a business card/letterhead of the business with the visitor’s name.

Failure or refusal to provide a valid identification is reason to deny a visit.

1022.3.2 VIDEO VISITATION NOT TO REPLACE IN-PERSON VISITATION
The Office may not substitute video visitation for in-person visitation to meet the requirements of 15 CCR 1062.

1022.4 AUTHORIZATION TO SEARCH VISITORS
Individuals who enter the secure perimeter of this facility are subject to search if there is reasonable cause to believe the visitor has violated the law, is wanted by a law enforcement agency, or is attempting to bring contraband onto the facility property or into the facility. All searches shall be made in accordance with current legal statutes and case law.

The area designated for a visitor to be searched prior to visiting with an inmate shall have a notice posted indicating that any cellular telephone, wireless communication device or any component thereof shall be confiscated for the period of the visitation and returned to the visitor upon departure from the facility (Penal Code § 4576(b)(3)).

1022.5 VISITING SCHEDULE
The Corrections Captain shall designate a person to develop a schedule for inmate visitation that includes daytime, evening and weekend hours. Each inmate shall receive a copy of the visitation schedule in the inmate handbook at orientation. The visiting hours will also be posted in the public area of the facility.
Inmate Visitation

1022.6   DENIAL OR TERMINATION OF VISITING PRIVILEGES
The Corrections Captain or the authorized designee is responsible for defining, in writing, the conditions under which visits may be denied.

Visitation may be denied or terminated by a supervisor if the visitor poses a danger to the security of the facility or there is other good cause, including but not limited to the following:

(a) The visitor appears to be under the influence of drugs and/or alcoholic beverages.
(b) The visitor refuses to submit to being searched.
(c) The visitor or inmate violates facility rules or posted visiting rules.
(d) The visitor fails to supervise and maintain control of any minors accompanying him/her into the facility.
(e) Visitors attempting to enter this facility with contraband will be denied a visit and may face criminal charges.

Visitors who have been confined within the Amador County Jail within the last 60 days, or who are on Probation, Parole, or any supervision pursuant to AB 109 are not authorized to visit.

Any visitation that is denied or terminated early, on the reasonable grounds that the visit may endanger the security of the facility, shall have the actions and reasons documented. A copy of the documentation will be placed into the inmate’s file and another copy will be forwarded to the Corrections Captain.

1022.7   GENERAL VISITATION RULES
All visitors and inmates will be required to observe the following general rules during visitation:

(a) A maximum of two adults and two children will be permitted to visit an inmate at any one time. Children visiting inmates must be deemed age appropriate by the parent or guardian accompanying the child. Where a dispute over children visiting occurs between the inmate and the parent or legal guardian, the inmate will be advised to use the court for resolution. Adults must control minors while they are waiting to visit and during the visit.
(b) An inmate may refuse to visit with a particular individual.
(c) Those inmates who are named as the restrained person in any restraining or other valid court order shall not be allowed visits from persons who are protected by the order.
(d) Visitors must be appropriately attired prior to entry into the visitor’s area of the facility.
(e) Inappropriate clothing, such as transparent clothing, halter-tops, excessively tight or revealing clothing, hats and bandanas or any other clothes associated with a criminal gang or otherwise deemed by the staff to be unacceptable, will not be permitted.
(f) All visitors must have footwear.
(g) Visitors will leave all personal items, with the exception of car keys and identification, outside of the secure area. Visitors who enter the facility with handbags, packages or
other personal items will be instructed to lock the items in a vehicle or locker or return at another time without the items. The facility is not responsible for lost or stolen items.

(h) Food or drink is not permitted in the visitor’s area.

(i) Inmates will be permitted to sign legal documents, vehicle release forms or any other items authorized by the Corrections Lieutenant. Transactions of this nature will not constitute a regular visit.

1022.8 CONTACT VISITS

Inmates may have contact visits with their attorney's in the attorney visit room. All other contact visits will require approval by the Sheriff, Undersheriff, Jail Captain or by court order.

a. The Amador County Sheriff's Office offers contact visits between inmates and their children only. Contact visits with spouses or other family members are not allowed. Children participating in contact visits will be ten (10) years old or younger. A valid birth certificate must be presented at each contact visit for each child.

b. In order for inmates to be eligible for contact visits with their children they must be sentenced to over thirty (30) days of continuous incarceration in the Amador County Jail. Inmates whose time credits brings their actual time in jail below that number of days shall not be eligible for contact visits.

c. In order to participate in contact visits, inmates must attend parenting classes that are offered every Monday during the time that they are incarcerated. Inmates must also agree to attend parenting classes after their release from custody. These classes are free of charge to the inmate.

d. Visits will be one half (1/2) hour.

e. Contact visits with children will be held within the Sheriff's Office. A correctional officer will be directly present during the entire visit.

f. Adults presenting children for contact visits are responsible to promptly pick up the child at the conclusion of the visit. Absent the responsible adult to collect, staff will contact Amador County Child Protective Services for placement.

g. Adults presenting children for contact visits shall be required to sign a form declaring that they are aware of the consequences should they fail to return to promptly pick up the child.

h. A Corrections Sergeant, Corrections Lieutenant, or Corrections Captain may authorize waist and ankle restraints for contact visits. If an inmate who is not sentenced to serve time in the jail has court ordered contact visits, the inmate will be restrained at the waist and ankles during the visit. Inmates classified as Maximum Security shall be restrained at the waist and ankles.

1022.9 SPECIAL VISITS

The Corrections Lieutenant may authorize special visitation privileges, taking into consideration the following factors:

- The purpose of the visit
Inmate Visitation

- The relationship of the visitor to the inmate
- The circumstances of the visit
- Distance traveled by the visitor

Whenever a special visit is denied, an entry into the duty log will be made. The entry will include the requesting visitor’s name and the reason why the visit was denied.

**1022.10 ATTORNEY VISITS**

Inmates shall have access to any attorney retained by or on behalf of the inmate, or to an attorney the inmate desires to consult, in a private interview room. Staff shall not interfere with, suspend or cancel official visits except in circumstances where the safety, security or good order of the facility is compromised (see the Inmate Access to Courts and Counsel Policy).
Inmate Work Program

1032.1 PURPOSE AND SCOPE
The purpose of this policy is to establish the guidelines and requirements for the Inmate Work Program. The Inmate Work Program allows inmates to improve and/or develop useful job skills, work habits and experiences that will facilitate a successful return to the community.

1032.2 POLICY
The Amador County Sheriffs Office may operate an Inmate Work Program within the secure perimeter of the facility, in accordance with all applicable federal, state or local work safety laws, rules and regulations, and to the extent that the operation of inmate work programs do not pose a risk to the safety of the staff, other inmates or the public. This policy establishes the requirements, selection process, supervision and training of inmates prior to and after entering the facility's Inmate Work Program.

1032.3 LEGAL REQUIREMENTS

1032.3.1 SENTENCED INMATE WORK REQUIREMENTS
All sentenced inmates who are physically and mentally able shall work if they are not assigned to other programs. Inmates shall not be required to perform work which exceeds their physical limitations. Inmates may be excused from work in order to maintain their participation in an educational, vocational or drug abuse treatment program. The Office will abide by all laws, ordinances and regulations when using inmates to work in the facility.

1032.3.2 PRETRIAL AND UNSENTENCED INMATE WORK REQUIREMENTS
Pretrial inmates and those awaiting sentencing may not be required to work, except to do personal housekeeping and to clean their housing area.

1032.4 INMATE WORKER SELECTION
Custody staff shall be responsible for the selection and assignment of inmates to the various work assignments. Staff should solicit input from other custody staff in assisting with inmate selection and assignment. The Staff also shall take into consideration the following eligibility criteria:

(a) Inmates who have posed a threat in the past or have been charged with escape should be carefully screened for inmate work projects.

(b) The inmate's charges and classification are such that the inmate will not pose a security risk to other inmates, staff or the public.

(c) The inmate's capacity to perform physical tasks will match the job requirements.

(d) The inmate is able to learn the necessary work routines.

(e) The special interests, abilities, craft or trade of the inmate will benefit the work assignment.
(f) Inmates must be sentenced on local charges before they can be considered for the inmate worker program.

(g) Inmates who are sentenced, but have an outside agency hold, may be considered on a case by case basis.

Inmates must be able to pass a health screening test in accordance with the policies contained in this manual, and must meet all statutory and regulatory requirements.

1032.5 WORK ON PUBLIC PROJECTS
Sentenced inmates may be assigned to public works projects with state, municipal and local government agencies, or to community service projects, with the approval of the Sheriff and in accordance with all applicable laws and regulations.

1032.6 PROHIBITION OF NON-PUBLIC WORK PROJECTS
Work projects on behalf of any private individual or to an individual's private property are strictly prohibited and may constitute a violation of the law.

1032.7 SUPERVISION OF INMATE WORKERS
Facility staff in charge of work programs or who provide supervision of inmates assigned to work crews should adhere to the following:

(a) Inmate workers should be provided with safety equipment, clothing and footwear commensurate with the work performed. Safety equipment may include, but is not limited to, eye protection, gloves, hardhat or headwear and sunscreen for protection from sun exposure.

(b) Work periods shall not exceed eight (8) hours per day.

(c) Inmate workers should be provided with work breaks to allow them to take care of personal needs.

(d) Inmate workers shall have access to nutritious meals and a reasonable amount of time to consume those meals during their work period.

(e) Inmates who work shifts during the early morning or late-night hours should be provided with quiet space to allow for sleep during daytime hours.

(f) The inmate workday approximates the workday in the community.

Inmate workers shall be under the direct supervision of the facility staff at all times when they are on assignment through the Inmate Work Program.

Persons who are responsible for the supervision of inmates on work crews should receive training in basic areas of safety, security and reporting procedures.

Disciplinary action for inmate worker misconduct shall adhere to the Inmate Discipline Policy.
Inmate Work Program

1032.8 REMOVAL FROM THE INMATE WORKER PROGRAM
Inmate workers may be removed from the inmate worker program for violations of jail rules and regulations or for any violation of a federal, state or local law.

When correctional staff removes an inmate from the inmate worker program, they shall complete an inmate worker removal from prior to the end of shift. The removal form shall be forwarded to the Correctional Lieutenant who has final authority on the permanent removal from the inmate worker program.
Religious Programs

1034.1 PURPOSE AND SCOPE
This policy provides guidance regarding the right of inmates to exercise their religion and for evaluating accommodation requests for faith-based religious practices of inmates (15 CCR 1072).

1034.1.1 DEFINITIONS
Definitions related to this policy include:

Compelling government interest - A method for determining the constitutionality of a policy that restricts the practice of a fundamental right. In order for such a policy to be valid, there must be a compelling government interest, which is necessary or crucial to the mission of the Office, as opposed to something merely preferred, that can be furthered only by the policy under review.

Least restrictive means - A standard imposed by the courts when considering the validity of policies that touch upon constitutional interests. If the Office adopts a policy that restricts a fundamental religious liberty, it must employ the least restrictive measures possible to achieve its goal.

Religious exercise - Any exercise of religion, whether or not it is compelled by, or central to, a system of religious belief. The key is not what a faith requires but whether the practice is included in the inmate’s sincerely held religious beliefs.

Substantial burden - For the purposes of this policy, substantial burden means either of the following:

- A restriction or requirement imposed by the Office that places an inmate in a position of having to choose between following the precepts of his/her religion and forfeiting benefits otherwise generally available to other inmates, or having to abandon one of the precepts of his/her religion in order to receive a benefit.
- The Office puts considerable pressure on an inmate to substantially modify his/her behavior in violation of his/her beliefs.

1034.2 POLICY
It is the policy of this office to permit inmates to engage in the lawful practices and observances of their sincerely held religious beliefs consistent with the legitimate governmental objectives of the facility.

1034.3 CHAPLAIN
The Sheriff shall appoint an individual to serve as the chaplain for the facility. The chaplain shall be responsible for assisting the Corrections Captain with supervising, planning, directing and coordinating religious programs. The chaplain may be responsible for duties including, but not limited to:

(a) Coordinating religious services.
Religious Programs

(b) Maintaining a list of accepted religious practices that have been approved by the Corrections Captain and ensuring the current list is available to the staff.

(c) Reviewing requests for religious accommodations.

(d) Providing or arranging for grief counseling for inmates.

(e) Distributing a variety of religious texts.

(f) Developing and maintaining a liaison with a variety of religious faiths in the community.

(g) Making reasonable efforts to enlist religious leaders from outside the community as necessary.

(h) Seeking donations for religious programs from the community, when appropriate.

(i) Working with inmate families when requested.

(j) Periodically surveying the facility population to assist in determining whether current resources are appropriate for the inmate population.

(k) Providing guidance to the Sheriff and the Corrections Captain on issues related to religious observance.

1034.4 RELIGIOUS BELIEFS AND ACCOMMODATION REQUESTS
Inmates are not required to identify or express a religious belief. An inmate may designate any belief, or no belief, during the intake process and may change a designation at any time by declaring his/her religious belief in writing to the chaplain. Inmates seeking to engage in religious practices shall submit a request through the established process. Requests to engage in practices that are on the facility’s list of accepted practices should be granted. Requests to engage in religious practices that are not on the approved list shall be processed as provided in this policy.

All requests for accommodation of religious practices shall be treated equally, regardless of the religion that is involved. Equal and consistent treatment of all religions and religious beliefs shall not always require that all inmates of the same religion receive the same accommodations. Requests for accommodation of religious practices shall be submitted to a supervisor. In determining whether to grant or deny a request for accommodation of a religious practice, the supervisor will work with the chaplain to determine the sincerity of the religious claim of an inmate. Requests should be denied only if the denial or reason for denial would further a compelling interest of the facility and is the least restrictive means of furthering that compelling interest.

A supervisor who does not grant the accommodation, either in part or in full, should promptly forward the request to the Corrections Captain, who, after consultation with legal counsel as appropriate, should make a determination regarding the request within 10 days following the inmate’s request.

A Corrections Captain who does not grant an accommodation, either in part or in full, should forward the request to the Sheriff with the basis for the denial within 14 days of the inmate’s original
request being made. The Sheriff or the authorized designee will review the denial and respond to
the requesting inmate as soon as reasonably practicable.

The Corrections Captain and the Sheriff shall be informed of all approved accommodations. The
chaplain should make any necessary notifications to staff as necessary to meet an approved
accommodation.

All inmate requests for religious accommodations and related determinations shall be fully
documented in the inmate’s record.

1034.4.1 SUSPENSION OR REVOCATION OF ACCOMMODATIONS
In an emergency or extended disruption of normal facility operations, the Corrections Captain may
suspend any religious accommodation. The Corrections Captain may also revoke or modify an
approved religious accommodation if the accommodated inmate violates the terms or conditions
under which the accommodation was granted.

1034.4.2 APPEALS OF SUSPENSION OR REVOCATION OF ACCOMMODATIONS
Inmates may appeal the Corrections Captain’s denial, suspension or revocation of an
accommodation through the inmate appeal process.

1034.5 DIETS AND MEAL SERVICE
The Corrections Captain should provide inmates requesting a religious diet, including fasting and/
or hour of dining, a reasonable and equitable opportunity to observe their religious dietary practice.
This should be done within budgetary constraints and be consistent with the security and orderly
management of the facility. The chaplain shall provide a list of inmates authorized to receive
religious diets to the food services manager. The food services manager shall establish a process
for managing religious meal accommodations.

1034.6 HAIRSTYLES AND GROOMING
Unless it is necessary for the health and sanitation of the facility, inmates who wear head and
facial hair in the observance of their religion will generally not be required to shave or cut their hair.
To the extent reasonably practicable, alternative housing may be considered to accommodate the
need for religious hair and grooming, while meeting the health and sanitation needs of the facility.

Any inmate whose appearance is substantially altered due to changes in facial hair or hair length
may be required to submit to additional identification photographs.

1034.7 UNAUTHORIZED PRACTICES OR MATERIAL
The following list, which is not intended to be exhaustive, includes materials or practices that shall
not be authorized:

(a) Animal sacrifice

(b) Language or behaviors that could reasonably be construed as presenting a threat to
    facility safety or security
Religious Programs

(c) Self-mutilation
(d) Use, display or possession of weapons
(e) Self-defense or military training
(f) Disparagement of other religions
(g) Nudity or sexual acts
(h) Profanity
(i) Use of illegal substances or controlled substances without a prescription

1034.8 GROUP RELIGIOUS SERVICES
Group religious services may be allowed after due consideration of the inmate’s classification or other concerns that may adversely affect the order, safety and security of the facility.

Alternatives to attendance of group religious services may include, but are not limited to:

- The provision of religious books and reading materials.
- Access to religious counselors.
- Recorded religious media (e.g., DVDs, CDs, video tapes).

1034.9 RELIGIOUS SYMBOLS AND IMPLEMENTS
Religious symbols and implements used in the exercise of religion should generally be allowed unless the symbol or implement poses a threat to the safety and security of the facility. Alternatives to the provision of religious symbols and implements may be considered when security, safety or efficient operations may be jeopardized (e.g., substitution of a towel in lieu of a prayer rug).

1034.10 RELIGIOUS GARMENTS AND CLOTHING
Inmates who practice a religion that requires particular modes of dress, garments, headgear, etc., other than standard-issue clothing, should generally be accommodated subject to the need to identify inmates and maintain security.

Head coverings shall be searched before being worn in the housing areas of the facility and shall be subject to random searches for contraband. Personal head coverings should be exchanged in favor of office-supplied head coverings when available and appropriate.

Inmates wearing headscarves or other approved coverings shall not be required to remove them while in the presence of or while visible to the opposite sex, if they so desire. Religious garments that substantially cover the inmate’s head and face shall be temporarily removed during the taking of booking and identification photographs.

To the extent reasonably practicable, alternative housing may be considered to accommodate an inmate’s need for religious attire, while meeting the security needs of the facility.
Religious Programs

1034.11 STAFF RESPONSIBILITIES
Members shall not show favoritism or preference to any religion and will not discriminate or retaliate against any inmate for participating or not participating in any religion or religious practice. Inmates are not required to participate in religious programs or activities.

Facility staff will not allow their personal religious beliefs to influence them in the daily management of the inmate population, particularly as it relates to religious practices.
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