

Santa Barbara County Sheriff's Office



Custody Operations Policy and Procedures Manual

March 30, 2016

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PREFACE

The Custody Operations Policy and Procedures Manual will meet or exceed the requirements set forth in Title 15, California Code of Regulations § 1029. The policies in this manual are guidelines that should be followed by Custody Operations staff.

These policies are written with the intent to ensure employees understand the expectation and standard, while allowing deputies a certain amount of discretion. When exercising discretion, deputies must take into consideration the safety and security of staff, inmates, and the jail facility and shall not consider convenience over security.

It is the policy of Custody Operations to provide a manual, which through its organization and construction, is easy to reference, utilize, and understand. The manual is designed for use as a tool that will aid employees in carrying out their duties and assignments in a more uniform and efficient manner.

The Jail Operations Division Commander shall coordinate and conduct annual reviews. The policies are applicable to the Main Jail and all satellite facilities; however, procedures may vary from facility to facility.

A copy of this manual will be maintained on the Sheriff's Office intranet for immediate access. The original will be retained in the Custody Administration Office. The Jail Operations Division Commander must approve all additions and revisions to the manual. Suggestions for revisions may be made by any employee and submitted through the chain of command.

If any statement in this manual is declared illegal, or is found to be inaccurate, inapplicable, or inoperative, it shall not invalidate the manual as a whole, nor any subdivision or section thereof.

No provision or statement is to be construed to mean something other than the plain meaning of the language used and no provision or statement is to be interpreted in a manner contrary to its obvious intent.

MISSION STATEMENT AND PHILOSOPHY

MISSION STATEMENT

It is the primary mission of Custody Operations to provide staff, inmates and visitors a safe and secure environment by performing our daily functions in a professional and proficient manner; protect the community; promote and enhance community relations through education and awareness; and, create an atmosphere of dedicated excellence.

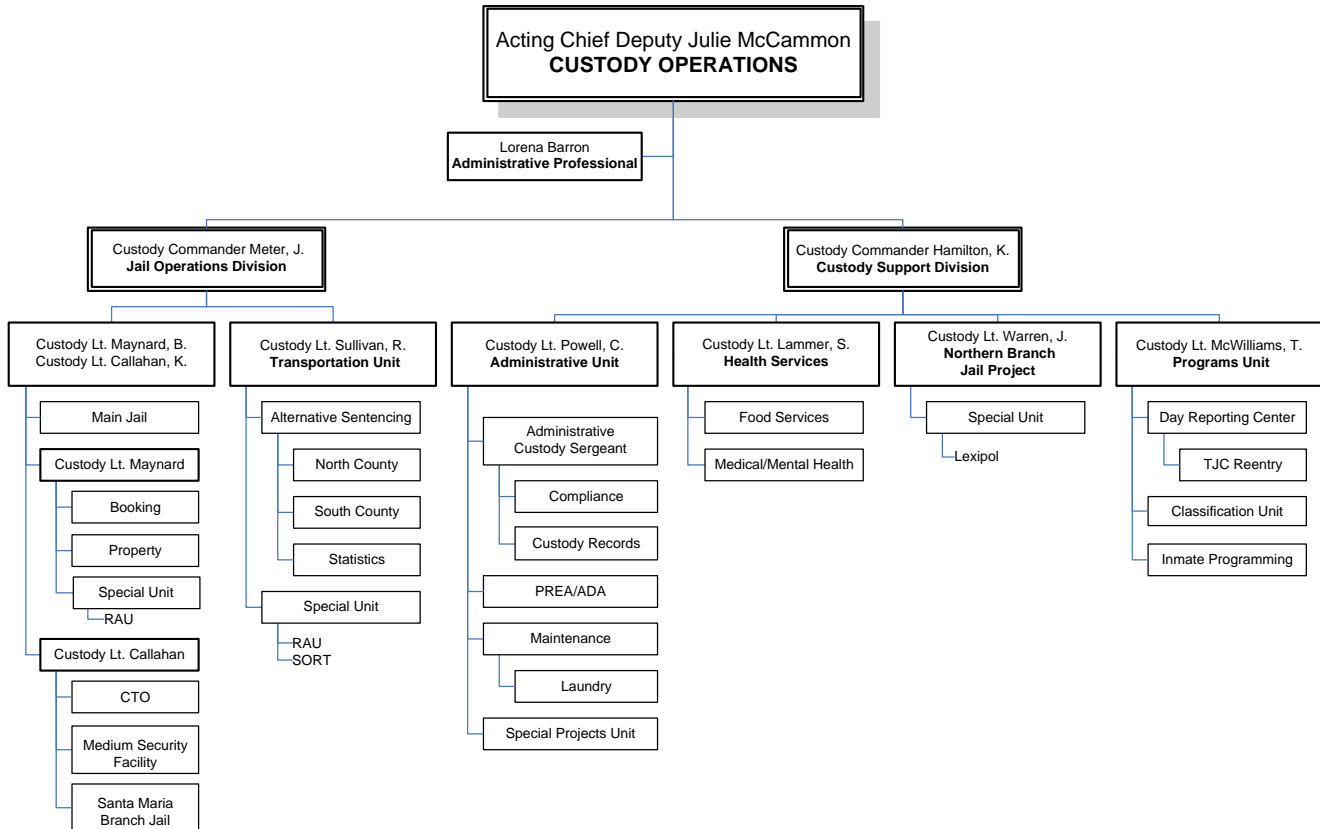
PHILOSOPHY

It is the philosophy of Custody Operations that in order to achieve our mission, we must provide our staff with the necessary training, education, and leadership to ensure performance of their duties in a professional manner. We are dedicated to providing education, vocation and counseling programs to enable inmates placed in our custody to enhance their life skills and to facilitate their return to the community.

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ORGANIZATION CHART

SANTA BARBARA COUNTY SHERIFF'S OFFICE
CUSTODY OPERATIONS



CHAPTER 1
GENERAL INFORMATION

CHAPTER 1
GENERAL INFORMATION

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Related Orders: N/A		

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

Administrative Custody Deputy – Custody Deputy assigned to Custody Support, Health and Records Administration.

Administrative Custody Lieutenant – Custody Lieutenant assigned to Custody Support, Health and Records Administration.

Administrative Custody Sergeant – Custody Sergeant assigned to Custody Support, Health and Records Administration.

Administrative Segregation – The physical separation of different types of inmates from each other as specified in Penal Code §§ 4001, 4002, and 1053 of these regulations. Administrative segregation is accomplished to provide that level of control and security necessary for good management and the protection of staff and inmates.

Adult – Any person 18 years of age or older.

Arrestee – A person brought to the jail for booking by an arresting agency; has not been classified to be housed within the Main Jail. Arrestees may have the ability to post bail, be released on written promise to appear (cite) or court ordered release by Pre-Trail Services.

Chit – a small round metal tag with the deputy's body number etched in.

Civilian – Employees and volunteers who are not sworn peace officers.

County – County of Santa Barbara.

Court Holding Facility (CHF) – means a local detention facility constructed within a court building after January 1, 1978, used for the confinement of persons solely for the purpose of a court appearance for a period not to exceed twelve (12) hours.

Department/SBSO – Santa Barbara County Sheriff's Office.

Deputy/Sworn – Those employees, regardless of rank, who are sworn employees of the Santa Barbara County Sheriff's Office. The term Deputy or Sworn throughout the policy includes the classification of Sheriff's Deputy, Custody Deputy and Correction Officer, unless specifically addressed in a particular policy section.

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Detective – a Sheriff's Deputy, Special Duty assigned to the Criminal Investigations Division.

Developmentally disabled – means those persons who have a disability which originates before an individual attains age 18, continues, or can be expected to continue indefinitely, and constitutes a substantial disability for that individual. This term includes mental retardation, cerebral palsy, epilepsy, and autism, as well as disabling conditions found to be closely related to mental retardation or to require treatment similar to that required for mentally retarded individuals.

Dispatch Center – Emergency Communications Center/Dispatch.

Electronic devices – items that emit an audible or visual signal, display a message, or otherwise summons the possessor, including, but not limited to, cellular telephones, paging devices, electronic e-mailing devices, radios, tape players, CD players, DVD players, video cameras, iPods or other MP3 type players, laser pointers, portable video game players, laptop computers, personal digital assistants (PDAs), electronic digital book readers, and any device that provides or requires a connection to the Internet.

Employee/Personnel/Staff – Any person employed by the Santa Barbara County Sheriff's Office.

Full restraints – Leg irons, waist chains and handcuffs.

Health authority – means that individual or agency that is designated with responsibility for health care policy pursuant to a written agreement, contract or job description. The health authority may be a physician, an individual or a health agency. In those instances where medical and mental health services are provided by separate entities, decisions regarding mental health services shall be made in cooperation with the mental health director. When this authority is other than a physician, final clinical decisions rest with a single designated responsible physician.

Inmate – An adult confined in the custody of the Sheriff and booked into jail.

Inmate Grievance Form (SH-585) – a form used by inmates to document a specific complaint or concern relating to conditions of confinement.

Inmate Request Form (SH-219) – a small yellow form used by inmates to request information, services or communicate with jail staff.

Inmate Worker – An inmate in a jail or detention facility assigned to perform designated tasks outside of his/her cell or dormitory, for any length of time.

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Inmate's Custody Record File – A file containing all pertinent information on the inmate's custody and court status.

Intake Medical Screening – means the JMS form used at intake to assess an arrestee's medical condition.

Investigator – A Santa Barbara County Sheriff's Office employee conducting an investigation.

Juvenile – Any person under the age of 18 years.

Lexipol – Santa Barbara County Sheriff's Office Policy Manual.

May – Indicates a permissive, discretionary or conditional action.

Member – Any person who is employed or appointed by the Santa Barbara County Sheriff's Office including sworn deputies, reserve deputies, civilian employees and volunteers.

On-Duty – Employee status during the period when he/she is actually engaged in the performance of his/her duties.

On-Duty Supervisor – The highest ranking shift deputy on duty throughout the jail.

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

Rank – The job classification title held by a deputy.

Receiving – means the booking process when an inmate is arrested and brought to jail.

Safety checks – means regular, intermittent and prescribed direct, visual observation to provide for the health and welfare of inmates.

Secure Areas – area located within a secure door perimeter.

Shall or will – Indicates a mandatory action.

Shift Commander – on-duty Custody Sergeant assigned to a shift at the Jail Operations Division, Main Jail.

Should – Indicates a generally required or expected action, absent a rational bases for failing to conform.

Supervisor – A person in a position of authority of other employees. The term supervisor may also include any person (e.g. deputy-in-charge, lead or senior worker) given

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responsibility for the direction of the work of others without regard to a formal job title, rank or compensation.

Watch Commander – Sworn personnel with the rank of Sergeant or higher.

WEAR – Work Evaluation and Review.

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CHAPTER 1 GENERAL INFORMATION	101. Number of Personnel	
Page: 1 of 2	Revision Date: 12/2013	Review Date: 4/2015
Related Orders: Title 15, CCR § 1027; PC §§ 4021 (b) and 6030; Lexipol § 216; Staffing Plan Forms - Misc. Documents\Jail Operations Staffing Plan.xls		

I. PURPOSE:

A sufficient number of personnel shall be employed to conduct at least hourly safety checks of all inmates through direct visual observation and to ensure the implementation and operations of the programs and activities. Whenever there is an inmate in custody, there shall be at least one employee on duty at all times who shall be immediately available and accessible to inmates in the event of an emergency. They shall have no other duties which would conflict with the supervision and care of inmates in the event of an emergency.

In order to maintain the safety, security and order of the jail, while also accounting for the basic privacy interests of inmates and employment rights of custody personnel, rooms or cells occupied by inmates of the opposite sex should not be entered except in the company of an employee of the same sex as the inmate, unless there are exigent circumstances requiring immediate entrance. For example, a female deputy should not enter an occupied dayroom of male inmates without the company of a male deputy; likewise, a male deputy should not enter an occupied dayroom of female inmates without the company of a female deputy or a Sheriff's Office female employee. See Penal Code § 4021(b).

It has been determined that Sheriff's Treatment Program (STP) Counselors are exempt from this policy, as they are not a deputy, station officer, jailer or custodial personnel. STP Counselors are not to enter any sleep area of a cell without an escort.

Absent exigent circumstances, as determined by the Shift Commander, at least one module deputy will remain in the module at all times.

Whenever one or more female inmates are in custody, there shall be at least one female deputy who shall in like manner be immediately available and accessible to such female inmates. If a female deputy is unavailable, a female Sheriff's Office employee may fulfill this requirement.

II. POLICY:

Custody Operations personnel shall be assigned to positions within the jail to allow intermittent, supervision of inmates; to allow for the efficient and safe operation of the jail and all facility programs and activities without compromising security. The Sheriff's Office and Custody Operations shall not guarantee to any employee permanent status in any assignment.

Assignments will not be influenced by personal matters, or by race, color, or creed, and will be in compliance with the Santa Barbara County policy regarding nepotism.

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The Sheriff and Custody Operations may consider the reassignment of personnel for one or more of the following reasons:

1. Failure to meet performance standards;
2. Disciplinary reasons; and
3. The best interest of the Sheriff's Office.

Custody Operations personnel shall be assigned duty days and hours in a fair and impartial manner, in the best interest of the Sheriff's Office, in compliance with Title 15, Minimum Jail Standards, California Code of Regulations and Lexipol.

III. DEFINITIONS:

IV. PROCEDURES:

Supervisors shall be responsible to ensure daily staffing levels comply with minimum staffing requirement as defined by the Division Commander.

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CHAPTER 1 GENERAL INFORMATION	102. Inspection and Operations Review	
Page: 1 of 1	Revision Date: 4/2015	Review Date: 4/2015
Related Orders: Title 15, CCR; Part 1910, Occupational Safety and Health Standards; Public Health Standards		

I. PURPOSE:

It is essential to ensure compliance with all state, local and federal guidelines in addition to health and safety guidelines. By executing periodic inspections and documenting these inspections, enforces our conformity. The goal of Custody Operations is to maintain consistently high levels of cleanliness throughout the jail facilities, which benefits both the deputy and the inmate, and to identify and correct unsafe and unsanitary conditions.

II. POLICY:

Custody Operations shall conduct annual reviews and inspections of jail operations in accordance with Title 15, Minimum Jail Standards, California Code of Regulations. It is the responsibility of the Jail Operations Lieutenant and the Administrative Custody Lieutenant or designees, to ensure these inspections are conducted throughout the jail facility. The inspections shall be documented on the Security Inspection Checklist. Inspections shall include, but are not limited to areas of facility cleanliness, operational effectiveness of security and safety equipment, inmate living conditions, staff working conditions, fire and life safety, and the overall operation of the facility. In addition to the yearly inspection, the Shift Commander shall perform a daily walk through inspection of the jail facility.

III. DEFINITIONS:

IV. PROCEDURES:

SANITATION, SAFETY AND MAINTENANCE:

In order to maintain sanitary conditions within the jail, daily cleaning schedules and routine maintenance procedures have been established with periodic inspections to ensure that sanitary conditions are maintained throughout the jail at all times. Inspections will be documented in the daily Module Post recap and the Shift Commander's Recap.

Inmate workers can be assigned to work crews to clean the common areas within the jail. The cleanliness of the housing units is the responsibility of the inmates. Cleaning schedules have been set up as to not to conflict with other jail activities or mass movements of inmates. Any unsafe condition or maintenance requirement will be reported to the Shift Commander and a work order completed and submitted to General Services.

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CHAPTER 1 GENERAL INFORMATION	103. Public Information Plan	
Page: 1 of 1	Revision Date: 5/2015	Review Date: 5/2015
Related Orders: N/A		

I. PURPOSE:

To provide for the dissemination of information regarding Santa Barbara County Jail's procedures, rules, and relevant state and local laws to the public, other government agencies, and inmates.

II. POLICY:

Custody Operations shall provide the public, other government agencies and inmates with access to the Custody Operations Policies and Procedures as well as Title 15, Minimum Jail Standards, California Code of Regulations. It is the responsibility of the Jail Operations Lieutenant and the Administrative Custody Lieutenant or designees, to ensure that these documents are current and available upon request.

III. DEFINITIONS:

IV. PROCEDURES:

A binder containing the current Custody Operations Policies and Procedures (redacted version) as well as a copy of Title 15, Minimum Jail Standards, and California Code of Regulations shall be maintained in the Administrative Custody Lieutenant's office and made available to the public for review upon their request.

A binder containing the current Custody Operations Policies and Procedures (redacted version) as well as a copy of Title 15, Minimum Jail Standards, and California Code of Regulations shall be maintained in each of the jail housing units for inmates to review upon their request.

CHAPTER 2
ADMINISTRATIVE

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CHAPTER 2 ADMINISTRATIVE	200. Custody Records	
Page: 1 of 1	Revision Date: 4/2015	Review Date: 4/2015
Related Orders: Title 15, CCR § 1041; PC § 6030; GC § 26202		

I. PURPOSE:

Custody Operations will maintain inmate records in compliance with Title 15, California Code of Regulations § 1041. These records can include, but are not limited to: booking information; and intake information. All medical information and orders issued by the responsible physician will be retained in the inmate's medical file.

II. POLICY:

Custody Records, Santa Maria Branch Jail, and the Alternative Sentencing Bureau will maintain all Inmate Custody Record Files to ensure compliance with above regulations. These records will be scanned into a document scanning system to maintain retention and reduce storage problems. Original Inmate Custody Record Files will be retained for three (3) years after which time a letter to the Board of Supervisors will be completed requesting destruction of said documents per Government Code § 26202.

III. DEFINITIONS:

IV. PROCEDURES:

A letter to the Board of Supervisors requesting document destruction will be submitted annually.

The following documents will be retained in the Inmate's Custody Record File, while the inmate is in custody:

1. Original booking sheet (arresting agencies);
2. Computer generated booking sheet;
3. LiveScan, FBI and Homeland Security responses.
4. Money receipt;
5. Court Documents/Remands;
6. Original Inmate Grievance forms;
7. All other records pertaining to the inmate's custody status.

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CHAPTER 2 ADMINISTRATIVE	201. Photo Line-Ups	
Page: 1 of 1	Revision Date: 1/2014	Review Date: 4/2015
Related Orders: N/A		

I. PURPOSE:

The purpose of the policy is to establish guidelines for law enforcement agencies and attorneys who conduct photo line-ups using inmates housed within our jail facility.

II. POLICY:

Custody Operations will accommodate these requests with respect to scheduling photo line-ups at times that will minimize the impact on the overall routine and security of Custody Operations.

III. DEFINITIONS:

Photo Imaging and Mug Shot – refers to the picture identification system located in the Identification Room (ID Room).

Photo Line-up – means a photo comparison of a suspect for the purpose of investigations.

IV. PROCEDURES:

An agency wishing to conduct a photo line-up will contact the Administrative Custody Sergeant or designee. The requesting agency will be responsible for choosing the inmates participating in the photo line-up. Deputies will NOT choose the inmates. The photo line-up is obtained by using the Photo Imaging or Mug Shot equipment in the ID Room.

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CHAPTER 2 ADMINISTRATIVE	202. Civil Commitments	
Page: 1 of 3	Revision Date: 12/2013	Review Date: 12/2015
Related Orders: WIC § 6600; PC § 4001(3), 4002, 4002(a), 2862 and 2970		

I. PURPOSE:

Individuals committed to the custody of the Sheriff under the Welfare and Institutions Code § 6600 and Penal Code 4001(3) will be considered **Civil Commitments or Civil Detainees**. Based on a 9th Circuit Court case of Jones v. Blanas, they cannot be subjected to conditions that “amount to punishment.” While confined in our custody, Civil Commitments will be treated in a manner that ensures their presence at trial, maintains jail security, and allows for the effective management of the jail facility.

II. POLICY:

As a rule, we will not book any out of county civil warrants. Custody Records will contact the issuing county for further information.

Civil Commitments/Detainees will be housed separately from other inmates. They will be afforded enhanced opportunities to utilize the recreation yard, telephone, and will be subjected to strip searches only when there is reasonable suspicion that they are concealing contraband or for safety and security concerns. They will be housed in Administrative Segregation with an individual programming schedule, or multi-person cell with programming restricted to those inmates of similar classification.

Civil Commitments/Detainees that are being held in custody as a Sexual Violent Predator (SVP), per Welfare and Institutions Code § 6600, will not be housed with other civil commitments/detainees held under Penal Code § 4001.

III. DEFINITIONS:

Civil Commitments/Detainee – Penal Code § 4001 requires separate confinement in jail for persons committed on criminal process and detained for trial, sentenced persons, and those detained under civil process. More specifically, Penal Code § 4002 states that these groups of people “shall not be kept or put in the same room” (Penal Code § 4002(a)).

The above section refers to a person detained as a witness or held under civil process, or under an order imposing punishment for a contempt, or under Penal Code § 2970 which provide for involuntary treatment of inmate suffering from “severe mental disorders” and qualifying as “mentally disordered offenders (MDO).”

Sexual Violent Predators (SVP) – Welfare and Institution Code §§ 6600 through 6609.2. These sections refer to a person who has been convicted of a sexually violent offense against two or more victims and who has a diagnosed mental disorder that makes a person a danger

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to the health and safety of others, in that it is likely that he/she will engage in sexually violent criminal behavior again.

IV. PROCEDURES:

HOUSING:

1. Civil Commitments/Detainees will **not** be co-mingled with other inmates unless they are compatible with another Civil Commitment/Detainee.
2. They will be allowed to view television throughout the day.
3. They will be allowed unrestricted use of the dayroom phone.
4. They will be allowed access to the shower on a daily basis.

RECREATION AND VISITATION:

1. Civil Commitments/Detainees will be allowed to utilize the recreation yard on a schedule that allows for more opportunities than that afforded to other inmates; however, it should not create an undue burden on the staff. A yard schedule will be drafted for approval by the Shift Commander or their designee whenever a civil commitment is incarcerated.
2. Civil Commitments/Detainees will be afforded the ability to receive visitors on a schedule that allows for more opportunities than that afforded to other inmates; however, it should not create an undue burden on the staff. A visitation schedule will be drafted for approval by the Shift Commander or their designee, whenever a civil commitment is incarcerated.

TRANSPORTATION:

Civil Commitments/Detainees will be placed into the segregated cages on the bus, or shall be transferred in a separate van, segregated from other inmates. They will be segregated from other inmates in the least restrictive manner possible, depending on the seating arrangements available on the particular bus or van, while maintaining complete security.

CLOTHING:

Civil Commitments/Detainees will be dressed in jail issued clothing for identification and security concerns. These inmates will be afforded clothing exchange on a schedule that allows for more opportunities than that afforded to other inmates; however, it should not create an undue burden on the staff; and in accordance with Title 15, California Code of Regulations.

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DOCUMENTATION:

An activity log will be initiated and maintained upon cell placement. This log shall be used to document every opportunity to access showers and yard. All refusals will be documented.

Completed logs will be forwarded to the Classification Unit for review and maintained in the Inmate's Custody Record File.

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CHAPTER 2 ADMINISTRATIVE	203. In-Custody Marriages	
Page: 1 of 2	Revision Date: 12/2013	Review Date: 4/2015
Related Orders: N/A		

I. PURPOSE:

The Sheriff's Office recognizes that there are times when an inmate has the desire to marry while incarcerated. Custody Operations has provided a procedure to accomplish this, without causing undue disruption to jail operations, safety, security and or personnel.

II. POLICY:

All marriages of incarcerated individuals will be approved through Custody Administration. If both parties (individuals) are incarcerated, the marriage will not be authorized.

III. DEFINITIONS:

IV. PROCEDURES:

This procedure has been established to help facilitate the marriage between an inmate and someone who is not incarcerated.

1. Inmates requesting to be married will complete the 203. Inmate Marriage Request form and forward the completed form to the Administrative Custody Deputy for approval.
2. The Administrative Custody Deputy will process and approve/deny the marriage request. All denials will be noted in memorandum form and returned to the inmate.
 - a) Reasons for denial may include, but are not limited to: Incorrect documents, insufficient time for request, disciplinary history of the inmate and safety/security issues.
3. All marriages will be performed during the requesting inmate's normal visitation hours. The ceremony will be performed at the visitation booth. The civilian party of the marriage and the person conducting the marriage ceremony must identify to Sheriff's personnel of the pending marriage at the time of visitor registration.
4. It is the inmate's responsibility to ensure that the prospective spouse and the officiant are listed on the pre-approved visitor list prior to the marriage ceremony. No exceptions shall be made.
5. A memorandum will be forwarded to the Shift Commander on all approved marriages, detailing the date, time and a list of those involved in the ceremony. This memorandum will be provided to the Shift Commander prior to the inmate's visitation time.

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6. Only the person performing the ceremony and the person being married will be allowed to attend.
7. Any paperwork associated with the marriage that requires the inmate's signature will be given to the deputy supervising visitation. The deputy will check the paperwork for any contraband and have the inmate sign the documents. After the signature(s) have been obtained, the documents will be returned to the person performing the ceremony.
8. It will be the inmate's, or future spouse's responsibility to obtain a "confidential" marriage license. The county clerk is responsible for determining the eligibility of the persons seeking marriage licenses and for verifying the credentials of the person performing the ceremony.
9. The Sheriff's Office will only allow a "confidential" marriage license for inmate marriages (no medical test or witnesses required).
10. Ceremonies may be civil or religious, but no religious rites beyond readings are permitted. One bible will be permitted in the visitation area.
11. The civilian party must dress in accordance with the visitation policy standards. All standards required for visitation will remain in effect for the marriage ceremony.
12. No physical contact or exchanging of rings will be allowed.
13. No pictures or recordings of the ceremony will be allowed.
14. The Sheriff's Office has the right to refuse any marriage ceremony that could compromise the safety and security of the jail facility, staff or inmates.
15. Failure to follow established rules may result in termination of the marriage ceremony.

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CHAPTER 2 ADMINISTRATIVE	204. Significant Incident Notifications	
Page: 1 of 2	Revision Date: 05/2015	Review Date: 5/2015
Related Orders: Title 15, CCR §§ 1044 and 1046; Lexipol § 346		

I. PURPOSE:

Custody Operations is a 24-hour operation jail facility with potential for significant and/or emergency incidents, which can occur at any time.

II. POLICY:

All significant and emergency situations can pose a liability threat to the County of Santa Barbara, the Sheriff, and on occasion, others. It is essential that a ranking staff member be alerted at the earliest appropriate opportunity.

III. DEFINITIONS:

Significant Incidents – are described as follows:

1. The death of inmate or staff;
2. A serious injury to an inmate or staff:
 - a) Anytime an inmate is transported from a court or jail facility to a hospital by ambulance Code-3, it should be considered a significant incident; and
 - b) It is to be considered a significant incident anytime a staff member is medically treated.
3. Attempt or actual escape(s);
4. Erroneous release;
5. Hostage/barricaded inmate situation;
6. Assistance is requested from another division or from another agency;
7. A notable person is received (i.e., if a judge, politician or celebrity);
8. Fire (i.e., whenever the Fire Department is requested to respond); and
9. Anything which should immediately be reviewed by a ranking staff member.

IV. PROCEDURES:

NOTIFICATIONS:

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CHAPTER 2 ADMINISTRATIVE	204. Significant Incident Notifications	
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The Unit Lieutenant is the first person to be contacted as soon as possible. In the event that this person is not available, then move on to the Division Commander, Custody Operations Chief Deputy, Undersheriff, and finally the Sheriff. The first ranking staff member will determine if the incident will be passed up the chain of command. He/she may personally pass the word on or direct the subordinate staff member to do so.

Refer to the 205. Significant Incident Alert Notification List for appropriate chain of command and telephone numbers.

Notification should be made as soon as sufficient information is available to make an intelligent briefing. To the extent possible, this means advising what, who, why, when, where and how.

NEWS RELEASES:

News releases will not be made without formal approval of the Jail Operations Division Commander. Should members of the media contact the Shift Commander for information, they are to be referred to the Jail Operations Division Commander or designee, or Public Information Officer.

Personnel are to refrain from making comments, statements or conversation to the media or general public, unless authorized to do so by their supervisor.

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Related Orders: N/A		

RISK ASSESSMENT UNIT:

Acting Commander Erik Raney	Work: 681-4280	Home: 686-4844	Cell: 886-7440
Custody Lieutenant Shawn Lammer	Work: 681-4057	Home: 553-0561	Cell: 896-5175
Custody Lieutenant Brenda Maynard	Work: 681-4356	Home: 895-8080	Cell: 896-6496

CRIMINAL INVESTIGATIONS DIVISION:

Lieutenant Steve Hiersche	Work: 681-6156	Home: 239-4914	Cell: 895-9024
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JAIL OPERATIONS DIVISION:

Custody Commander James Meter	Work: 681-4020	Home: 717-2929	Cell: 896-5176
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Main Jail/Medium Security Facility/Santa Maria Branch Jail:

Custody Lieutenant Brenda Maynard	Work: 681-4356	Home: 895-8080	Cell: 896-6496
Custody Lieutenant Kenneth Callahan	Work: 691-9303	Home: 691-9303	Cell: 331-5487

Transportation Unit/Alternative Sentencing Bureau/Special Operations Response Team:

Custody Lieutenant Ryan Sullivan	Work: 681-4057	Home: 345-1050	Cell: 895-4887
Custody Sergeant Eric Alexander	Work: 681-4244	Home: n/a	Cell: 689-3308

CUSTODY SUPPORT DIVISION:

Custody Commander Kelly Hamilton	Work: 681-4326	Home: 733- 2394	Cell: 896- 5180
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Health Services - Food Services/Medical and Mental Health:

Custody Lieutenant Shawn Lammer	Work: 681-4252	Home: 553-0561	Cell: 896-5175
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Administrative Unit – Custody Records/Maintenance/Laundry:

Custody Lieutenant Charles Powell	Work: 681-4251	Home: 717-0539	Cell: 331-9533
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Northern Branch Jail Project:

Custody Lieutenant Jeff Warren	Work: 681-4239	Home: 625-2660	Cell: 896-2388
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Programs Unit – Classification Unit/Inmate Programming:

Custody Lieutenant Tim McWilliams	Work: 681-4047	Home: 714-9069	Cell: 896-5181
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Acting Chief Julie McCammon:

Work: 681-4246	Home: 708-7447	Cell: 689-2829
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Undersheriff Bernard Melekian:

Work: 681-4288	Home: 324-4627	Cell: 455-3612
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Sheriff Bill Brown:

Work: 681-4291	Home: 740-9714	Cell: 315-7023
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Type of Incident: _____

Staff Member Notified: _____

Date and Time: _____

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CHAPTER 2 ADMINISTRATIVE	206. Significant Incident and In-Custody Deaths	
Page: 1 of 5	Revision Date: 6/2015	Review Date: 6/2015
Related Orders: GC § 27491.3; IMQ #114		

I. PURPOSE:

The purpose of this policy is to ensure that deputies respond to significant incidents and in-custody deaths in an appropriate and responsible manner and accurate reporting is comprehensive and thorough.

II. POLICY:

In the event of a significant incident (as defined in 204. Significant Incident Notifications) or in-custody death (this includes deaths of hospitalized and Alternative Sentencing inmates), and to facilitate adequate and appropriate response which includes complete and accurate reporting, the following procedure will be followed and the appropriate individuals shall be notified immediately:

III. DEFINITIONS:

IV. PROCEDURES:

RESPONSE TO SIGNIFICANT INCIDENT AND IN-CUSTODY DEATHS:

1. Deputy Responsibilities:
 - a) The initial responding deputy on scene will immediately assess the situation and request assistance. A deputy shall exercise sound judgment and care with due regard for life and property when responding to an emergency call.
 - b) The On-Duty Supervisor will be immediately notified.
 - c) All significant incident scenes will be treated as a criminal investigation until determined otherwise.
 - d) The initial responding deputy will initiate the original report; all others on scene will submit supplements to the original. 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.

2. On-Duty Supervisor Responsibilities: It is the policy of the Sheriff's Office that available supervisory and management control will be exercised over all significant incidents. The On-Duty Supervisor of the initial responding deputy, or if unavailable, the nearest supervisor will be responsible for the following:
 - a) Immediately ascertain all reasonably available information to continuously assess the situation and risk factors associated with the incident, in order to ensure that all policies established by Custody Operations and Lexipol are adhered to;
 - b) Exercise management and control of the incident even if not engaged in it;

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- c) Ensure that the number of deputies responding are no more than necessary to maintain security and control;
- d) Ensure that the proper radio communication is being used; and
- e) Ensure all documentation is complete and accurate.

The supervisor has the final responsibility for the coordination and control of an incident, and shall be in overall command until relieved by a Lieutenant.

SECURING THE SCENE AND INVESTIGATION PROCEDURES:

If a death or serious injury occurs as the result of a suicide (attempt), accident, or criminal act, preservation of the crime scene is essential. It will be the responsibility of Custody Operations personnel to isolate the area immediately after determining that a subject is deceased, or has been removed from the area for purposes of transportation to a hospital, in an effort to save his/her life. All reasonable efforts will be made to prevent any physical evidence from becoming contaminated.

1. For investigative purposes, information contained within the Inmate's Custody Record File and medical file will be made available to authorized Santa Barbara County Sheriff's investigative personnel. This procedure applies to those cases where a death or serious injury occurs and the patient-doctor privilege is not compromised.
2. Government Code § 27491.3 requires all personal property belonging to the deceased inmate be collected, inventoried, and an appropriate receipt prepared for the Coroner's Bureau deputy to sign when he/she takes possession of the property from the On-Duty Supervisor.

PREVENT CONTAMINATION OF EVIDENCE AND PREVENT DESTRUCTION OF INFORMATION:

In order to prevent contamination of any evidence, and also to prevent destruction of any information that may aid in the investigation, the following steps will be taken by the jail staff:

1. All monies belonging to the inmate(s) will be handed over to the On-Duty Supervisor in an appropriate money envelope. The On-Duty Supervisor will maintain the money until released to the investigator.
2. All property to include, personal, clothing and bulk property, will be handed over to the On-Duty Supervisor. They will release all property to the investigating deputies, or a deputy of their designation, totally intact. At no time will personnel of Custody Operations open the property bag(s).

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3. If the death of an inmate occurs outside a cell, the cell will be locked and sealed until investigating deputies are prepared to search it. Other occupants of the cell will not be allowed to return to the cell for any reason until the investigating deputies give their approval. Investigators will conduct a thorough search of the cell and any property belonging to the deceased will be gathered at that time.
4. If the death occurs inside a cell, the cell will immediately be locked and sealed until investigators complete collecting evidence and searching the cell. Other occupants of the cell will be searched and secured in a different location, and will not be allowed to return to the cell for any reason until the investigating deputies give their approval.
5. The On-Duty Supervisor will complete the 206. In-Custody Death/Serious Injury Checklist and ensure all proper log entries are made pertaining to the death.
6. In any criminal investigation, witnesses, suspects, informants, etc., will be separated for subsequent interviews. A list of individuals who may possess pertinent information relative to the investigation will be provided to the responding Risk Assessment Unit (RAU)/Criminal Investigations Division (CID) personnel.
7. The On-Duty Supervisor will coordinate the activities of the investigation with the on-scene RAU and CID personnel. Complete cooperation will be extended to the deputies during their investigation.
8. The On-Duty Supervisor will see that all deputies involved in the incident write a report (one report by the primary deputy, supplemental reports by the remaining involved deputies) stating, in detail, their actions concerning the incident.

NOTIFICATIONS:

1. Refer to the 205. Significant Incident Alert Notification List.
2. The Jail Operations Lieutenant will contact the CID Lieutenant and the RAU Lieutenant.
3. In the event of a serious injury/illness where death is likely to occur, the Jail Operations Lieutenant or designee will make every attempt to notify the inmate's family.
4. In the event of a death, it shall be the responsibility of the Coroner's Bureau to notify the inmate's next of kin.

SECONDARY NOTIFICATIONS:

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Within ten (10) days after an in-custody death, the Coroner's Bureau shall report, in writing, to the California Attorney General's Office, on behalf of Custody Operations, all the facts in their possession concerning the death, as required by Government Code § 12525.

In addition to notifying the California Attorney General's Office, Custody Operations shall notify the following agencies within ten (10) days of the in-custody death, pursuant to applicable State Law or County Ordinance:

1. Santa Barbara County Board of Supervisors
2. Santa Barbara County Grand Jury
3. California Youth Authority (juvenile death)

MEDICAL REVIEW:

In the event of an in-custody death (excluding Alternative Sentencing inmates), a medical review will be conducted within 30 days of the death. This review will be performed to thoroughly assess the conditions surrounding the inmate's death. The review team shall include the county health authority or their designee, Administrative Custody Lieutenant or designee, responsible physician and other health care and supervision staff who are relevant to the incident. This includes Mental Health psychiatrist and County Counsel. Refer to National Commission on Correctional Health Care § J-A-10.

REPORTS FOR CIVIL LITIGATION DEPUTY:

Copies of the following reports and records are to be forwarded to the Department's Civil Litigation Deputy by the Administrative Custody Lieutenant as soon as they are available:

1. Original jail incident report;
2. All supplemental reports by jail personnel;
3. All investigator's reports;
4. Coroner's Bureau Report;
5. Autopsy Report; and
6. Inmate Custody Record File documents and module card.

NEWS RELEASES:

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News releases will not be made without formal approval of the Jail Operations Division Commander. Should members of the media contact the Shift Commander for information, they are to be referred to the Jail Operations Division Commander or designee, or Public Information Officer.

Personnel are to refrain from making comments, statements or conversation to the media or general public unless authorized to do so by their supervisor.

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CHAPTER 2 ADMINISTRATIVE	207. Court Orders for Temporary Releases	
Page: 1 of 2	Revision Date: 12/2013	Review Date: 4/2015
Related Orders: N/A		

I. PURPOSE:

This policy is developed to establish guidelines and procedures for processing court orders for the temporary release of an inmate.

II. POLICY:

To ensure that all interested parties have the opportunity to be fully informed as to the circumstances and risks of the temporary release of an inmate, all court orders for the temporary release of inmates will be thoroughly reviewed by Custody Operations to ensure the inmate meets criteria for the release. It is important to maintain the safety of the community. To achieve this, inmates must be screened for potential escape, violence or any other risk, prior to release.

III. DEFINITIONS:

IV. PROCEDURES:

Prior to seeking the temporary release of an inmate, the inmate's defense counsel shall contact the Inmate Reception Center to speak with the on-duty Classification Unit deputy.

The Inmate Reception Center number is (805) 681-4715. This number is operating 24/7 and is not available to the general public.

The Classification Unit deputy will immediately do a query to assess the inmate's risk status. The assessment will include a review of the Inmate's Custody Record File for any pending or sentenced charges, holds, victims, etc. that would be potential risks; the classification file will be reviewed to assess escape risk and disciplinary status.

The Classification Unit deputy is authorized by the Sheriff's Office to verbally provide the defense counsel with his/her recommendation whether or not the department believes the inmate should be considered for temporary release from custody. The deputy will e-mail or fax the recommendation to the respective defense counsel. A copy will be forwarded to the Administrative Custody Lieutenant or designee for review.

This process should not take longer than one (1) hour from the initial query from the defense counsel. If there is a delay of more than one (1) hour from the Sheriff's Office, the defense counsel may proceed with this protocol absent a recommendation from the Sheriff's Office.

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The defense counsel will contact the District Attorney's Office and provide all relevant information obtained from the Sheriff's Office regarding the request for temporary release. The Deputy District Attorney will inform the defense counsel whether he/she believes the inmate should be considered for temporary release from custody.

The defense counsel will provide the court with the information received from the Sheriff's Office and inform the court of the recommendations of both the Sheriff's Office and the District Attorney's Office.

When an order issued by the court for the temporary release of an inmate is received, the document will be reviewed for the following information and authenticity:

1. Judge's signature;
2. District Attorney's signature;
3. Defense attorney's signature;
4. Dates, times and place for release and return; and
5. Court Seal on the back (original only).

A copy of the court order will be forwarded to the Administrative Custody Lieutenant or designee for review. If unavailable, the Jail Operations Lieutenant will review. If both are unavailable, either Lieutenant will be contacted by phone.

In the event a temporary release is authorized and it is determined the inmate MUST be accompanied by deputies, it is the responsibility of the inmate to pay for the cost of the armed escort. Costs to include, but may not be limited to, hourly wage plus any overtime necessary. The inmate must have the money in his/her Inmate Trust Account prior to the transport.

If there are any concerns regarding the release of the inmate, County Counsel is to be contacted immediately. If County Counsel is unavailable, the Jail Operations Division Commander or designee, will be notified.

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CHAPTER 2 ADMINISTRATIVE	208. Prison Rape Elimination Act (PREA)	
Page: 1 of 12	Revision Date: 7/2015	Review Date: 7/2015
Related Orders: 28 CFR Part 115; AB 550; PC § 261; Lexipol §901		

I. PURPOSE:

This policy provides guidance for complying with the Prison Rape Elimination Act of 2003 (PREA) established standards (PREA Rule) to prevent, detect and respond to sexual abuse, harassment and retaliation against detainees or inmates in the Santa Barbara County Sheriff's Offices, Custody Facilities (28 CFR 115.11).

II. POLICY:

The Santa Barbara County Sheriff's Office has zero tolerance toward all forms of sexual abuse and sexual harassment (28 CFR 115.11). The Sheriff's Office will not tolerate retaliation against any person who reports sexual abuse or sexual harassment or who cooperates with a sexual abuse or sexual harassment investigation (28 CFR 115.67).

The Sheriff's Office will take immediate action to protect detainees and inmates who are reasonably believed to be subject to a substantial risk of imminent sexual abuse (28 CFR 115.62).

III. DEFINITIONS:

Intersex – A person whose sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female. Intersex medical conditions are sometimes referred to as disorders of sex development (28 CFR 115.5).

Sexual abuse includes-

- 1) Sexual abuse of an inmate, detainee, or resident by another inmate, detainee, or resident; and
- 2) Sexual abuse of an inmate, detainee, or resident by a staff member, contractor, or volunteer.

Sexual abuse of an inmate, detainee, or resident by another inmate, detainee, or resident includes any of the following acts, if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse:

- 1) Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
- 2) Contact between the mouth and the penis, vulva, or anus;
- 3) Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument; and

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- 4) Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation.

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

- 1) Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
- 2) Contact between the mouth and the penis, vulva, or anus;
- 3) Contact between the mouth and any body part where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
- 4) Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
- 5) Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire.
- 6) Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described in paragraphs (1) through (5) of this definition;
- 7) Any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of an inmate, detainee, or resident, and
- 8) Voyeurism by a staff member, contractor, or volunteer.

Sexual harassment - Repeated and unwelcome sexual advances; requests for sexual favors; verbal comments, gestures or actions of a derogatory or offensive sexual nature by a detainee, inmate or resident that are directed toward another; repeated verbal comments or gestures of a sexual nature to a detainee, inmate or resident by a staff member, contractor or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures (28 CFR 115.6).

Transgender - A person whose gender identity (i.e., internal sense of feeling male or female) is different from the person's assigned sex at birth (28 CFR 115.5).

Voyeurism by a staff member, contractor, or volunteer – An invasion of privacy of an inmate, detainee, or resident by staff for reasons unrelated to official duties, such as peering at an inmate who is using a toilet in his or her cell to perform bodily functions; requiring an

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inmate to expose his or her buttocks, genitals, or breasts; or taking images of all or part of an inmate's naked body or of an inmate performing bodily functions.

IV. PROCEDURES:

PREVENTION PLANNING:

Each facility Commander shall ensure that intermediate level or higher supervisors and managers conduct unannounced rounds to identify and deter staff sexual abuse and sexual harassment. These rounds must be conducted during both day shift and night shifts if the facility operates during both shifts. These rounds shall be documented on the facility recap. Staff are prohibited from alerting other staff members that these supervisory/managerial rounds are being conducted, unless such announcement is related to the legitimate operational functions of the facility (28 CFR 115.13).

Staff of the opposite gender shall announce their presence when entering the housing unit of an opposite sex inmate (28 CFR 115.15).

The agency shall make every effort to ensure that inmates with disabilities and/or inmates with limited English language ability are provided with information regarding PREA, including the agency's efforts to prevent, detect and respond to sexual abuse and sexual harassment and with how they can report an instance of sexual abuse and/or harassment (28 CFR 115.16). Such information will be provided in formats accessible to all inmates, including those who are limited English proficient, deaf, visually impaired, or otherwise disabled, as well as to inmates who have limited reading skills (28 CFR 115.33).

All inmates shall be assessed during an intake screening and upon transfer to another facility for their risk of being sexually abused by other inmates or sexually abusive toward other inmates. Intake screening shall ordinarily take place within 72 hours of arrival at the facility. Such assessments shall be conducted using an objective screening instrument. The initial screening shall consider prior acts of sexual abuse, prior convictions for violent offenses, and history of prior institutional violence or sexual abuse, as known to the agency, in assessing inmates for risk of being sexually abusive.

The intake screening shall consider, at a minimum, the following criteria to assess inmates for risk of sexual victimization:

1. Whether the inmate has a mental, physical, or developmental disability;
2. The age of the inmate;

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3. The physical build of the inmate;
4. Whether the inmate has previously been incarcerated;
5. Whether the inmate's criminal history is exclusively nonviolent;
6. Whether the inmate has prior convictions for sex offenses against an adult or child;
7. Whether the inmate is or is perceived to be gay, lesbian, bisexual, transgender, intersex, or gender nonconforming;
8. Whether the inmate has previously experienced sexual victimization;
9. The inmate's own perception of vulnerability; and
10. Whether the inmate is detained solely for civil immigration purposes;

An inmate's risk level shall be reassessed when warranted due to a referral, request, incident of sexual abuse, or receipt of additional information that bears on the inmate's risk of sexual victimization or abusiveness. Inmates may not be disciplined for refusing to answer, or for not disclosing complete information in response to, questions asked during the initial screening process.

If the screening indicates that a jail or prison inmate has experienced prior sexual victimization, whether it occurred in an institutional setting or in the community, staff shall ensure that the inmate is offered a follow-up meeting with a medical or mental health practitioner within 14 days of the intake screening (28 CFR 115.81).

If the screening indicates that a prison inmate has previously perpetrated sexual abuse, whether it occurred in an institutional setting or in the community, staff shall ensure that the inmate is offered a follow-up meeting with a mental health practitioner within 14 days of the intake screening (28 CFR 115.81).

Any information related to sexual victimization or abusiveness that occurred in an institutional setting shall be strictly limited to medical and mental health practitioners and other staff, as necessary, to inform treatment plans and security and management decisions, including housing, bed, work, education, and program assignments, or as otherwise required by Federal, State, or local law (28 CFR 115.81).

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Medical and mental health practitioners shall obtain informed consent from inmates before reporting information about prior sexual victimization that did not occur in an institutional setting, unless the inmate is under the age of 18 (28 CFR 115.81).

INMATE IDENTIFICATION:

While some sexual assaults will be easily identified, many will require sensitive investigation to verify that an assault occurred, as most inmates do not want anyone to know they have been assaulted. Jail staff may hear of an inmate being threatened, having been sexually assaulted, or observe unexplained injuries. Other signs may include changes in physical behavior due to injuries, or abrupt personality changes such as withdrawal or suicidal behavior. The following guidelines may be used to provide assistance to a suspected inmate victim:

1. Jail staff should question a suspected inmate victim without jeopardizing the inmate's safety, identity and confidence by removing them from the immediate area.
2. Ask the suspected inmate victim open-ended questions in an attempt to give him/her the opportunity to talk about the assault.
3. If there are no indications of harassment or an assault, advise the inmate that he/she can contact a deputy, medical staff, mental health staff, or the Rape Crisis Center Hotline at (805) 564-3696, in the event of an assault or harassment.
4. If an inmate claims to have been sexually harassed or assaulted, it is important that all contacts with the inmate be professional and nonjudgmental in nature. Advise the inmate of services available and determine what services the inmate needs. It is important for the inmate's safety and health that this is provided as soon as possible. The incident shall be documented without delay.

INMATE REPORTING:

Inmates may report a sexual assault, sexual abuse, or sexual harassment in the following ways:

1. To any sworn staff member;
2. To any civilian staff member, including medical staff, mental health staff, clergy, etc.;
3. To the Santa Barbara Sheriff's Sexual Assault Crisis Message Center by dialing (805) 681-4077 from any inmate telephone, free of charge;

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4. To any third party, including, but not limited to an agency not affiliated with the Sheriff's Office, such as the Santa Barbara County Rape Crisis Center Hotline at (805) 564-3696 from any inmate telephone, free of charge;
5. By completing and submitting an inmate request, grievance, letter or any other medium addressed to any staff member.
6. Jail staff shall accept all forms of reports, to include, but not limited to; verbally, in writing, anonymously and from third parties. All reports shall be documented without delay, regardless of whether or not the inmate requests to remain anonymous.
7. If Custody staff wishes to report sexual abuse, assault, or harassment, by another staff member, they should do so through their immediate supervisor and may do so privately if necessary through use of the Sheriff's anonymous tipline.
8. The Shift Commander, or designee, will be responsible for checking voicemail messages on the Santa Barbara Sheriffs' Sexual Assault Crisis Message Center at least once per shift. Instructions for utilizing this mailbox shall be posted in the Shift Commanders Office within the Main Jail. All messages will be fully investigated and documented. Should a message be received from another facility (such as Santa Maria Jail), the Shift Commander will notify the supervisor on duty at that facility and they will ensure that a full investigation is completed.

The agency shall not rely on inmate interpreters, inmate readers, or other types of inmate assistants except in limited circumstances where an extended delay in obtaining an effective interpreter could compromise the inmate's safety, the performance of first response duties, or the investigation of the inmate's allegations (28 CFR 115.16).

The Sheriff's Office will accept reports on behalf of inmates from civilians or prior inmates through its sexual assault crisis message center and through its website (28 CFR 115.54).

DEPUTY INTERVENTION AND INVESTIGATION:

Investigative steps will vary based upon the timeline of the inmate's assault. However, regardless of the timeline, a thorough investigation shall be documented and completed in all cases of reported harassment or assault. It is important that all contact with sexual assault inmates be professional and nonjudgmental.

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1. Identify and place the inmate in a secure protective area with no access to running water, until he/she can be brought to the medical treatment room. Request medical staff to respond immediately.
2. Notify your immediate shift supervisor. Secure the crime scene and ask for assistance. The reporting deputy is in charge of directing the investigation. The Sergeant will assign deputies to protect the crime scene, gather witnesses and keep them separate until interviewed, identify and isolate the assailant(s) and any other duties related to the crime.
3. A thorough investigation will be conducted and documented, regardless if the inmate has made a decision to press charges or requests anonymity. The shift supervisor will notify the Criminal Investigations Division (CID) and request a detective to respond, if necessary.
4. Bring the inmate to a medical treatment room for a medical evaluation immediately. The medical staff will perform first aid treatment and refer the inmate to be taken to the hospital for evaluation. The Santa Barbara Rape Crisis Center shall be notified prior to departing to the hospital. Refer to Lexipol § 602.2.2.
5. If the assault occurred within a time period that still allows for the collection of physical evidence, the inmate is not to shower, wash, drink, eat, or defecate until he/she has been examined at the hospital. The inmate should be asked if he/she has partaken in any of these activities prior to reporting. This information shall be included in the report as well as supplied to the physician.
6. The investigating deputy, or supervisor, will ensure that the victim is offered access to a forensic medical examination, without cost to the inmate. All forensic medical examinations will be conducted by Sexual Assault Forensic Examiners (SAFE) or Sexual Assault Nurse Examiners (SANE) when possible. If SAFEs or SANEs cannot be made available, the examination can be performed by other qualified medical practitioners. The agency shall document its efforts to provide SAFEs or SANEs.
7. Get a brief statement of what happened. The deputy who made the discovery, or who it was reported to, shall be responsible for interviewing the inmate and accompanying him/her to the hospital, unless directed otherwise by the shift supervisor or designee.
8. The inmate may not want to report the name of the assailant(s), but he/she is, nevertheless, entitled to protection as well as medical and mental health treatment and support services, at no cost to the inmate.

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9. The investigating deputy will remain with the inmate and accompany him/her to the hospital. Prior to leaving the jail facility, collect the inmate's clothing for evidence. Place each piece of clothing in a separate paper bag and mark it for identification. Give the inmate a change of clothes to wear to the hospital.
10. While at the hospital, you must obtain the attending physician's identifying information for your report. The investigating deputy should also get the physician's medical opinion regarding the injuries and assault, as this is imperative to the investigation.
11. The investigating deputy, or supervisor, will ensure that the victim is offered access to a victim advocate. If the inmate requests a victim's advocate, they are to be permitted to be with the inmate during the forensic medical exam and throughout the investigation process. Access to the inmate shall be made available upon return to the jail facility as well. The advocate's role during this process is to provide emotional support, crisis intervention, information, and referrals (28 CFR 115.21).
12. The deputy accompanying the inmate to the hospital will accept the Sexual Assault Evidence Kit from the attending physician, and place it into evidence.
13. As with any other criminal investigation, information related to cases of sexual assault or harassment are of a confidential nature and should only be discussed with those involved in the case.

CIVILIAN STAFF INTERVENTION:

An inmate may notify a civilian staff member if a sexual assault or harassment has occurred. If the inmate notifies a civilian staff member, the following guidelines are to be followed:

1. If an inmate claims to have been sexually assaulted or harassed, it is important that all contacts with the inmate be professional and nonjudgmental. Advise the inmate of services available and determine what services the inmate needs. It is important for the inmate's safety and health that this is provided as soon as possible.
2. As soon as the inmate is safe, notify the Shift Commander. You must speak directly to the Sergeant or Lieutenant in charge.

SECURING THE ASSAILANT(S):

1. Identify and if possible, isolate the suspect. Make sure he/she is not placed with any other inmates. The suspect should be placed in an area with no access to water to potentially preserve evidence.

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2. If the assault occurred within a time period that still allows for the collection of physical evidence, the suspect shall not be allowed to shower, wash, drink, eat, or use the toilet. The suspect shall remain under constant and continuous supervision to ensure none of these activities occur.
3. Collect the suspect(s)' clothing for evidence. If clothing is wet, hang in a secure area until dry, then place each piece of clothing into a separate paper bag and mark it for identification. Give the suspect(s) a change of clothing.
4. All other collection of evidence will be conducted by or at the direction of the evidence technician and/or the detective assigned to the case.
5. All evidence collected by the deputies at the jail, will be placed into an evidence locker or given to the evidence technician and/or the detective to transfer to the Crime Lab. Deputies who have collected evidence shall document it in a supplemental report.
6. Keep witnesses separate from the assailant(s). Unless otherwise directed, the investigating deputy assigned to the case will conduct the interviews. Deputies shall not attempt to interrogate suspect(s) unless directed to do so by the investigating deputy.
7. Attach an inmate roster of the inmate's housing area, and/or other area where the assault occurred, to the crime report.
8. Advise the Classification Unit of the events, via memorandum, to ensure the suspect has no future contact with the inmate.
9. Complete an Arrest or Offense Report if the assailant is to be charged with the crime.

PRELIMINARY JAIL MEDICAL ASSESSMENT:

1. When jail staff becomes aware of a sexual assault, medical staff shall be notified immediately for a preliminary medical assessment of the inmate's injuries.
2. If a sexual assault or attempted sexual assault has occurred, and the inmate consents, transportation to a local hospital shall be provided for the inmate so he/she may be seen by an emergency physician and a forensic medical exam may be performed.
3. It is important that all contact with a sexual assault inmate be professional and nonjudgmental. Jail staff shall behave in a professional manner consistent with their training. Advise the inmate of services available that are available to them.

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4. If the inmate refuses medical treatment, immediately notify the Shift Commander or supervisor in charge.

TRANSPORTATION FOR EXAMINATION AND TREATMENT:

1. Medical staff will notify the appropriate jail staff to arrange transportation for the inmate to the indicated medical facility. Sexual assault inmates have the next priority after acute medical cases.
2. Transport the inmate to the hospital. Life threatening cases will be sent via ambulance to a hospital with appropriate emergency services, with a deputy escorting.
3. Information about the sexual assault is sensitive and as with all medical information, it is confidential. This information should only be given to staff directly involved in the investigation, to Emergency Medical Services (EMS) personnel, hospital medical staff or jail medical staff that are treating the inmate.

RETURN TO JAIL FACILITY:

Once the inmate is returned to the jail facility, the following shall occur:

1. The Classification Unit deputy and medical staff will be advised when the inmate returns.
2. Medical staff will medically evaluate the inmate and the Classification Unit deputy will then determine the proper housing area for the inmate.
3. The Classification Unit shall consider all options for maintaining the safety of the inmate, including, but not limited to; moving to another facility, reclassifying to Protective Custody, or change of housing assignment. This shall also include monitoring the inmate, witnesses, and the reporting party (if different from the inmate) for any form of retribution or retaliation, for a minimum of 90 days.

FOLLOW-UP:

Follow-up services include providing medical follow-up care as prescribed by the attending physician from the hospital.

1. Medical staff will perform all follow-up Venereal Disease Research Laboratory (VDRL) and pregnancy testing. Medical staff, psychiatric staff, and the Santa Barbara Rape Crisis

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Center Advocate should coordinate delivery of follow-up services required during the remainder of the inmate's sentence or stay.

2. The primary concern is for the inmate's continued protection as well as providing counseling and medical follow-up for the post-trauma stages of the assault.
3. Following an inmate's allegation that he/she has been sexually assaulted by another inmate and the inmate is still in custody, he/she will be informed by the PREA Coordinator whenever any of the following occurs:
 - a. When the District Attorney files charges against the suspect;
 - b. When the suspect has been convicted on a charge related to the sexual assault;
 - c. All notifications shall be documented via memorandum to the Jail Operations Division Commander via the chain of command to include the PREA Coordinator; and
 - d. If the inmate is no longer in custody, no notifications are required.
4. Following an inmate's allegation that a staff member has committed sexual abuse against the inmate, the agency shall subsequently inform the inmate (unless the agency has determined that the allegation is unfounded) whenever:
 - a. The staff member is no longer posted within the inmate's unit;
 - b. The staff member is no longer employed at the facility;
 - c. The agency learns that the staff member has been indicted on a charge related to sexual abuse within the facility; or
 - d. The agency learns that the staff member has been convicted on a charge related to sexual abuse within the facility;

POST RELEASE REFERRAL:

Upon request, the PREA Coordinator is to assist the inmate with referrals for continued intervention services and mental health follow-up upon the inmate's release from custody.

DATA COLLECTION:

The Sheriff's Office shall collect accurate, uniform data for every allegation of sexual abuse at facilities under its direct control using a standardized instrument and set of definitions. The Sheriff's Office will complete the Survey of Sexual Violence requested by the Department of Justice annually and include data collected in its response(s). The agency shall maintain, review, and collect data as needed from all available incident-based documents, including reports, investigation files, and sexual abuse incident reviews. The agency also shall obtain

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incident-based aggregated data from every private facility with which it contracts for the confinement of its inmates. Upon request, the agency shall provide all such data from the previous calendar year to the Department of Justice no later than June 30. The PREA Coordinator will ensure that data collected is securely retained (28 CFR 115.87).

INCIDENT REVIEWS:

The Sheriff's Office shall conduct sexual abuse incident reviews for each sexual abuse investigation that may have occurred within a County correctional facility. Such reviews shall occur unless the allegation was determined to be unfounded. Such reviews shall ordinarily take place within 30 days of the conclusion of the investigation. The review team shall include upper-level management officials, with input from line supervisors, investigators and medical or mental health practitioners.

The review team shall:

- a. Consider whether the allegation or investigation indicates a need to change policy or practice to better prevent, detect, or respond to sexual abuse;
- b. Consider whether the incident or allegation was motivated by race; ethnicity; gender identity; lesbian, gay, bisexual, transgender, or intersex identification, status, or perceived status; or gang affiliation; or was motivated or otherwise caused by other group dynamics at the facility;
- c. Examine the area in the facility where the incident allegedly occurred to assess whether physical barriers in the area may enable abuse;
- d. Assess the adequacy of staffing levels in that area during different shifts;
- e. Assess whether monitoring technology should be deployed or augmented to supplement supervision by staff; and
- f. Prepare a report of its findings, including but not necessarily limited to determinations made pursuant to this section, and any recommendations for improvement and submit such report to the facility head and PREA compliance manager. The facility shall implement the recommendations for improvement, or shall document its reasons for not doing so.

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CHAPTER 2 ADMINISTRATIVE	220. Escapes	
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Related Orders: Lexipol § 905		

I. PURPOSE:

The purpose of this policy is to provide guidelines to Custody Operations and Law Enforcement Operations personnel in the event of an escape by an inmate. Sheriff's Office personnel should work cooperatively in the identification and apprehension of any escapee, within the guidelines of this policy.

II. POLICY:

The Sheriff's Office in addition to Custody Operations has a mission to protect the public. An escapee(s) can pose a significant threat to the citizens we protect. This policy is designed to assist in the successful investigation and apprehension of potentially dangerous individuals. This policy is in conjunction with the policy set forth for the Criminal Investigations Division (CID).

III. DEFINITIONS:

IV. PROCEDURES:

PROCEDURE FOR REPORTING AND INVESTIGATING ESCAPES:

The following procedure will be implemented in the event of an escape from the jail facility:

1. The person discovering the escape will notify the Main Control Room (MCR);
2. MCR will take the following steps:
 - a) Place the jail facility in a state of non-activity or freeze Code-33. If an escape is in progress, state the location. All movement into or exiting the jail facility will cease. Inmates will be secured. All movement within the facility will cease. All radio traffic will be restricted to emergency only.
 - b) Advise the supervisor of the escape (if not already advised).
 - c) Advise the Dispatch Center and provide the basic immediate information for broadcast to local law enforcement agencies.
 - d) Advise all module deputies to lock all security doors, lock all inmates in their cells, and conduct a count.
3. The jail supervisor will take the following steps:
 - a) Organize a search of the interior and exterior of the jail facility including the area where the inmate was confined, or assigned.
 - b) Advise the adjacent facilities deputies of the escape.

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- c) Contact the Dispatch Center with a description and information of the escapee as soon as possible.
 - d) Begin established protocol, per 220. Escape Tracking Sheet.doc for this emergency.
 - e) Provide an I.D. photo to be used in the preparation of an escape bulletin and send it to the on-duty patrol supervisor for dispersal to patrol and detectives.
 - f) The cell (or day area) will be immediately evacuated, locked and sealed until investigators complete evidence gathering and search of the area. **IMPORTANT:** Prior to removing inmates, note names of all present and provide names to CID.
 - g) Notify the Jail Operations Division Commander and CID Commander.
 - h) Ensure that an offense report is written and that any personnel having pertinent information write immediate supplemental reports.
4. Assign a deputy to:
- a) Identify individuals who have visited the escapee within the last week. This involves hand searching the daily visitation slips as well as a review of the JMS.
 - b) Contact the Classification Unit and attempt to identify who the escapee has telephoned.
 - c) Research the Inmate's Custody Record File and classification file to determine information that might be of assistance to the detective assigned to the case. Prepare a "custody history" for an investigator, which gives all information about the original arrest and continued custody status; court appearance date(s) outcome of court hearing, court remands, next court appearance, etc.
 - d) Assign deputy(ies) to interview inmates who may have information regarding the escape (Coordinate with CID).
 - e) Prepare a package containing all pertinent information obtained from the inmate's personal effects (names and phone numbers from wallet, and other papers), and forward it to the detective assigned to investigate the case, per 220. Escape Tracking Sheet.doc.
 - f) Include all jail reports in the package for the detectives.
 - g) Include a photo of the escapee and check if the detectives need additional copies.

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CHAPTER 2 ADMINISTRATIVE	221. Response to Bomb Threats	
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Related Orders: Lexipol § 416		

I. PURPOSE:

These guidelines have been prepared to assist deputies in their initial response to incidents involving explosives, explosive devices, explosion/bombing incidents, and bomb threats. Under no circumstances should these guidelines be interpreted as compromising the safety of first responders or the public. When confronted with an incident involving explosives, safety shall always be the primary consideration. When in doubt concerning an unknown device/item, summon assistance from the Bomb Squad.

II. POLICY:

Custody Operations will treat all bomb threats as "serious threats," and take appropriate action. Prime concern during a bomb threat is for the safety of individuals working inside and outside of the security areas and for citizens in and around the jail.

III. DEFINITIONS:

IV. PROCEDURES:

IN THE EVENT OF A TELEPHONIC BOMB THREAT:

1. The person receiving the phone call will immediately notify the on-duty supervisor or designee, who shall assume duties as the Incident Commander (IC). The form 221. Bomb Threat.doc will be initiated.
2. The Incident Commander will place the facility in a state of non-activity or freeze (Code 33). If a bomb threat has been received/reported, state the location. All radio traffic will be restricted to emergency only. The Dispatch Center and adjacent facilities will be notified.
3. Ensure all visitors leave the building due to an emergency.
4. The IC will notify the appropriate Jail Operations Lieutenant and Jail Operations Division Commander of the incident and advise that a search will be conducted. The IC will determine if any suspicious person(s) or activity had been detected within or outside the facility. The IC will take available personnel and conduct a search of the jail lobby and first floor, including the public restrooms and all other areas outside of security. A search of the area immediately surrounding the building will be conducted next. At the discretion of the IC, the search may be broadened to include the basement visiting area, restrooms, and any other areas deemed necessary.

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5. The IC may request, through the Dispatch Center, that two patrol cars be dispatched to the jail. One unit is to remain at the entrance to the jail at County Road. The second unit will be parked at the far end of the parking area, to remain there in the event the unit's radio is needed for communication purposes and/or Command Post.
6. Upon being notified of the bomb threat, the Fire Department Incident Commander will evaluate the request and, if deemed necessary, respond and stand by in the event they are needed.
7. When the IC is satisfied that the facility is secure, he/she will announce, via the Main Control Room, that the emergency is over and place the jail back into normal operation. The IC will cause an incident report to be written. The IC will notify the Dispatch Center and have them release the patrol cars from their posts and notify them that it is clear.
8. In the event a bomb is located or any other suspicious object, the Shift Commander will immediately notify the Dispatch Center and request that the Bomb Squad respond to handle the device. Immediate evacuation of affected areas will be the responsibility of the Shift Commander. The Jail Operations Division Commander will be notified as soon as possible (The same evacuation plan will be used as in case of a fire).

THINGS TO REMEMBER:

1. Telephone operators: Pay very close attention to the caller. Try to remember everything that is said. Take notes. Make note of what information is displayed on the phone. Obtain as much information as possible.
2. Searchers: In searching the facility, look for anything that is unusual. Look for anything that does not appear as though it should be there and in the event that you should discover something, **do not move or tamper with the device**. Notify the Shift Commander immediately.
3. Shift Commander: These procedures may be modified to fit the incident or situation at hand.

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CHAPTER 2 ADMINISTRATIVE	222. Fire Suppression/Natural Disaster and Evacuation Plan	
Page: 1 of 6	Revision Date: 12/2013	Review Date: 5/2015
Related Orders: Lexipol § 206; Title 15, CCR § 1032; Disaster Plan 1-08		

I. PURPOSE:

This policy is developed to provide Custody Operations procedures for what to do in the event of a fire or natural disaster. The primary mission of Custody Operations is community protection. Custody Operations priority is to maintain security during emergencies, take necessary measures to ensure the safety of inmates and the community.

II. POLICY:

Fire and life safety inspections by staff will be conducted daily in each module by the assigned deputy at each shift change. These inspections will be logged on the 24-hour Module Recap. Any discrepancies will be reported to the appropriate entity.

In the event of a fire or natural disaster, Custody Operations shall:

1. Maintain security of the facility;
2. Ensure safety of inmates and staff;
3. Control property damage; and
4. Limit "down-time."

Custody Operations recognizes when it takes on the function of incarcerating accused and convicted persons, it assumes the responsibility for the safety of those individuals in its care. In case of a natural disaster it is the responsibility of custody staff to ensure the safety of all inmates confined in the facility.

III. DEFINITIONS:

IV. PROCEDURES:

FIRE:

Fire is the single most life-threatening situation that can happen in a jail. Statistics show that death occurs not from the flames but from smoke inhalation. Deputies should remember the following:

1. Locations of the Self-Contained Breathing Apparatus (SCBA);

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2. Stay close to the floor. There is less heat and smoke close to the floor;
3. Keep control of your keys; and
4. When in thick smoke, keep one hand in contact with the wall at all times. A wall will lead you to a door.

When a fire and/or smoke are discovered, the deputy(s) will notify the Main Control Room (MCR) immediately, indicating the type of fire, location, and assistance needed. MCR will contact the Dispatch Center immediately to report the fire.

If the fire can be controlled by the use of an extinguisher or the fire hoses in the area, this action will be taken first. Consideration must be given to the fire's location (in or out of the security area) and that proper security is provided when necessary.

MCR will send additional deputies to the location to assist. The Shift Commander should be advised, but prime consideration should be to controlling the fire.

The deputy in charge of fire control will be the deputy who discovered the fire or the deputy assigned to the area or module involved. The deputy shall direct assistance unless relieved by supervisor or command personnel.

NOTE: During the emergency, and until announced by MCR, there will be no unauthorized movement within the jail by any personnel or inmates, whatever their status. If it becomes necessary for civilian personnel to evacuate, the Shift Commander will assign a deputy to safely escort the employees.

MCR's primary responsibility during a fire, or other emergency, is the security of the jail and directing of assistance to the involved area. MCR will also be the designated command post with the Jail Operations Lieutenant and Fire Captain on scene.

The Fire Department is familiar with the fire suppression features of the jail but not the interior layout. Therefore, the Central Module Officer (CMO) and the Basement Prowler Post (BPO) are not to respond to the fire, as their key sets may be needed for general interior perimeter security and to assist the Fire Department. The CMO, BPO, or other deputy designated by the Shift Commander will respond to the related entrance door to assist the Fire Department.

The Fire Department units responding can enter the jail facility from the following areas, depending on the location of the fire:

1. Lower Levels – the door to the kitchen area off of the loading dock on the West Side or the entrance to staff dining, depending on the location of the fire.

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2. Northwest – Door leading from outside through the visitation lobby.
3. Ground Level – Access to the East, Central and West module can be gained through the 86 door or through the bus hallway.

EVACUATION:

1. In the event evacuation of the jail or a module becomes necessary, the security steps previously outlined will be implemented.
2. The Jail Operations Lieutenant, Shift Commander or designee shall coordinate the evacuation process. All radio traffic will be restricted.
3. Inmates shall be moved from their modules to the Main Jail exercise yard in an orderly manner, keeping confusion and talking to a minimum.
4. When moving inmates through a smoke filled area they will be instructed to keep one hand in contact with the wall at all times.
5. The Shift Commander shall make sure that a deputy is assigned to the tower prior to moving inmates into the exercise yard.
6. MCR will notify the Dispatch Center and request assistance from Patrol for extra security of the outer perimeter.
7. Should it become necessary to evacuate the exercise yard, the inmates should be moved to the parking area within the outer security fence. Prior to moving the inmates, the Reception Control Officer (RCO) shall be notified not to open the receiving gate for any vehicles other than the Fire Department and emergency service vehicles.
8. If a portion of the jail is rendered uninhabitable, the Jail Operations Division Commander or designee will determine alternative housing by requesting the assistance of local, state or federal detention facilities.

NOTE: A count will be performed immediately after assembly at an evacuation point; all inmates shall be accounted for by conducting a formal count immediately after returning to their housing unit after any evacuation.

EARTHQUAKES:

During an earthquake, evacuation procedures would be the same as outlined above. Due to the construction of the jail facility, there would be more safety for the inmates within the modules than anywhere else, absent any fires.

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EMERGENCY EQUIPMENT:

A locker containing equipment needed in emergencies is kept outside of the security perimeter. The locker is to be kept locked at all times with a key kept in the Key Box. An additional key is located in a lock box in the Patrol Sergeant's office at Headquarters. The Administrative Professional in Custody Administration also has a key, which is stored in the key cabinet on the credenza. The locker will be periodically inspected and documented by the Special Operations Response Team (SORT). The locker contains the following items:

1. 1,000 flex cuffs;
2. Grooved joint pliers;
3. 18 flashlights, with extra bulbs;
4. Bolt cutters;
5. Cutting pliers;
6. 12" adjustable wrench;
7. 18" pipe wrench;
8. 36" wrecking bar;
9. 36" pick head fire ax;
10. Extra keys to outer security doors;
11. D-cell batteries; and
12. T-Key to manually open Main Jail cells.

EMERGENCY UTILITY SHUT-OFF: (Refer to 222. Emergency Utility Shut-Offs.doc)

MCR will turn off air circulators for the Main Jail. MCR deputy will note time of shut-down. The location of each emergency shut-off switch for natural gas is kept in the MCR Post Manual. Water shut-off is controlled electronically and is located in the Northwest Control Room.

Each shut-off control valve (or switch) has been painted with fluorescent paint that is easily visible in the dark. Each control valve has a tag affixed to it. When the valve is shut-off in an emergency, the custody personnel who shuts-off the valve is to remove the tag and submit it to

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the On-Duty Supervisor or person in charge at the time of the emergency. Using the tag system will ensure that the switch or valve has been turned off.

NOTIFICATIONS:

The Custody Lieutenant shall be notified of any fire or other jail emergency, if the Custody Lieutenant is not available, notifications should be made via the chain of command. Refer to 205. Significant Incident Alert Notification List.

SYSTEMS TESTING:

Twice a year, or when deemed necessary by the Jail Operations Division Commander, fire drills will be conducted. A section or sections of the jail will be evacuated during a simulated fire. The scenario used in the drills will allow for the use and testing of the SCBA, evacuation routes and locations, utility shut downs, and security measures during emergencies.

The Jail Operations Division Commander or designee, will schedule these drills and coordinate them with the Santa Barbara County Fire Department.

REPORTING REQUIREMENTS:

All fires, use of equipment and/or the loss of equipment, or other County property must be properly documented in an incident report.

1. Law requires a report of all fires;
2. In cases of future possibility of legal action either criminal or civil; and
3. Justifies replacement.

HAZARDOUS MATERIALS SPILLS & EVACUATION:

1. In the event of a hazardous materials leak or spill within the jail, MCR is to immediately notify the Dispatch Center and request the County Hazardous Materials Team to respond.
2. MCR will notify the Shift Commander.
3. Should an evacuation of a housing area become necessary, the evacuation plan used in case of a fire shall be followed, as outlined in this procedure.
4. Many hazardous materials can give off dangerous fumes and personnel should remember to take appropriate precautions to protect themselves and inmates.

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EVACUATION OF INMATES:

Inmates will be evacuated to the nearest safe and secure area as directed by the Incident Commander.

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CHAPTER 2 ADMINISTRATIVE	223. Hostage Taking and Civil Disturbance	
Page: 1 of 2	Revision Date: 5/2015	Review Date: 5/2015
Related Orders: Lexipol § 414		

I. PURPOSE:

Hostage situations present unique problems for law enforcement agencies and jails. The protection of the public and custody personnel is of the utmost importance. Proper planning and training will tend to reduce the risks involved with these incidents.

II. POLICY:

When it has been determined that a hostage(s) have been taken, or a civil disturbance exists, or is about to take place, the deputy or employee who first becomes aware of the occurrence shall immediately notify the Shift Commander. The Shift Commander shall evaluate the severity of the situation; take measures to ensure the safety of those inmates who are not involved in the occurrence; and attempt to keep the occurrence from spreading. Custody Operations has a "no hostage" policy.

III. DEFINITIONS:

Hostage – A person held by one party in a conflict as security so that specified terms will be met by the opposing party.

IV. PROCEDURES:

The Jail Operations Lieutenant will take immediate steps to try to isolate and contain the incident. The Jail Operations Division Commander and the Jail Operations Lieutenant will determine what steps will be taken to bring the incident to a close with the least possible threat of injury or death to anyone.

PRIMARY NOTIFICATION:

In the event of a hostage situation or civil disturbance, the notification procedure referenced in 205. Significant Incident Alert Notification List will be followed.

1. Available jail staff on duty will be notified and will respond to the area in order to render necessary assistance without jeopardizing the security of their respective modules.

In the event of a hostage, the Special Enforcement Team (SET) and Hostage Negotiations Team (HNT) shall be notified to respond first, Special Operations Response Team (SORT) will be secondary due to lethal possibilities of a hostage situation. SORT will be activated to only assist SET in movements within the facility and/or at the SET Team Leader's discretion.

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Once the occurrence has been brought to a close, the deputy(s) involved in the incident shall file a written report before the end of the shift. The Jail Operations Lieutenant shall also submit a supplemental report.

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CHAPTER 2 ADMINISTRATIVE	224. Self-Contained Breathing Apparatus	
Page: 1 of 2	Revision Date: 12/2013	Review Date: 5/2015
Related Orders: Title 42 Code of Federal Regulations, Part 84, Subparts A, B, D, E, F, and G		

I. PURPOSE:

Self-Contained Breathing Apparatus (SCBA) are available at locations throughout jail facilities and may be used to aid staff with facility evacuation. This policy identifies training, maintenance locations and storage expectations.

II. POLICY:

Custody Deputies will be trained in the use of the SCBA. It shall be the responsibility of the Custody Training Officer to make sure new employees are trained in the proper operation of the breathing apparatus upon assignment. All SCBA will be checked at each shift to ensure that they are in good operating condition. Jail Maintenance will ensure air tanks are refilled and facilitate necessary repairs.

III. DEFINITIONS:

IV. PROCEDURES:

LOCATIONS:

These devices are to be maintained in good order and kept ready for use at the following locations within the facilities:

1. Report Writing Room (3 – with back-up tanks)
2. Main Control Room (1 – with back-up tanks)
3. Female Module Office (1)
4. East Module Office (2)
5. Reception Module Office (RMO) (2 – with a back-up tank)
6. West Module Office (2)
7. Basement Office (Dorm 2) (1)
8. Basement Office (Dorm 3) (1)
9. Northwest Module Office (1) and Control Room (2)

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- 10. Key Box in the Shift Commander's Office (1)
- 11. IRC Control Room (1)
- 12. IRC Hallway by ID Room (1)
- 13. South Corridor Santa Maria Branch Jail (SMBJ) (1)
- 14. North Corridor SMBJ (1)
- 15. Receiving Corridor SMBJ (1)
- 16. Medium Security Facility (2)
- 17. Female Medium Security Facility (1)
- 18. Laundry (1)
- 19. Santa Barbara Court Holding Facility (2)
- 20. Santa Maria Court Holding Facility (2)
- 21. Lompoc Holding Facility (2)
- 22. Basement Prowler, Cooks Office (1)

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CHAPTER 2 ADMINISTRATIVE	225. Civilian Personnel Evacuation Plan	
Page: 1 of 1	Revision Date: 12/2013	Review Date: 5/2015
Related Orders: N/A		

I. PURPOSE:

One of the primary missions of Custody Operations is community protection. Part of that is operating the jail in a manner that eliminates, or greatly reduces the risk of escape. Thus, our priority is to maintain security during emergencies.

II. POLICY:

Custody Operations recognizes a responsibility for the safety of civilian personnel working in the facility; therefore the following procedures shall be implemented in the event of an emergency.

III. DEFINITIONS:

IV. PROCEDURES:

In the event of an emergency requiring evacuation of the Medical Offices and civilian personnel, the following procedure will be adhered to:

1. The Jail Administrative sections will be notified as directed by the Supervisor or deputy in charge at the scene. Such notification will be given only when the situation presents a danger to personnel in those sections.
 - a) Telephone and radio will be used to notify personnel in the affected areas. The staff will be notified that there is an emergency in progress, and to evacuate the building. If the electronic doors will not activate, notify MCR and stand-by for further instructions.
2. The Supervisor, or deputy in charge, will dispatch custody personnel to the area being evacuated.
 - a) Personnel will follow all instructions given by the deputy.
3. In the event of an extreme emergency where an evacuation notice has been given but custody personnel have been prevented from entering the Medical Unit, medical staff can access the key located in the blue box behind the door of office number one (1), the nurse's office.
 - a) This key will allow personnel to override the electronic controlled door and exit the building.
 - b) **This key is to be used only in the situation described above.**

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CHAPTER 2 ADMINISTRATIVE	240. Health Care	
Page: 1 of 3	Revision Date: 4/2015	Review Date: 4/2015
Related Orders: Title 15, CCR Article 11; PC §§ 4011.2 and 4011.5; NCCHC – J-E-07		

I. PURPOSE:

The purpose of this policy is to establish guidelines for appropriate and adequate health care for inmates held at the Santa Barbara County Jail facilities.

II. POLICY:

Custody Operations contracts health care services through Corizon Health, Inc. (Corizon) under the direct supervision of a Corizon Administrator. These services are offered within the confines of the Sheriff's Office jail facilities and are subject to all rules and regulations as described in the California Penal Code, Title 15 of the California Code of Regulations, and the National Commission on Correctional Health Care (NCCHC).

Inmates may request to visit their own personal physician by following the Inmate Physician Appointment protocol ([240 - Inmate Physician Appointments.doc](#)).

III. DEFINITIONS:

Sick-Call Request Form (CO-1067) – is the document that is produced by Custody Operations and is used by inmates to request to see the doctor or nurse.

IV. PROCEDURES:

HEALTH CARE REQUESTS:

To receive medical or mental health care, an inmate can submit a Sick-Call Request form to be placed on the sick-call list. The forms are available in each housing unit for this purpose. The medical staff will collect completed forms. The Sick-Call Request form is then triaged by a nurse. If the condition requires immediate attention and care, a nurse will see the inmate as soon as possible. If the condition does not require immediate attention, the inmate's name will be scheduled for the next available Clinician's sick-call. Sick-call is conducted daily; a doctor is available twenty-four hours a day, seven days a week, by telephone for consultation, and on-site emergencies as needed. A nurse can and will triage inmates on request without a Sick-Call Request form. There is twenty-four hour nursing coverage at the Main Jail. Dental services are available at a minimum of one (1) day per week.

HEALTHCARE REIMBURSEMENT:

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The Sheriff is authorized to charge a fee in the amount of three dollars (\$3) for each inmate-initiated medical visit of an inmate confined in the County Jail, per Penal Code § 4011.2(a) Notwithstanding § 4011.1.

1. The fee shall be charged to the Inmate's Trust Account. If the inmate has no money in his/her Inmate Trust Account, there shall be no charge for the medical visit.
2. An inmate shall not be denied medical care because of a lack of funds in his/her Inmate Trust Account.
3. The medical provider may waive the fee for any inmate-initiated treatment and shall waive the fee in any life-threatening or emergency situation, defined as those health services required for alleviation of severe pain or for immediate diagnosis and treatment of unforeseen medical conditions that if not immediately diagnosed and treated could lead to disability or death.
4. Follow-up medical visits at the direction of the medical staff shall not be charged to the inmate.
5. All moneys received should be forwarded to the Sheriff's Business Office.

INTAKE MEDICAL SCREENING:

Intake Medical Screening at receiving is used to obtain important information about every new inmate's medical and mental health needs to ensure they are adequately addressed. The information is also beneficial because it enables Custody Operations to care for the safety and welfare of other inmates and jail staff.

It is the responsibility of the receiving deputy to complete the JMS Intake Medical Screening form on every new inmate. The receiving deputy completes the form based on visual observation of the inmate and on the inmate's answers to specific questions. Should an inmate answer yes to questions #10 through #21 and #24, medical staff is to be notified and will respond as soon as possible to receiving. The receiving deputy will document the notification on the bottom of the form. The screening form was developed in compliance with the California Medical Association to improve medical care and mental health care services within the jails.

In addition to the medical screening performed by custody staff, and within 4 hours after being received at the Santa Barbara County Jail, each inmate will be seen by the Corizon on-duty Registered Nurse (RN). The RN will complete a more detailed medical screening form to ensure that emergent and urgent medical and mental health care needs are met.

EMERGENCY MEDICAL TREATMENT:

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It may be necessary for an inmate to be removed from the Main Jail and transported to a local hospital or clinic for treatment, as authorized under Penal Code § 4011.5. If the inmate's condition requires admittance to the hospital for more than 48 hours, a court order from Superior Court should be obtained authorizing the continued medical absence from the jail.

Should an inmate remain in the hospital longer than 48 hours from time of removal, the Shift Supervisor will complete the Ex-parte Minute Order form (240 - EX PARTE MINUTE ORDER Jail Use Only.doc) and submit to Pre-Trial Services. Pre-Trial Services personnel requests this be done within regular business hours whenever possible.

REQUESTS FOR SPECIAL MEALS:

Special meal requests will not be accommodated unless there is a legitimate medical or religious need. The jail's need to provide low cost meals is a legitimate penological concern that cannot be overcome unless the inmate has a valid first amendment (i.e. religious) or medical reason.

Inmates requesting a special diet will submit an Inmate Request Form (SH-219) to the Administrative Custody Sergeant. If it is based on a medical concern, the inmate will be instructed to submit a Sick-Call Request form and be examined by the doctor. If it is a legitimate medical need, the doctor will notify the Administrative Custody Sergeant who will notify the kitchen and document approval in the Notes section in JMS.

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CHAPTER 2 ADMINISTRATIVE	241. Mental Health Care	
Page: 1 of 4	Revision Date: 4/2015	Review Date: 4/2015
Related Orders: Title 15, CCR §§ 1052 and 1217; NCCHC-J-G-04; PC §§ 4011.6 and 1370.01; WIC § 5150		

I. PURPOSE:

Corizon Health, Inc. (Corizon) has established a mental health program to identify and provide treatment for the mentally ill inmate. This includes those inmates suffering from conditions such as temporary depression, to severely disabled inmates who present a serious danger to themselves and/or others.

II. POLICY:

Custody Operations will work together with Corizon to provide appropriate treatment of inmates. This will be accomplished within the framework of the security and safety needs of the jail.

III. DEFINITIONS:

Mental Health Program – services defined as providing mental health response, intervention, evaluation, treatment, and/or referral of qualified inmates to the Santa Barbara County Psychiatric Health Facility (PHF) as necessary.

IV. PROCEDURES:

JAIL SERVICES:

1. Screening - The following are ways of identifying inmates needing mental health services:
 - a) Inmates who have been prior clients of Alcohol Drug and Mental Health Services (ADMHS);
 - (i) Names of inmates booked and released are checked on weekdays by ADMHS staff and associated clinic names are sent to Corizon.
 - b) Inmates referred by jail staff members;
 - c) Inmates in safety cells;
 - d) Inmates identified through the Intake Screening Process;
 - e) Inmates identified by Corizon nursing staff or physician; and
 - f) Inmates referred by family members/community advocates.

Individuals identified will be triaged and evaluated for assessment and treatment.

2. Identification of target population:
 - a) Inmates at risk for suicide;
 - b) Inmates at risk for violence due to mental disorder;

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- c) Inmates requesting mental health services;
 - d) Dual diagnosis inmates;
 - (i) Mentally disordered and addicted to drugs and/or alcohol; and
 - (ii) Mentally disordered and developmentally disabled;
 - e) Inmates for whom the court has ordered a psychiatric evaluation.
3. Treatment available:
- a) Evaluations by Psychiatrist;
 - (i) Based on assessment by mental health staff
 - b) Medication;
 - (i) Corizon Psychiatrist and/or physician evaluates and decides on the appropriate medication(s).
 - (ii) Corizon staff administers all medication:
 - (1) A jail physician may order an inmate to be force medicated in the event of an emergency per Title 15, California Code of Regulations § 1217.
 - c) Referral of known patients to primary clinician;
 - d) Crisis counseling;
 - e) Evaluation for retention in or removal from safety cell;
 - f) Dual diagnosis referral;
 - g) Referral of developmentally disabled inmates; and
 - h) Release planning.
4. Assignment to PHF:
- a) May be court ordered and must be accompanied by Penal Code § 4011.6 document or as evaluated by the Crisis and Recovery Emergency Services (CARES) Mobile Crisis Unit for 5150 status. This will be coordinated with mental health staff.
 - (i) Inmates identified as gravely disabled, a danger to self, and/or a danger to others per Welfare and Institutions Code § 5150; and
 - (ii) Court ordered admissions due to competency concerns.

TRANSFERRING AN INMATE TO PHF:

When the decision has been made to transfer an inmate to PHF, medical/mental health staff will do the following:

1. Contact PHF to alert them to the pending transfer and to provide medical and mental health history;
2. Notify the Shift Commander;
3. Complete necessary paperwork to facilitate placement in PHF and obtain needed signatures from Shift Commander;

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4. Fax medical and mental health documents to PHF;
5. Provide paperwork to Custody Records; and
6. Notify the Transportation Unit during business hours. The Shift Commander shall be notified after business hours.

When the decision has been made to transfer an inmate to PHF, custody staff will perform the following:

1. Custody Records will process the temporary release and send the paperwork to Booking;
2. The inmate will be taken to the Intake Reception Center (IRC) and dressed-out in jail issued civilian attire; and
3. If the inmate is being permanently released from custody to PHF, the inmate will be dressed-out in his/her personal clothing. Money and personal property is to go with the transporting deputy and released to PHF staff.

WHILE AT PHF:

1. PHF Director or representative will notify the medical/mental health staff of the inmate's mental health status daily.

RETURNING INMATES TO CUSTODY FROM PHF:

When the decision has been made to return an inmate to jail from PHF, PHF staff will perform the following:

1. Contact the jail On-Duty Supervisor;
2. Contact mental health staff to inform them of the transfer;
3. Call to arrange transportation; and
4. Copy necessary paperwork and put in manila envelopes for mental health staff.

Transporting deputies will transfer the inmate, property and paperwork to Booking.

RELEASE OF INMATES HOUSED AT PHF:

When an inmate housed at PHF is to be permanently released from custody, the following will occur:

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1. Custody Records:
 - a) Process the release and send the paperwork to Booking;
 - b) Complete and fax Release Notification addressed to Medical Records Technician, PHF via fax #4382;
 - (i) Indicate by checking the appropriate box if the court order stipulates the release is per Penal Code § 1370.01.
 - c) Place original notification letter in the Inmate's Custody Record File; and
 - d) Place a copy of the notification in the Business Office mail box.

2. On-Duty Supervisor:
 - a) Arrange to have a deputy take the inmate's personal property and money to PHF and sign all necessary forms.

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CHAPTER 2 ADMINISTRATIVE	242. Suicide Prevention	
Page: 1 of 2	Revision Date: 12/2013	Review Date: 4/2015
Related Orders: Title 15, CCR § 1219; WIC § 5150; NCCHC-J-G-05		

I. PURPOSE:

To provide a comprehensive suicide prevention program within the jail by identifying those inmates who may be suicidal and have them evaluated by mental health staff as soon as possible.

II. POLICY:

Deputies will receive training on suicide prevention initially during the Custody Deputy Academy. Additional training is provided periodically through the Training Bureau.

Custody Deputies will be educated on the signs and symptoms of potential suicide risk and react appropriately. In all attempt suicides, or successful suicides, deputies are to be aware of and follow proper first aid, Cardio-Pulmonary Resuscitation (CPR), and emergency procedures.

III. DEFINITIONS:

IV. PROCEDURES:

IDENTIFICATION:

The first step in suicide prevention is the Intake Medical Screening process that takes place at intake. The deputy will ask the inmate a series of questions that, based on the responses, are intended to identify an inmate that may be suicidal. The deputy will note anything observed that could indicate suicidal tendencies.

ASSESSMENT:

If a deputy feels that a particular inmate is a suicide risk, mental health staff and the on-duty Supervisor are to be notified and an evaluation of the inmate requested. Once the mental health worker has completed an evaluation of the inmate, jail staff will consider the recommendations that mental health makes regarding precautions and housing.

MONITORING:

Whenever possible, suicidal inmates will not be left alone within the facility. If placed alone in a camera cell, a log will be initiated, documenting the inmate's status twice, every 30 minutes, in approximately 15-minute increments by using direct visual observation.

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HOUSING:

If the Intake Medical Screening assessment indicates or the deputy(s) feels an inmate may have suicidal tendencies, the inmate should not be placed in a single person cell. If the inmate exhibits behavior indicating an immediate danger to themselves or others, the inmate will be placed in a safety cell. The procedures for use of the safety cell will be adhered to and a Safety Cell Report shall be written.

REFERRAL:

After evaluation by mental health staff and the Crisis and Recovery Emergency Services (CARES) team, the suicidal inmate may be transferred to the Santa Barbara County Psychiatric Health Facility (PHF) for treatment, per Welfare and Institution Code § 5150.

COMMUNICATION:

During the receiving process, if an inmate indicates they may be a suicide risk, the receiving deputy will notify the on duty medical and/or mental health staff via radio, who will respond to further evaluate the inmate. Mental health also receives information from the Classification Unit on a regular basis regarding housing assignments for mental health clients.

NOTIFICATIONS:

In the event of a jail suicide or attempt suicide involving serious injury, the notification procedure in the policy, 205. Significant Incident Alert Notification List, will be followed.

REVIEW:

The Criminal Investigations Division or Risk Assessment Unit, as deemed appropriate shall investigate all jail suicides.

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CHAPTER 2 ADMINISTRATIVE	243. Special Care Inmates	
Page: 1 of 2	Revision Date: 12/2013	Review Date: 4/2015
Related Orders: Title 15, CCR §§ 1052, 1057, 1207.5 and 1209, NCCHC- J-G-06		

I. PURPOSE:

The intent of this policy is that inmates with suspected mental disorders, who are a potential danger to themselves or others or appear to be gravely disabled, are promptly evaluated and, if clinically indicated, transferred to an appropriate psychiatric treatment facility. Although mental disorders are often evident at the time of initial booking, inmates may become symptomatic at any stage of incarceration. Regardless of the time of presentation, significantly disordered behavior should be evaluated promptly, within 24 hours at the latest.

Developmental disabilities may be due to mental retardation, cerebral palsy, epilepsy, autism or a combination of disabilities. Regardless of the cause, inmates who have, or are suspected of having, developmental disabilities should be separated from the general population pending assessment to prevent their being victimized by potential predators.

II. POLICY:

Custody Operations will provide special care and housing for inmates who have physical and/or mental disabilities.

An additional mental health screening will be performed on women who have given birth within the past year and are charged with murder or attempted murder of their infants. Such screening will be performed at intake and if the assessment indicates postpartum psychosis a referral for further evaluation will be made.

III. DEFINITIONS:

People with disabilities – includes, but is not limited to, persons with a physical or mental impairment that substantially limits one or more of their major life activities or those persons with a record of such impairment or perceived impairment that does not include substance use disorders resulting from current illegal use of a controlled substance.

IV. PROCEDURES:

When a person received into the jail fits the above criteria, jail staff shall:

1. Have medical staff respond and conduct the Intake Medical Screening process to evaluate the person for medical and/or mental health referral;
2. If the inmate is pre-trial, does not post bail, or is not eligible for citation release, notify Pre-trial Services and request an immediate evaluation for release;

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3. If the inmate is not released, notify the Jail Operations Division Commander. The Jail Operations Division Commander or designee, will review the inmate's case with the Corizon Administrator and mental health staff for possible alternate housing;
4. A physician's opinion will be secured within 24 hours of identification or at the next daily Sick-Call;
5. The Classification Unit will assign appropriate housing with consideration to those inmates with physical and/or mental disabilities and/or special needs;
6. Segregate developmentally disabled inmates for their own safety;
7. If the inmate is a Tri-County Regional Center patient, contact Tri-County Regional Center in Oxnard at (805) 485-3177 or the Santa Barbara office at (805) 962-7881, and advise them when a developmentally disabled inmate is in our custody. This notification must occur within 24 hours of the inmate's custody;
8. Issue extra bedding and/or clothing items as appropriate; and
9. Ensure specific documentation is noted in the "Person Alert" section of JMS.

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CHAPTER 2 ADMINISTRATIVE	244. Communicable Diseases	
Page: 1 of 4	Revision Date: 12/2013	Review Date: 4/2015
Related Orders: Title 15, CCR §§ 1051 and 1206.5; SBCPHD Online - Santa Barbara County Public Health Department & Questions and Answers About TB; NCCHC-J-B-01		

I. PURPOSE:

Jail populations may have higher incidences of infectious diseases than the population at large. Diseases which inmates may be infected with include: tuberculosis (TB); sexually transmitted diseases; hepatitis; HIV/AIDS; measles, meningitis; MRSA, and others that pose serious management issues for both custody and health care staff. Because there are wide ranges of communicable diseases than can affect inmate populations and because incidence rates vary among jurisdictions, this policy directs Custody Operations with a plan that responds to infectious diseases most prevalent to local areas. This policy is established to provide guidelines for early identification, treatment, education and prevention of the spread of communicable disease in a custody setting. Part of this policy is to provide the following:

1. Types of communicable diseases to be reported;
2. Persons who shall receive the medical reports;
3. Sharing of medical information with inmates and custody staff;
4. Medical procedures required to identify the presence of disease(s) and lessen the risk of exposure to others;
5. Medical confidentiality requirements;
6. Housing considerations based upon behavior, medical needs, and safety of the affected inmates;
7. Provisions for inmate consent that address the limits of confidentiality; and
8. Reporting and appropriate action upon the possible exposure of custody staff to a communicable disease.

II. POLICY:

Custody staff will work cooperatively with medical staff to establish development and implementation of an Infection Control Program. The program shall include, but not limited to, concurrent surveillance of inmates and staff, prevention techniques and treating/reporting of infections in accordance with local and state laws.

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New arrests will be screened by custody staff upon intake to determine any potential for outbreaks by using the Intake Medical Screening form. All efforts will be made to identify any potential for communicable disease.

III. DEFINITIONS:

Infection Control Program – includes procedures for identification, treatment, isolation, surveillance, immunization (when applicable), prevention, education, and follow-up.

Local Health Officer – means that licensed physician who is appointed pursuant to Health & Safety Code § 101000 to carry out duly authorized orders and statutes related to public health within their jurisdiction.

Negative Airflow Cells – IRC cells 118 & 128, C-7 & C-8, Northwest cells 21-24, SI-21, and all of new East addition.

IV. PROCEDURES:

All inmates will be screened at the time of booking by the receiving deputy, using the Intake Medical Screening Form.

1. Any inmate suspected of having any infectious or communicable disease noted above, will immediately be reported to appropriate medical staff. Depending on the type of disease and until confirmation of the problem, in addition to accordance with appropriate recommendations, the inmate may be housed in a single person cell or negative airflow cell.
 - a) The gauges located at any negative airflow cell will be checked, once each shift, by the module deputy to ensure these cells remain in a negative air flow state. Any problems will be reported immediately to Maintenance and a work order will be submitted. These checks will be documented on the Module Recap.
 - b) Gauge should read between 0.15 & 0.20. Any other reading requires action; see "Monitoring of Negative Air Flow Gauges in the Custody Bureau, Maintenance section of Sheriff's Office intranet site.

2. Should an inmate exhibit or verbalize any known airborne communicable disease, the deputies are to immediately use precautions by placing a mask on the inmate and use universal precautions.
 - a) If an inmate is placed in a cell, a warning sign will be posted on the door for all other staff to view.
 - b) The on-duty Jail Operations Lieutenant will be notified and will initiate the following:
 - (i) Consult with the Corizon Administrator. The Corizon Administrator will consult with the Local Health Officer/Public Health Officer on all inmates with reportable illnesses and whenever a condition of multiple spread occurs. Contact:

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Disease Control and Prevention Manager
Public Health Disease Control
345 Camino del Remedio
Santa Barbara, CA 93110
(805) 681-5121 or (805) 681-8286

3. If an individual is brought to the jail on a misdemeanor warrant for Health & Safety Code § 3285, or during the Intake Medical Screening process exhibits symptoms of active TB (excessive coughing, fever, coughing up blood, etc.), or discloses any active communicable disease, deputies will take universal precautions immediately and follow the above procedures.
 - a) For TB: If an inmate attempts to post bail, is eligible for citation release or is due to be released through some other legal process, the Public Health Department, Disease Control and Prevention is to be contacted at the number above **prior to release**.

CONTACT INVESTIGATION FOR TB:

A Contact Investigation is the process to identify persons who have been exposed to a newly diagnosed case of TB or other communicable disease. Effective contact investigations require good teamwork.

In the event a deputy discovers an inmate has a communicable disease, the following protocol will be followed. **It is very important that this be a timely response:**

1. The deputy will notify medical staff immediately and isolate the inmate. Remember to **protect yourself**.
2. The on-duty Supervisor will be immediately notified.
3. Medical staff will confirm the disease as soon as possible to determine the level of contagiousness. Medical staff will notify the on-duty Supervisor.
4. If it is determined that the inmate is contagious, the on-duty Supervisor will initiate a "Contact Investigation" to assist the Public Health Department.
5. The Jail Operations Lieutenant is responsible for notifying support staff, contractors or any other related department that may have been exposed. This should be done in a timely fashion.
6. The goal of a contact investigation is to identify all persons who have been in contact with the inmate or source. The inmate may not be the original source.

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7. The on-duty Supervisor will provide medical staff and the Public Health Department with the names of all the inmates that were housed with the source since intake and the names of the deputies that may have been exposed.

8. The Administrative Custody Lieutenant will work in conjunction with medical staff and the Public Health Department to identify which contacts are close and which are high risk.

Custody Operations, Corizon and the Public Health Department will work in conjunction and cooperatively to make notification of all potential contacts and advise for treatment and containment.

REPORTING:

Corizon will be responsible for ensuring required confidentiality reporting is enforced. If any custody staff is exposed, they will immediately notify their supervisor for further action.

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CHAPTER 2 ADMINISTRATIVE	245. Automated External Defibrillators (AED)	
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Related Orders: N/A		

I. PURPOSE:

The purpose of this policy is to provide staff the information needed to properly utilize the Automated External Defibrillator (AED).

II. POLICY:

Sheriff's Office employees shall serve as supplemental resources to the Emergency Medical Services (EMS) System delivery of care in the event of a sudden cardiac arrest situation.

III. DEFINITIONS:

IV. PROCEDURES:

DEPLOYMENT:

AED trained Sheriff's Office employees may be present at or in the vicinity of a critical incident involving possible cardiac arrest patients. Once on scene, the employee shall start rescue measures if the patient is suffering from a possible cardiac arrest. This shall only be done if other EMS System personnel (i.e., Corizon staff, Fire Department personnel or ambulance personnel/paramedics), are not at the scene at the time of the employee's arrival.

BASIC PROCEDURE FOR FIRST RESPONDER DEFIBRILLATION:

Confirm the patient is unconscious, no pulse, and not breathing, or unconscious, no pulse with agonal respiration AND that the patient is an adult or child weighing over 90 pounds.

IF TRAUMA EXISTS:

Prepare patient for immediate transport. As time permits, prior to paramedic arrival, initiate defibrillation protocol.

1. Initiate Cardio-Pulmonary Resuscitation (CPR) until the AED is attached to patient.
2. The AED will audibly instruct the rescuer to place the AED electrode pads on the patient's bare chest. One electrode pad will be placed under the right collarbone and the other on the left side of the chest below the left breast. If the patient has thick chest hair it may be necessary to shave areas where the electrode pads can be placed.

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3. The AED will automatically analyze the heart rhythm. This process occurs in four-second intervals. Do not touch the patient while the AED is analyzing the heart rhythm.
4. The AED will detect noise artifact in the ECG, noise could be introduced by excessive moving of the patient or electronic devices from external sources like cellular phones and radio telephones. The AED will prompt the rescuer "ANALYSIS INTERRUPTED, STOP PATIENT MOTION." Remove other electronic devices within a fifteen (15) feet radius. The AED will then proceed to reanalyze the rhythm.

UNSHOCKABLE RHYTHM:

1. If the victim's heart rhythm is NOT in a shockable state, the AED will prompt "CHECK FOR SIGNS OF CIRCULATION. If no circulation, START CPR." If the rescuer hears the above message then the rescuer needs to check for a pulse and respirations. If absent, perform one minute of CPR.
2. After one minute of CPR, check for a pulse and respirations. If absent, the AED will analyze the heart rhythm again and audibly state "DO NOT TOUCH PATIENT, ANALYZING RHYTHM."
3. If the patient remains in a non-shockable rhythm, pulse less and non-breathing, continue CPR until the arrival of EMS personnel.

SHOCKABLE RHYTHM:

1. If the patient is in a shockable cardiac rhythm, the AED will audibly tell the rescuer(s) "SHOCK ADVISED", "STAND CLEAR, PUSH THE FLASHING BUTTON TO DELIVER SHOCK."
2. Clear bystanders and rescuer(s) away from the patient.
3. Press the flashing button to deliver shock.
4. After delivering the shock the AED will analyze the heart rhythm automatically, audibly telling the rescuer, "DO NOT TOUCH THE PATIENT, ANALYZING RHYTHM."
5. If the patient remains in a shockable rhythm (ventricular fibrillation or tachycardia), the AED will tell the rescuer, "SHOCK ADVISED, CHARGING." After the AED is fully charged and ready to deliver a shock, the AED will audibly tell the rescuer, "STAND CLEAR, PUSH FLASHING BUTTON TO DELIVER SHOCK" continue to deliver defibrillate shocks.
6. After three shocks, the AED will audibly prompt the rescuer "CHECK FOR SIGNS OF CIRCULATION, IF NO CIRCULATION, START CPR." If the patient remains in a shockable rhythm, perform one minute of CPR.

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7. If after any of the shocks the patient exhibits a pulse with or without respiration maintain airway and assist ventilation as needed.
8. If the patient returns to a pulse less state, check pulse and respiration and allow the AED to analyze the patient.
9. The sequence is three shocks or one "no shock advised" followed by one minute of CPR, and then repeated.

CHAIN OF COMMAND:

1. Sheriff's Office AED trained employee will relinquish the patient to Fire Department personnel, ambulance personnel/paramedics and/or any other EMS personnel who arrive on scene. This transfer of the patient will be completed at the first opportunity available and/or under the direction of medical staff on scene.
2. After the rescuer has been relieved by on scene medical staff, the rescuer will determine if he/she needs to assist the medical staff on scene and notify his/her supervisor as soon as practical.

REPORTING:

1. After any incident which involves the use of an AED by an AED trained Sheriff's Office employee, an Incident Report will be completed detailing the circumstances under which the AED was used. Copies of these reports will be sent to the Department AED Quality Control Coordinator for review. All reports will then be forwarded to the Training Bureau.
2. After an AED is used on a patient, the unit is to be delivered to the department's Quality Control Coordinator who will download the information collected by the AED regarding the patient's heart rhythm. The department AED Quality Control Coordinator will incorporate the data received from the AED into their report.
3. When the AED is returned to the Sheriff's Office from the department's Quality Control Coordinator, the receiving deputy/staff member will ensure that the AED is properly cleaned and visually inspected before placing it back into the Sheriff's Office vehicle or storage location.

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CHAPTER 2 ADMINISTRATIVE	246. Inter-Facility Transfer of Medical/Mental Health Records	
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Related Orders: Title 15, CCR §§ 1205(c) and 1206 (n); NCCHC-J-E-02		

I. PURPOSE:

The purpose of this policy is to ensure the proper, timely and confidential transfer of medical/mental health records when an inmate is transferred to another facility.

II. POLICY:

Custody Operations, in cooperation with Corizon Health, Inc. (Corizon), will transfer individualized pertinent health care information to the health authority of another correctional system, medical facility, or mental health facility at the time the inmate is transferred. This information will be transferred in a consistent and confidential format.

III. DEFINITIONS:

IV. PROCEDURES:

NOTIFICATIONS:

When the transfer of an inmate is pending, Custody Records will notify the Medical Unit. Custody Records will also provide the Medical Unit a copy of the daily release roster. The information shall include the full name and booking number of the inmate; the name of the facility the inmate is being transferred to and the date/time of the transfer.

CORIZON RESPONSIBILITIES:

Medical staff will fill out the Confidential Medical/Mental Health Information Transfer Form (Corizon Health Services form 60109) on each inmate. The information on the form shall include, but will not be limited to the following:

1. A list of all medications currently administered with all prescribing information: name of medication, dosage, frequency, start and stop date, etc.;
2. Date form completed;
3. A list of identified medical/mental health problems;
4. If applicable, information regarding pregnancy, lab work and pending appointments;
5. Pertinent test results requiring follow-up; and

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6. Provide photocopy of any pertinent sections of the medical record, and the medical consent form signed by the inmate.

RECORDS SENT WITH TRANSPORTING DEPUTY:

Medical records *shall* be sent *with* the transporting deputy and the inmate. The medical staff is to complete the Transport Instructions (SH-204) form, which are to be attached to the outside of the sealed envelope containing the medical records. Necessary inmate medication and health care information shall be provided to the transporting staff, together with precautions necessary to protect staff and inmate passengers from disease transmission during transport. Transporting deputies should be advised of the following:

1. Diabetes;
2. Communicable diseases;
3. Potential mental health problems (violence);
4. Pregnancy;
5. Suicidal tendencies;
6. Incontinence/vomiting;
7. Seizures;
8. Asthma;
9. Heart problems/medications;
10. Open wounds;
11. Limitations on inmate movement;
12. Crutches, glasses, dentures or other prostheses;
13. Fractures;
14. Back injuries; and
15. Possible need to seek medical treatment enroute.

NOTE: When possible, the inmate should receive all essential medications prior to transport.

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A copy of the Medical Information Transfer form is to be placed in the inmate's medical record at the Main Jail.

CHAPTER 3
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CHAPTER 3 OPERATIONS	300. Counts	
Page: 1 of 2	Revision Date: 1/2016	Review Date: 1/2016
Related Orders: Title 15, CCR § 1040		

I. PURPOSE:

The purpose of the policy is to ensure inmate counts are conducted in a timely and accurate manner.

II. POLICY:

Custody Operations shall conduct two (2) separate counts: the formal or scheduled count, conducted twice in each 24-hour period, and the unscheduled or informal count which can be conducted at any time.

III. DEFINITIONS:

Formal Count – At this time each inmate will be identified by armband and accounted for using the Housing Roster. Each shift will be responsible for conducting a formal count. A positive verification must be made that all inmates are present and accounted for and physical observation of the condition of each inmate.

Informal Count – This count is conducted at various times throughout a 24-hour period, as often as possible. An informal count is performed by conducting a walk-through of the cell and inmate worker's area, observing and counting the inmates.

IV. PROCEDURES:

Formal counts will be conducted once each shift. There will be limited inmate movement within the facility during this time, with the exception of any necessary movement to accommodate the transport of inmates to court during this count. Completed count sheets will be verified and discrepancies resolved. Copies of the count sheets shall be retained in the daily recap.

When conducting a formal count, the deputy shall use and compare the inmate's wristband and face to ensure they match. During the count, deputies are to ensure all inmates in Administrative Segregation housing units (Northwest, East Addition, and IRC) are in their assigned cell.

Inmates must be seen and identified. When counting inmates, the deputy will be certain they see "flesh" in all cases; this includes looking for indications that the inmate may be ill, injured, or signs of having attempted suicide, been involved in an altercation or in need of assistance.

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ACCURACY:

Each count must be completed accurately and promptly. If there is any doubt as to the accuracy of the count, do the count again. The count, in the final analysis, depends entirely upon the accuracy of each individual deputy who actively takes part in the count.

1. Do not let any phase of the count break down.
2. Formal counts, verify each inmate's identity against the photo on the inmate's wristband to ensure they match.
3. The module deputy(s) responsible for the count should be firm and in complete control of the situation.

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CHAPTER 3 OPERATIONS	301. Inmate Classification	
Page: 1 of 5	Revision Date: 3/2016	Review Date: 3/2016
Related Orders: Title 15, CCR §§ 1050, 1051, 1052, 1053, 1054; PC §§ 4001, 4002, 6031, PREA; 28 CFR 115.15, 28 CFR 115.41, 28 CFR 115.42, 28 CFR 115.43, 28 CFR 115.81		

I. PURPOSE:

The purpose of the policy is to ensure a written classification program is implemented to properly assign inmates to housing units and activities according to the categories of sex, age, criminal sophistication, seriousness of crime charged, physical or mental health needs, assaultive/non-assaultive behavior and other criteria which will provide safety and security for inmates, staff and the facility.

II. POLICY:

Inmate classification shall be in accordance and compliance with applicable laws and Title 15 of the California Code of Regulations; Minimum Standards for Local Detention Facilities. Classification shall be administered based on objective criteria and include receiving screening performed at intake and be uniformly understood and applied.

Classification assignments and housing decisions shall be supported by all available information, including, but not limited to:

1. Prior criminal history;
2. Past behavior in custody;
3. Sophistication of crime;
4. Length of sentence;
5. Potential for violent or assaultive behavior;
6. Physical and/or mental health status, when appropriate;
7. Age; and
8. Any other information that will provide for the safety of staff and other inmates.

Classification is separate from any discipline. Jail rule infractions, misconduct, and the resulting disciplinary actions will be considered in classification assignments, housing assignments, and program eligibility.

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A classification record will be maintained on each inmate housed in the jail facilities. This record is separate from the inmate's custody records file. Classification records are initiated when the inmate is booked and are securely maintained in the jail management system. The classification record includes the following:

1. Interview and placement record, which consists of:
 - a) Classification assessment and written narrative.
 - b) Alerts and/or Cautions;
 - c) Custody and Housing Level
 - d) Housing assignments and any changes; and
 - e) Information from the medical and/or mental health staff.
2. Copies of Inmate Disciplinary Reports (IDR);
3. Records of applicable jail incident reports;
4. Criminal history information; and
5. Any other information deemed necessary for safety and security reasons.

CONFIDENTIALITY:

Classification records are confidential, internal administrative documents that are subject to release only by subpoena. Information is not to be released outside the Sheriff's Office without the permission of the Jail Operations Division Commander or designee. Law enforcement access shall be limited to a need-to-know basis as determined by the Jail Operations Lieutenant or the Classification Unit Sergeant.

III. DEFINITIONS:

Criminal history – Records and/or information obtained through the California Law Enforcement Telecommunications System (CLETS).

National criminal history (FBI) or (III) – Records and/or information obtained through the National Law Enforcement Telecommunications System (NLETS).

Pre-trial detainee – An offender whose case has not been adjudicated.

Sentenced inmate – An inmate that is sentenced on all local charges.

Transgender - A person whose gender identity (i.e., internal sense of feeling male or female) is different from the person's assigned sex at birth (28 CFR 115.5).

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Intersex – A person who's sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female. Intersex medical conditions are sometimes referred to as disorders of sex development (28 CFR 115.5).

IV. PROCEDURES:

RECEIVING (Intake):

The receiving deputy plays an integral role in the inmate classification process. This deputy is the first member of the jail staff to come into contact with the inmate. Many times the receiving deputy may determine that an individual is intoxicated, under the influence of drugs, or mentally disoriented. The deputy then notes the appropriate information and relays that information to the Shift Commander and to the Classification Unit deputy.

INITIAL CLASSIFICATION INTERVIEW AND ASSESSMENT:

After it has been determined that the inmate will remain in custody and not be released, the inmate will be interviewed by a Special Duty Deputy assigned to the Classification Unit. The Classification deputy will complete the inmate assessment. Including provisions for the Prison Rape Elimination Act or PREA within 72 hours of arrival to the facility. (28 CFR 115.41 (b))

The intake screening shall consider, at a minimum, the following criteria to assess inmates for risk of sexual victimization. (28 CFR 115.41 (c) 1; 28 CFR 115.41 (d); 28 CFR 115.42 (c))

1. Whether the inmate has a mental, physical, or developmental disability;
2. The age of the inmate;
3. The physical build of the inmate;
4. Whether the inmate has previously been incarcerated;
5. Whether the inmate's criminal history is exclusively nonviolent;
6. Whether the inmate has prior convictions for sex offenses against an adult or child;
7. Whether the inmate is or is perceived to be gay, lesbian, bisexual, transgender, intersex, or gender nonconforming;
8. Whether the inmate has previously experienced sexual victimization;
9. The inmate's own perception of vulnerability; and

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10. Whether the inmate is detained solely for civil immigration purposes;

Within a set time period, not to exceed 30 days from the inmate's arrival at the facility, the facility will reassess the inmate's risk of victimization or abusiveness based upon any additional, relevant information received by the facility since the intake screening. An inmate's risk level shall be reassessed when warranted due to a referral, request, incident of sexual abuse, or receipt of additional information that bears on the inmate's risk of sexual victimization or abusiveness. Inmates may not be disciplined for refusing to answer, or for not disclosing complete information in response to, questions asked during the initial screening process. (28 CFR 115.41; 28 CFR 115.42 (c) 1)

If the screening indicates that an inmate has experienced prior sexual victimization, whether it occurred in an institutional setting or in the community, staff shall ensure that the inmates Classification status is reassessed within 30 days and is offered a follow-up meeting with a medical or mental health practitioner within 14 days of the intake screening (28 CFR 115.41 (f); 28 CFR 115.41 (g) 1; 28 CFR 115.81). An immediate referral shall be made to the departmental PREA coordinator.

If the screening indicates that a prison inmate has previously perpetrated sexual abuse, whether it occurred in an institutional setting or in the community, staff shall ensure that the inmate is offered a follow-up meeting with a mental health practitioner within 14 days of the intake screening (28 CFR 115.81). An immediate referral shall be made to the departmental PREA coordinator.

Any information related to sexual victimization or abusiveness that occurred in an institutional setting shall be strictly limited to medical and mental health practitioners and other pertinent staff, as necessary, to inform treatment plans and security and management decisions, including housing, bed, work, education, and program assignments, or as otherwise required by Federal, State, or local law (28 CFR 115.41 (a) 1; 28 CFR 115.42 (a) 1; 28 CFR 115.42 (b) 1; 28 CFR 115.43 (a) 1; 28 CFR 115.81).

Medical and mental health practitioners shall obtain informed consent from inmates before reporting information about prior sexual victimization that did not occur in an institutional setting, unless the inmate is under the age of 18 (28 CFR 115.81).

CLASSIFYING THE INMATE:

The first variable in classification is the inmate's legal status. The Classification deputy will make a determination as to whether the inmate is:

1. A pre-trial detainee;

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2. Sentenced inmate;
3. Sentenced to state prison;
4. Civil commitment;
5. Juvenile;
6. Witness only; or
7. Other classification.

The Classification deputy shall initiate a search for information to obtain the following:

1. Criminal history (CII);
2. National criminal history (FBI) or (III);
3. Previous classification records; and
4. Gang affiliations or nick names.

The above information will be incorporated into the inmate's classification record. Based on all the information obtained, the Classification deputy shall assign the inmate an initial classification and housing assignment. (28 CFR 115.43 (d))

Classification assignments and housing decisions continue beyond the initial assessment process. Classification is a continual process that follows the inmate through the entirety of their incarceration and provides avenues for grievances and appeals.

A comprehensive Classification Plan is maintained in a separate manual.

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CHAPTER 3 OPERATIONS	302. Inmate Movement	
Page: 1 of 2	Revision Date: 5/2015	Review Date: 5/2015
Related Orders: P&P § 334		

I. PURPOSE:

The purpose of this policy is to ensure the safety and security of inmates and deputies during inmate movement. The security level required for the safe movement of all inmates shall vary according to the inmate's classification.

II. POLICY:

Custody Operations shall ensure that all movement of inmates within the security corridors of the jail is accomplished in a safe, secure, and consistent manner.

III. DEFINITIONS:

Immediate Housing Area – Any single person and two person cells are the occupying inmate's immediate housing area. The secure dayroom of the Administrative Segregation housing unit is also part of the immediate housing area.

IV. PROCEDURES:

There are two major categories of inmate classification that determine the security level required for each inmate. In addition, any special instructions or requirements noted in the Jail Management System (JMS) should be followed, regardless of their classification or housing. ALL INMATE MOVEMENT WILL BE ESCORTED (exception work crews under supervision).

The following are the two major security categories, and the movement guidelines apply to each:

GENERAL MOVEMENT:

When conducting inmate movements within the Main Jail, one (1) deputy may move up to five (5) inmates. The deputy shall walk behind the inmate(s). If there are more than five (5) inmates, a minimum of two (2) deputies are required to accomplish that movement; one (1) deputy shall take the front or "lead" position and the second deputy will take the rear or "follow" position. A movement of 15 or more inmates outside of their assigned housing module shall require a minimum of three (3) deputies. A collective visual observation of all inmates shall be maintained at all times.

Whenever an inmate is moved from one location to another, the inmate shall be fully dressed with their shirt tucked into their pants. Inmates shall walk with hands clasped behind their back, shall not talk (unless responding to a deputy's direct question), and shall move in an orderly

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fashion following the directions of the deputy. If the line of moving inmates halts for any reason, the inmates shall turn and face a wall as directed by the escorting deputy. Inmates shall remain silent and in that position until directed to resume walking. In all cases, inmates shall follow the specific instructions of the escorting deputy.

ADMINISTRATIVE SEGREGATION:

All Administrative Segregation inmates will be handcuffed to the rear prior to being removed from their cell or other secure area such as a shower. If approved by a supervisor, under unusual circumstances, Administrative Segregation inmates may be handcuffed in the front **and** moved with two (2) deputies.

SPECIAL INSTRUCTIONS:

Some inmates in Administrative Segregation category may have specific movement requirements noted in JMS. These instructions shall be per inmate, considered direct orders, and must be adhered to under all circumstances. In all cases, these requirements supersede any other guidelines and procedures for inmate movement and must be applied to these designated inmates. These inmates shall not be moved in a group, or with any other inmate under any circumstances.

This policy may be modified only by the Incident Commander during an emergency situation.

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CHAPTER 3 OPERATIONS	303. Use of Sobering/Observation Cell	
Page: 1 of 4	Revision Date: 5/2015	Review Date: 5/2015
Related Orders: Title 15, CCR § 1056; NCCHC-J-G-06		

I. PURPOSE:

The purpose of this policy is to ensure inmates booked into the jail, which are a threat to themselves or others due to their state of intoxication are appropriately housed and monitored. This policy will also be followed for those inmates placed in a sobering cell for medical or mental health observation.

II. POLICY:

Arrestees who appear to be intoxicated and/or unresponsive shall be examined by medical staff prior to being accepted for booking.

Cells H-9, H-1 and H-2 in the Inmate Reception Center (IRC) will be utilized as a Sobering/Observation Cells.

The Santa Maria Branch Jail shall not retain inmates who pose a threat to their own safety or the safety of others due to their state of intoxication. These inmates shall be transported to the Main Jail facility for placement in the appropriate sobering cell.

III. DEFINITIONS:

Intoxicated Inmates – Individuals whose mental and physical abilities are impaired because they are under the influence of drugs or alcohol.

Observation Cell – Used for the temporary placement of inmates who must be monitored closely for either medical or mental health concerns.

Sobering Cell – Utilized for the management and observation of inmates who are under the influence of any intoxicant to the extent that it temporarily impairs their mental or physical ability to function normally.

IV. PROCEDURES:

To be placed in a Sobering Cell, the inmate must be conscious, respond to simple commands, have no difficulty breathing, and not appear to be acutely ill, or have apparent injuries. In order to be allowed to "sober up" in the Sobering Cell, inmates must be able to respond verbally to stimulation and walk to the cell with minimal assistance. When in doubt about an inmate's suitability for placement in the sobering cell, obtain a medical assessment as soon as possible.

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When an inmate is booked into custody on one or more of the following charges: Vehicle Code §§ 23152(a) and 23152(b), Penal Code § 647(f) or Health & Safety Code § 11550, or is obviously intoxicated, the receiving deputy will evaluate and determine if the inmate should be placed in the Sobering Cell based on the following criteria:

1. ODOR OF ALCOHOL: Deteriorated, strong, weak, moderate, or absent.
2. SPEECH: Deteriorated, slurred, slowed, or normal.
3. ATTITUDE: Deteriorated, hallucinating, confused, belligerent, cooperative, boisterous, or difficult to waken.
4. WALKING: Deteriorated, falling, staggering, unsteady, slow, swaying, or deliberate.
5. TREMOR: Deteriorated, severe, moderate, or mild.
6. ORIENTATION: Deteriorated, unaware of [location of jail/city], easily distracted [but not confused], able to provide booking information.

Inmates will be placed in the Sobering Cell as soon as a deputy determines them unable to care for themselves based on the criteria listed above. Once the deputy determines this, the following shall occur:

1. Medical staff will be notified. In no case shall an inmate remain in a sobering cell more than six (6) hours without recorded observation by a medical staff person;
2. An Observation Log will be initiated upon immediate placement into the cell, noting the original condition of the inmate;
3. Intermittent and random, direct visual supervision is the responsibility of the receiving deputy and shall be conducted and logged in writing no less than twice every thirty (30) minutes;
4. If an inmate appears to be sleeping during these checks, the deputy shall conduct a physical check to ensure the inmate can be roused and to determine level of consciousness;
5. Deputies will review the condition of inmates placed in sobering cells, noting condition and ability to arouse to determine whether or not they have improved enough to be suitable for release, or movement to other appropriate housing. This check will be indicated on the log; and

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6. Inmates placed in sobering cells shall be removed from the cell when it has been determined that they are able to continue with processing and with approval from medical staff, when appropriate.

To be placed in an Observation Cell, the inmate must be conscious, respond to simple commands, have no difficulty breathing, and not appear to be acutely ill.

Inmates may be placed in an Observation Cell when they return from the hospital or Santa Barbara County Psychiatric Health Facility (PHF) and/or requested by medical and mental health staff.

After placing the inmate in the cell, the following shall occur:

1. An Observation Log will be initiated upon immediate placement into the cell, noting the condition of the inmate;
2. In no case shall an inmate remain in an observation cell more than eight (8) hours without recorded observation by medical staff;
3. Intermittent and random, direct visual supervision is the responsibility of the receiving deputy and shall be conducted and logged in writing no less than twice every thirty (30) minutes;
4. If an inmate appears to be sleeping during these checks, the deputy should note the position the inmate is in, and that they observe they are breathing by the rise and fall of their chest. If they are in the same position for two (2) or more hours, the deputy shall conduct a physical check to ensure the inmate can be roused, and to determine level of consciousness; and
5. Inmates placed in observation cells shall be removed when it has been determined by medical or mental health staff the reason for observation no longer exists.

DOCUMENTATION:

The Observation Log, 303. Declaration in Support of Safety Cell Use.doc is the official record of the physical checks made on the inmate during retention in a Sobering and/or Observation Cell. This will be posted at the cell and shall contain the following information about the inmate. It is imperative that any deviations to the Observation Log be explained and recorded on the log.

1. Name;
2. Date of birth;

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3. Booking number (if available);
4. Date and time of placement in sobering/observation cell;
5. Name and body number of the medical staff assessing the inmate at the time of placement into cell;
6. Description of any evidence of physical injury prior to placement into the cell;
7. Document on the Observation Log that food/fluid is offered and/or given and if the inmate refused such offerings;
8. Space for name and body number of medical staff re-assessing inmate's condition if retained for six (6) hours or longer; and
9. Description of the inmate's clothing or other obvious identifier when there are multiple occupants in the sobering cell.

It is important to have the observation cell cleaned on a regular basis during the retention of an inmate housed in these cells. The inmate should also be permitted to shower at least every other day and receive weekly linen exchanges while housed in this cell.

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CHAPTER 3 OPERATIONS	304. Use of Safety Cells	
Page: 1 of 3	Revision Date: 3/2016	Review Date: 3/2016
Related Orders: Title 15, CCR § 1055; NCCHC-J-G-05		

I. PURPOSE:

The purpose of this policy is to provide guidelines for the appropriate use of the Safety Cells.

II. POLICY:

Custody Operations shall follow the guidelines set forth by Title 15, California Code of Regulations, whenever an inmate:

1. Exhibits behavior or reveals intent to cause self-inflicted physical harm;
2. Are believed to be suicidal, based on statements or behavior; or
3. Pose an immediate danger to themselves, other inmates, or jail staff.

NOTE: Under no circumstances are the safety cells to be used as punishment or as a disciplinary action against an inmate.

III. DEFINITIONS:

Safety Cell 1 (SC1) and Safety Cell 2 (SC2) – Cells located in the Main Jail.

Safety Cell 3 (SC3) and Safety Cell 4 (SC4) – Cells located in the Inmate Reception Center.

Santa Maria Safety Cell (SMS #5) – Cell located at the Santa Maria Branch Jail.

IV. PROCEDURES:

Housing units SC1, SC2, SC3, SC4 and SMS #5, are designated safety cells that shall be used to temporarily house inmates who pose a threat to themselves or others.

1. No inmate shall be placed in a safety cell without prior approval of the Shift Commander or designee.
2. The deputy placing the inmate into the Safety Cell shall notify medical staff upon placement and notify mental health as soon as possible.
3. A 303. Declaration in Support of Safety Cell Use.doc will be completed by the Shift Commander or designee and an Observation Log will be initiated upon immediate placement of the inmate into the cell.

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4. The module deputy is responsible for direct visual observation of the inmate, a minimum of twice every 30 minutes. All observations will be documented on an Observation Log, located outside of the cell. These checks should be done in approximate 15-minute random increments.
5. The Shift Commander shall review the continued retention of each inmate assigned to a safety cell at least once every eight (8) hours and document it on the log. The Shift Commander will verify appropriate remarks regarding the retention, current activity of the inmate, medical and mental health checks, and current status of the meals and fluids which have been provided, and if not ensure that corrective action is immediately taken.
6. A medical opinion on placement and retention should be obtained within one (1) hour after placement into a safety cell. A medical assessment should be completed within six (6) hours after placement and no longer than 12 hours after placement. Continued medical assessments should occur every eight (8) hours thereafter. The inmates shall be medically cleared for continued retention every 24 hours thereafter. All medical observations and assessments shall be documented on the Observations Logs.
7. A mental health assessment shall be completed within 24 hours of placement and upon request. All mental health observations and assessments shall be documented on the logs.
8. Due to the lack of on-site medical services at the Santa Maria Branch Jail, inmates should not be retained in the safety cell in excess of eight (8) hours. In the event that circumstances prevent removal of an inmate in the eight (8) hour time frame, Santa Maria staff shall contact medical staff for consult and provide information about the cause of the delay, (example: "pending arrival of Crisis and Recover Emergency Services (CARES) for review prior to release"). After consultation, medical staff may provide advice on whether retention is approved or if a transport is necessary. The contact with medical staff will be documented on the Observation Log with the time of contact, the name of the medical staff providing information on the retention or transport, and the name of the deputy making contact.
9. Inmates that are believed to be suicidal, based upon statements or behavior or pose an immediate danger to themselves, shall have all of their clothing removed and be provided with a suitably designed safety garment to provide for their personal privacy. All other inmates placed into a safety cell shall be permitted to retain sufficient clothing to provide for their personal privacy unless specific identifiable risks to the inmate's safety or to the security of the facility are documented on the Observation Log.

NOTE: No belts, shoes, strings drawstring, jewelry items, matches cigarettes or burning materials shall be allowed to be retained.

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10. Staff assigned to the MCR and RCO will assist in the visual monitoring of inmate(s) in safety cells by video cameras installed in each cell. Any unusual activity or suspicious circumstances is to be reported as soon as possible to the Module deputy.
11. The safety cells are strict isolation cells designed to temporarily house only one (1) inmate at a time.
12. Nutrition and fluids: Inmates in safety cells must be provided all the necessary food and fluids. Inmates in Safety Cells are likely to have unusually high fluid replacement needs because of elevated physical exertion.
 - a) Inmates in safety cells shall be offered food and/or fed during scheduled feeding times for the jail population, three (3) times a day. One of the three daily meals shall consist of a hot safety cell meal. Offers and refusals shall be documented on the Observation Log; and
 - b) Fluids are to be given upon request and should be offered every two (2) hours while the inmate is awake, or as needed. Offerings and amounts, along with refusals, shall be documented on the Observation Log.
13. Sanitation: The fact that an inmate is placed in a safety cell does not change any of the personal hygiene needs.
 - a) Inmates in Safety Cells should be provided an opportunity to wash their hands or shower, when circumstances warrant.
 - b) Safety Cells shall be cleaned after each use. If the inmate is in the Safety Cell for an extended period of time (longer than 24 hours), attempts should be made to have the cell cleaned.

NOTE: Safety smocks must be laundered after each use before issuing to another inmate. Four (4) safety smocks will be kept in a medical treatment room when not in use.

DOCUMENTATION:

The Observation Log is the official record of the physical checks made on the inmate during retention in the Safety Cell. Absent exigent circumstances, it is imperative that any deviations to the Observation Log must be explained and recorded on the log.

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CHAPTER 3 OPERATIONS	320. Cell Extractions	
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Related Orders: Lexipol § 300		

I. PURPOSE:

The purpose of this policy is to ensure the safety and security of inmates and deputies during cell extractions. An inmate, or inmates, who will not cooperate and respond to deputy orders, or who may be armed or potentially dangerous, and who is reasonably believed to pose a threat of serious bodily injury or death to self, staff or others may be extracted from a cell. Deputies who find themselves faced with such a situation must consider the subject's physical and mental condition and take necessary and appropriate action.

II. POLICY:

Whenever possible, all efforts will be made to peacefully resolve an incident through calm interaction and to seek voluntary compliance from the inmate(s).

NOTE: A belligerent attitude or profane remarks alone do not justify a cell extraction or the use of force.

If during a cell extraction force is required, deputies are permitted to use only that force which is necessary to protect themselves or other inmates, prevent escape, or control a combative individual.

III. DEFINITIONS:

Cell Extraction – Removal from a cell or housing area by means of physical force.

IV. PROCEDURES:

DEPUTY RESPONSIBILITIES:

In the event an inmate or inmates refuse to cooperatively exit a cell or cell areas, the deputy will immediately notify the on-duty Supervisor.

SUPERVISOR RESPONSIBILITIES:

The on-duty supervisor will make the final decision to extract an inmate from a cell. Prior to extracting any inmate from a cell, every effort shall be made to seek voluntary compliance from the inmate. The on-duty supervisor shall make the final attempt to seek compliance before the inmate is forcibly removed.

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Once the on-duty supervisor has determined a cell extraction will take place, he or she will develop an extraction plan. When possible, a Special Operations Response Team (SORT) member should be consulted. Unless some type of emergency exists, there should be no hurry to remove the inmate. Safety and security shall be considered first.

The plan will adhere to all Sheriff's Office policies and procedures. The plan will include, but is not limited to the assignment of staff and destination of extracted inmate. If placed in a safety cell, the 304. Use of Safety Cells policy will be adhered to.

The on-duty supervisor shall evaluate every situation and utilize a sufficient number of deputies to safely and securely extract the inmate. All other deputies shall remain at their posts unless called by a supervisor. Every deputy involved must write a report, even if they only observe. All cell extractions should be video-taped when possible.

FOR GENERAL POPULATION HOUSING:

Should the incident occur in a general population, multi-cell or dayroom housing unit, all inmates will be ordered to lock down in their respective cells. In the event more than one inmate refuses to lock down, the on-duty Supervisor will immediately notify the Operations Lieutenant.

All water, phones, TV's and radios will be immediately turned off. If compliance is not met within a reasonable time, the Operations Lieutenant will notify the Jail Operations Division Commander who may authorize a SORT call out.

Upon completion of a cell extraction, the team members will conduct a de-briefing which will include the on-duty supervisor. The on-duty supervisors will complete a memo detailing the events and forward it to the Operations Lieutenant. A reference to the original report number will be noted in the Inmate's Classification File. Information to include, but is not limited to:

1. Who;
2. What;
3. When;
4. Where;
5. Why;
6. Deputies involved;
7. Any injuries, complaints of pain, or allegations of inappropriate behavior; and

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8. Any reports/documentation to follow (if needed).

Should an inmate decide to cooperate after the on-duty Supervisor has determined a cell extraction is necessary, an after action report will still be generated to document the outcome.

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CHAPTER 3 OPERATIONS	321. Door Security	
Page: 1 of 1	Revision Date: 4/2015	Review Date: 4/2015
Related Orders: N/A		

I. PURPOSE:

The purpose of this policy is to provide guidelines for the proper door protection to maintain safety and security within all jail facilities.

II. POLICY:

Custody Operations shall maintain firm security throughout the jail. To accomplish and maintain this, the following procedures have been established to guarantee positive identification of those seeking entry, and to ensure that access to any jail facility is limited to only those who are authorized. All persons requesting entrance to the secured area of the jail will have appropriate identification visible and authorization available when requested.

III. DEFINITIONS:

Appropriate Identification – Proof of identity which includes, but is not limited to: Sheriff's identification badge, Sheriff's badge, visitor badge, Jail Access Security badge.

Visitors will be required to check in with Custody Records or the Programs Unit to receive a visitor's badge. This access shall be governed by 322. Facility Access.

IV. PROCEDURES:

Whenever a Control Room operator requests identification, the person requesting entry will respond with the authorized code or identity. When viewed on camera, the operator will seek visible identification. Anyone entering any secured area will wear proper identification badges in full view. Should a question arise as to the validity of the individual requesting entrance a deputy will respond to the area and confirm the individual's identification.

Professional staff members who are routinely assigned to the jail may utilize an alternate means of identification rather than have an identification badge worn, such as an identifying uniform bearing their departments identification. This uniform will constitute acceptable identification for these personnel for routine entry and egress from security areas of the jail. However, these personnel will have their agency issued identification in their possession at all times while on jail property and produce it upon request by any deputy.

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Related Orders: PC §§ 4570.5, 4573, 4573.5, 4573.6, 4573.8, 4573.9, 4574 and 4575; Title 15, CCR § 825.5 and 1062; P&P 330		

I. PURPOSE:

Custody Operations shall maintain firm security throughout the jail. To accomplish and maintain this, the following procedure has been established to guarantee positive identification of those seeking entry and ensure that access to any facility is limited to only those that are authorized.

II. POLICY:

All visitors wishing entrance to the security area of the jail will have appropriate identification visible and authorization available when requested. **ALL VISITORS ACCESSING THE SECURITY PORTIONS OF THE JAIL WILL BE SUBJECT TO A SEARCH.**

III. DEFINITIONS:

Contact Visit – A contact visit is defined as a “face-to-face” visit between an attorney or court-ordered medical professional and the inmate.

Visitor – Refers to any persons working in the employ of the Sheriff’s Office not assigned to Custody Operations, any member of other law enforcement agencies, and all members of the general public seeking to enter any jail facility.

There are three types of allowed visitation access to areas of the jail facilities. Each type has its own requirements and limitations. Anyone entering a jail facility is subject to a search of their persons and property. Any person found violating any law may be arrested and prosecuted.

Personal Visitors – Friends and family of inmates.

Professional Visitors – Attorneys, physicians, social service providers, law enforcement, or persons who must regularly visit inmates in the process of adjudicating their legal cases.

Service Visitors – Contractor or vendor for construction/maintenance. Volunteer or paid contract provider of programs/services for inmates.

IV. PROCEDURES:

All visitors are required to check-in at the Custody Records counter. Whenever a Control Room operator requests identification, the person desiring entry or exit will respond with their authorized code or identity. When viewed on camera, the operator will seek visible

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identification. Visitors entering any security area will wear proper identification badges in full view noting that they are only visiting. Should a question arise as to the validity of the individual wishing entrance a deputy will respond to verify the visitor's identity and approval for access.

Jail staff routinely assigned to the jail may utilize an alternate means of identification rather than have an identification badge worn. Employees of Santa Barbara County General Services (assigned to perform jail maintenance) and employees of Courts Pre-Trial Services are issued an official polo type shirt bearing their department issued identification. These shirts will constitute acceptable identification for these personnel for routine entry and egress from security areas of the jail. However, these personnel will have their department issued identification badges in their possession and visible, if possible, at all times while in the security areas of the jail and produce it upon request by any deputy.

Unless pre-approved by the Jail Operations Division Commander or designee, ALL ELECTRONIC DEVICES ARE PROHIBITED. This includes, but not limited to: cameras, radios, music players, laptops, two-way radios, pagers and cell phones. All visitors are responsible for the security of all personal items. Personal items should be left in a vehicle.

The on-duty Supervisor shall have authority to refuse facility access or visitation to any person for just cause, or for legitimate governmental interests.

Any person, including any attorney, peace officer, or probation officer, approved to conduct interviews with inmates shall be subject to revocation of this access privilege, if found to be in violation of this policy, or for other penological interest.

Dependent upon the circumstances, any violation of the following rules may result in the revocation of the visitor's access and/or future restricted access to the jail facilities. These rules may only be waived by written approval of a Lieutenant or designee.

1. Visitation with inmates must be for legitimate purposes. Visitors who are a personal friend, acquaintance or relative of an inmate will be required to utilize the procedures outlined in the Personal Visitors section of this policy.
2. It is prohibited to visit or communicate with inmates other than those for whom the visit/interview has been granted.
3. Unless pre-approved by the Jail Operations Division Commander, wireless communication devices (pagers, cell phones, laptops), are not permitted inside the secure areas of jail facilities.
4. Physical contact with inmates is prohibited.

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5. Visitors are restricted to those areas necessary to complete the visit.
6. Visitors shall follow the directions of jail staff at all times, and shall show respect to all jail staff members.
7. Visitors shall not provide inmates with anything other than written or printed legal material which has been previously inspected and approved by jail staff.
8. Visitors are responsible for the proper care and retention of visitor badges. Badges shall not be altered in any way, and if lost, shall be immediately reported to the Shift Commander.
9. Visitors shall not damage or remove any County property at a jail facility.
10. Visitors shall not initiate, aid, or encourage any violation of law or Jail Rules by inmates or others who enter the jail facilities.
11. Visitors shall not solicit or offer money or favors from jail staff or inmates.
12. Professional and volunteer visitors shall not utilize their access privileges for the purpose of contacting relatives and/or personal acquaintances.
13. Visitors shall not engage in any activity considered to be a threat to jail staff, inmates, safety, or facility security.

PROFESSIONAL VISITOR ACCESS:

Professional visitations shall be accorded privacy and will not be eavesdropped upon or recorded. When a professional visitor requests to visit an inmate in the Professional Visitation Booths (PV Booths), regardless of the time of day, every reasonable effort should be made to ensure that the visit occurs within an acceptable amount of time. Professional visitors must be cognizant that routine custody functions, such as counts, safety checks, feeding, processing court buses, or unforeseen circumstances and emergencies may create delays or cause cancellation of the visit. In the event of an extended delay, a Shift Commander or designee, will contact the visitor and explain the reason for the delay. Professional visitors must sign out at the Custody Records counter prior to exiting the facility.

Members of the public whose profession or vocation requires access to inmates for the purpose of providing legal, religious, medical, mental health or educational services pertaining to the inmates' incarceration may be permitted access to the designated professional visitation areas.

1. Upon request, attorneys are required to produce their valid state bar card.

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2. Upon request, licensed private investigators and bondsmen must produce a copy of their valid and current license.
3. Upon request, defense experts who meet the criteria of Penal Code § 825.5 may be required to produce documents. A copy of the expert's license or license number shall suffice as proof of licensure.
4. Law clerks, unlicensed investigators, certified law students, and paralegals are required to produce a letter from the attorney, indicating their employment by that firm and their assignment to a particular case.
5. Interpreters shall produce a letter from the office of the attorney, court, law firm, or interpreter service, indicating their employment as an interpreter and assignment to a particular case.
6. Representatives from substance abuse programs shall obtain and produce a letter from the Sheriff's Treatment Program supervisor.
7. Only those items necessary to conduct business are allowed. No purses or bags are allowed within the security areas of the jail.
8. Professional visitors may bring in briefcases, with the understanding the briefcase will be presented to jail staff for inspection for contraband and should only contain necessary court documents, discovery materials, written or printed legal material.
9. Unless pre-approved, wireless communication devices (pagers, cell phones, laptops), are not permitted inside the secure areas of the jail facilities.

CONTACT VISITS:

Attorneys and Court Appointed Medical Professionals requesting a contact visit shall notify the Administrative Custody Deputy, at least one (1) week in advance, to request a specific date and time for the contact visit. The designated contact visit rooms will be utilized. If the Administrative Custody Deputy is not available, the Administrative Custody Sergeant will be notified. Should a request be made for a contact visit without prior notice and scheduling, the Administrative Custody Sergeant or Operations Lieutenant or designee, will determine if the visit can be accommodated, based upon availability of the contact visit room, staffing, and workload factors. Psychiatrists and psychologists appointed by the court who are ordered to conduct psychiatric or psychological testing on behalf of the court, shall present a copy of the court order and show proper identification. A letter from the inmate's attorney is not required. The above guidelines shall be applied should a doctor require a contact visit for

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testing purposes. All visitors utilizing a contact visit will check-out at the Custody Records counter prior to exiting the jail facility.

All persons requesting tours or requiring contact visits shall complete the Custody Facility Access Waiver Agreement form.

CONTACT VISIT RESTRICTIONS:

1. In the event an inmate is deemed a safety or security threat, the request for a contact visit may be denied and a PV Booth shall be used.
2. **NO** pens, paper clips, staples, sharp objects, or other items that may be considered contraband will be allowed into the contact room.
3. Safety Flex pens will be provided by jail staff if the professional visitor requests a pen. These pens are to be returned to the jail staff upon completion of the visit.
4. No purses or bags are allowed within the security areas of the jail. Allowable items are only those necessary to conduct business.
5. Professional visitors may bring in briefcases, with the understanding the briefcase will be presented to jail staff for inspection for contraband and should only contain necessary court documents, discovery materials, written or printed legal material.

INMATE RESTRAINTS

For the safety of the interviewer, all inmates will be placed in full restraints. At the request of the interviewer, and upon approval of the Shift Commander, one hand may remain free. During contact visits security eye bolts are to be used in conjunction with leg irons.

PERSONAL VISITOR ACCESS AND RULES:

Governed by 364. Inmate Visitation

SERVICE VISITOR ACCESS:

Service providers can be Program Unit volunteers, employees, either of the Sheriff's Office, other County agencies, or contracted private providers, that require access to security areas of the jail facilities to fulfill their job function. All such service providers will be screened before they are granted access. This process may consist of a criminal history, NCIC, and Warrant checks.

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1. County employees or long-term contract employees assigned to Custody Operations for the purpose of providing contract services for medical/mental health, Inmate Services, and General Services Facilities Management/Communications who are responsible for maintaining facilities or equipment in the jail facilities, are required to submit Security Clearance forms authorizing the Sheriff's Office to conduct a background check that shall include an investigation into their personal lives and criminal history.
 - a) Any member of the Sheriff's Office not assigned to Custody Operations, any member of any other local, state and County Law Enforcement/Emergency Services Agency may be approved for access into security areas with specific prior approval of the Jail Operations Division Commander or designee. They must wear their department issued identification badge, department issued work shirt or appropriate designation visitor badge affixed to the outer most layer of clothing, at chest level and in plain view, at all times while they are in the jail facilities.
 - b) No information regarding an individual's criminal history shall be revealed to anyone other than the individual conducting the request and the individual(s) responsible for approving access, per department policy.
 - c) Once approved for access, visitors will be issued an appropriate identification badge. It shall be worn affixed to their outermost layer of clothing, at chest level and in plain view, at all times while they are in the jail facilities. County employees issued an appropriate uniform shirt may wear that in lieu of wearing the identification badge. However, the identification badge should be in their possession at all times while they are working in the security areas of the facilities.
 - d) Program providers will be granted access only during the scheduled times for their programs. As part of the clearance process, they will be required to attend a security orientation meeting.
 - e) Upon being hired, new program providers shall be given the security orientation by the program provider supervisor or designee.

2. Private employees of a contractor or vendor, hired to perform services within a specific time frame, are permitted access to the areas required by the scope of work. Unless approved by the Jail Operations Division Commander or designee, access may be limited to escort only.
 - a) All contractor and vendor visitors are required to submit security clearance forms authorizing the Sheriff's Office to conduct a criminal history check.
 - b) No information regarding an individual's criminal history shall be revealed to anyone other than the individual conducting the request and the individual(s) responsible for approving access.
 - c) Once approved for access, visitors will be issued an appropriate identification badge. It shall be worn affixed to their outer most layer of clothing, at chest level and in plain view, at all times while they are in the jail facilities. Contractor or vendor visitors will be provided with a copy of the security orientation for contract personnel before being allowed access to the jail facilities.
 - d) Contract or vendor visitors may register at the maintenance dock.

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SERVICE VISITOR RESTRICTIONS:

A background check may be conducted at the discretion of the approving deputy when an application is submitted requesting access into the jail facilities for any reason.

The following circumstances may result in the application for access being denied:

1. Applicant has been convicted of a felony, is under investigation for a felony or has been refused a license as a private investigator.
2. Applicant has been charged with or convicted of any crime committed in or at a correctional facility.
3. Applicant is on probation or parole, or is currently a sentenced inmate at any correctional facility.
4. If applicant has in their application, fraudulently represented their credentials, employment, or criminal arrest record, either by false statements or omissions.
5. Applicant has no valid purpose for entering the jail facilities.
6. Applicant has documented any other information that would jeopardize the safety of jail staff, inmates, or jail facilities.

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CHAPTER 3 OPERATIONS	323. Hospital Transport and Guard Procedures	
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Related Orders: Lexipol §§ 300, 304 & 312; PC § 4011; P&P § 605		

I. PURPOSE:

The purpose of this policy is to establish guidelines for the safe transport and security of inmates to the hospital, and while at the hospital.

II. POLICY:

Inmates booked into custody are the responsibility of the Sheriff's Office. All avenues of safety and security will be considered when assessing an inmate going to the hospital for an emergency medical situation. All inmates will be restrained in a manner which provides maximum security and minimal impact on the specific medical condition, to ensure the safety of the general public, medical staff and transporting deputy. Transporting without restraints requires approval by the Shift Commander or designee. All inmates transported by ambulance will be safely secured/restrained prior to transportation to ensure the safety of themselves, the transporting deputy and ambulance personnel.

In addition, Custody Operations will screen all inmates that are sent to the hospital to determine criteria for security needs. This criteria shall be used to determine if a guard will be assigned to the inmate, or if the inmate's status may be monitored using a hospital log without a guard present. The hospital log shall be documented once per shift, at approximately twelve (12) hour intervals.

This policy will apply to all hospitals within the County.

III. DEFINITIONS:

Emergency medical situations – Those situations where immediate services are required for the alleviation of severe pain, immediate diagnosis, and/or treatment of unforeseeable medical conditions are required, if such conditions would lead to serious disability or death if not immediately diagnosed and treated.

Hospital Guard – A deputy assigned to provide security and monitor the inmate, when admitted to the hospital.

Hospital Guard Packet – A folder containing all pertinent and relevant information regarding the inmate.

Hospital Log – Used to document an unguarded inmate status while at the hospital.

Radio codes – Used in radio communications for the sake of brevity.

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IV. PROCEDURES:

SCREENING:

Consideration will be given to the potential for releasing the inmate from custody. The following alternative options will be considered:

1. Eligibility for citation release;
2. Alternative Sentencing;
3. Utilize Pre-Trial Services; and/or
4. Court orders.

In the event an inmate must be transported to a hospital, the following criteria will be used to determine the necessity of assigning a guard(s) with the inmate. It will be the responsibility of the Classification Unit deputy to review the classification file on the individual and make an appropriate recommendation to the Shift Commander or designee, who will make the final decision. For inmates housed at the Santa Barbara County Psychiatric Health Facility (PHF), staff at PHF may request a guard.

Risk factors will be taken into consideration when determining the necessity for sending a guard with the inmate. These include, but are not limited to the following:

1. Current charges:
 - a) High bail/flight risk; and
 - b) Two/Three strike inmate.
2. Sentence status;
3. Criminal history;
4. Mental Health issues; and
5. Past custody problems and/or any information indicating an escape risk, violence, violation of court orders, restraining orders, i.e.: Penal Code §§ 273.6 and 166.4.

If the inmate poses neither a detectible threat of escape, nor any of the above, the Classification Unit deputy will forward a recommendation to the Shift Commander or designee, that the inmate may be monitored by the hospital log instead of placing a guard at the hospital

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after the inmate is admitted. Notification regarding the hospital log shall be provided to hospital staff.

Control Room deputies will be responsible for maintaining the hospital log. This log will be coordinated with a call to the nursing station asking the status of the inmate, per hospital log requirements.

The contact person for Cottage Hospital will be the "Bed Board" staff. This is the office that assigns all patients a bed in the hospital and monitors admissions and discharges. It is staffed from 0600 hours until 2300 hours daily and between 2300 hours and 0600 hours, the phones are rolled over to the hospital nursing supervisor who answers the phone.

Once an inmate is admitted, the hospital staff will call IRC, 681-4715, at 0700 hours and 1700 hours to confirm the patient (inmate) is still present. If an inmate seeks to leave, the hospital will call the same number and notify us accordingly.

Should an emergency situation come up at the hospital, it may delay the 0700 or 1700 hour notification to IRC. If this should happen, the IRC will contact the Bed Board at 569-7841. Please be aware that this is staffed by different people at different times of the day; however, they will make every attempt to ensure staff are orientated to the processes set in place.

TRANSPORTING AN INMATE:

All inmate movement from one location to another will be regulated and controlled.

1. The transporting deputy assigned to guard an inmate will be weapons qualified in accordance with department policy.
2. Prior to departure, the deputy will ensure all pertinent booking/arrest information regarding the inmate is in the file marked "Hospital Guard Packet". The packet shall include the following:
 - a) Information describing the type of classification, i.e.: escape risk, violent, criminal history, in-custody behavior, gang affiliation, status on current charge(s), 2nd or 3rd strike information, prior escape attempts, etc.;
 - b) Copy of 323. Hospital Transport and Guard Procedures;
 - c) Contact information for Hospital Security;
 - d) Contact information for local police agency with jurisdiction over the hospital.
3. The packet shall be updated with additional information as it becomes available. Additional information shall include:
 - a) Documentation of incidents that have occurred at the hospital that is of a security concern and the action taken.

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- b) Updates on the security status of the inmate.
 - c) If transporting the inmate to the hospital, the Shift Commander (or designee) or transporting deputy will call Hospital Security and notify them prior to transport.
4. The transporting deputy will contact the Dispatch Center by telephone, advising of the estimated departure time and request a call sign.
5. Identify the route to hospital and notify the Shift Supervisor of the chosen route.
6. The transporting deputy will inspect and search the designated vehicle prior to transport.
7. All inmates transported will be restrained in a manner which provides maximum security and minimal impact on the specific medical condition. Unless otherwise approved by the Shift Commander or designee, restraints will be employed at all times and during treatments.
- a) Restraint devices may include handcuffs, leg irons, waist chains, or any combination thereof.
 - b) When medically required, inmates transported by ambulance may be restrained using the soft restraints in the ambulance.
 - (i) Inmates deemed too dangerous to be restrained by soft restraints only and are transported by ambulance, shall be restrained as noted above.
 - (ii) In such situations, a deputy shall accompany the inmate inside the ambulance to the point of treatment. A second deputy will be required to follow behind in a separate vehicle and render assistance, as needed.
 - c) 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, staff, or the public.
8. Upon beginning the transport, advise the Dispatch Center via radio that you (give call sign) are 10-8, en route to _____ hospital with #____ inmate(s). The Dispatch Center will give acknowledgment and repeat your call sign and give the time. If a male deputy is transporting a female inmate (X-Ray), the deputy will give mileage.
- EXAMPLE:
- Deputy – “38-24”
 - Dispatch – “38-24”
 - Deputy – “10-8, en route to Cottage Hospital with one X-Ray, mileage is _____”
 - Dispatch – “10-8, 2130”
9. Upon arrival, the deputy will advise via radio 10-97 (arrived at scene) at _____ hospital. Upon returning from the hospital, the same radio procedure as above will be followed except the deputy will be en route to Station 38.

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10. Emergencies or problems with an inmate or vehicle encountered during the transport will be reported via radio to the Dispatch Center. If unsure of the codes, use plain English. If assistance is needed on arrival at the hospital, ask the Dispatch Center to contact Hospital Security to meet the deputy. Advise the Dispatch Center of your estimated time of arrival and specific destination.
11. Once at the hospital, the transporting deputy will make contact with Hospital Security and advise them of status and location. If the inmate is admitted, Hospital Security will be notified and advised of room location. Hospital Security will be used to relieve the deputy during restroom breaks.
12. While at the hospital, the deputy will remain with the inmate at all times. Deputies will not allow distractions and will remain alert and maintain control. Deputies will allow the inmate as much privacy as necessary, when needed, while still maintaining proper and adequate security. The area within reach of the inmate shall be searched for anything that could be used as a weapon. The deputy should make sure to place him/herself between the inmate and the avenue of escape. Deputies are not to interfere with examinations; however, the security of the inmate is priority. Upon completion of the examination, the deputy should search the inmate, if possible.

GUARDING THE INMATE:

Deputies assigned as Hospital Guard are on-duty for the sole purpose of maintaining the lawful custody of the inmate.

1. Inmates can receive/send mail while in the hospital subject to approval of the Shift Commander or designee. If the mail is sent to the inmate at the Main Jail, it will be held at the Main Jail and transported to the inmate via the Hospital Guard. All mail that is sent to the inmate at the hospital is subject to inspection prior to giving it to the inmate.
2. Inmates will not be allowed to use the telephone. Any exceptions will be approved by a Jail Operations Lieutenant. If approved, conversations will be monitored for security concerns. Telephone usage shall be limited to a reasonable amount of time. The Hospital Guard will determine what is reasonable. Security issues regarding the use of the phone should be reported immediately to the Shift Commander or designee.
3. The inmate will be provided with hygiene items only. Inmates are not allowed any additional items, i.e., extra food (other than hospital food), games, etc., without the prior approval of the Jail Operations Lieutenant or designee.
4. Restraints will be placed and remain on the inmate: leg iron, and/or handcuffs unless otherwise instructed by the Shift Commander or designee. At least one restraint shall be connected to the bed frame. Restraints are only to be removed by the Hospital Guard, and

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only if the inmate is unresponsive, or in need of special medical treatments where restraints are incompatible with the treatment. Hospital Security may be called to stand-by during such treatments.

RESTRAINT OF PREGNANT INMATES:

Governed by 334. Use of Restraints

STORAGE OF JAIL TRANSPORT WEAPONS:

Firearms qualified deputies who have not been issued a department weapon, or possess an optional department approved weapon, will use weapons assigned to Custody Operations stored in designated gun lockers. SORT is responsible for ongoing maintenance of these weapons. These weapons will be stored following each use in accordance with the following guidelines:

1. Following each use, the weapon will be stored in the gun locker in an unloaded condition with the slide in the OPEN position;
2. The magazine will be removed from the weapon and stored with the weapon. The two (2) backup magazines will be stored in the designated locker (each magazine holds 13 rounds with one additional round in the chamber for a total of 40 rounds total);
3. The round that was in the barrel will be removed and placed in the designated locker in preparation for the next use of the weapon; and
4. When removing the weapon for use, the weapon will be loaded in a safe manner in accordance with department training.

PHF GUARDS:

Deputies assigned to PHF are to provide security and monitor the inmate. PHF staff will request a Hospital Guard for escape risks or violent inmates. Inmates at PHF will not be restrained unless deemed necessary by PHF staff or Hospital Guard. Inmates at PHF are in the custody of the Sheriff's Office and security and safety will take priority. Deputies will coordinate with PHF staff to determine the level of security needed. The following protocol will be adhered to:

1. Deputies are not to assist PHF staff with other patients; however, should an exigent situation occur which may be life threatening, the deputy will use sound judgment regarding involvement. Call 911 immediately and request assistance;
2. Deputies will retain sight of the inmate at all times (including in the patio area);

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3. While the inmate is using the restroom, deputies of the same gender will keep visual observation of the inmate. Deputies of the opposite gender will maintain visual observation to the extent possible, while providing a modest amount of privacy;
4. Because the inmate is also a patient, patient rights apply to the inmate; however, safety and security will be the priority;
5. Firearms (gun) are not permitted in PHF; TASER and pepper spray should only be worn by qualified deputies;
6. Should an inmate need to be restrained, nursing staff may assist the deputy to subdue the inmate; and
7. Should a question or concern arise, the deputy shall immediately contact the Shift Commander or designee.

SUPERVISOR RESPONSIBILITIES:

The Shift Commander or designee will communicate regularly with deputies assigned to Hospital/PHF Guard. Communication will take place at least twice each twelve (12) hour shift. If possible, the Shift Commander or designee will make at least one (1) on-site visit per twelve (12) hour shift.

ADDITIONAL INFORMATION:

Scheduled Assignments – Deputies are responsible for their meal(s).

Non-Scheduled Assignments – Deputies assigned to Hospital Guard can purchase meals from the hospital at the deputy's expense. The deputy may submit an internal Sheriff's Office Travel Expense – Per Diem form, via chain of command, to the Business Office to request for reimbursement of the meal, an itemized receipt is required, and shall not exceed current per diem rates.

Deputies may also request a meal be provided from Main Jail staff dining.

If a deputy needs to leave the inmate for any reason, they shall contact Hospital Security and have them stand by.

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CHAPTER 3 OPERATIONS	324. Incident and Offense Reports	
Page: 1 of 2	Revision Date: 5/2015	Review Date: 5/2015
Related Orders: Title 15, CCR § 1044; PC § 6030; Lexipol § 344; Minimum Performance Standards\Forms & Misc Documents\Protocol for Investigating Certain In-Custody Felony CrimesUpdate.doc		

I. PURPOSE:

The purpose of this policy is to establish guidelines and protocol for the submission of incident and offense reports.

II. POLICY:

Custody Operations will document all incidents which result in physical harm, serious threat of physical harm, or injury to an inmate, or any other person. Documentation shall include the names of the persons involved, a description of the incident or injury, witness statements, the actions taken, date and time of occurrence, and any other pertinent facts. Photo documentation and video recording is strongly encouraged when appropriate. The document shall be prepared, approved, and submitted as soon as possible to the appropriate on-duty supervisor or designee.

III. DEFINITIONS:

Serious felony – crimes which result in great bodily injury to the victim or that result in admittance to a hospital.

NOTE: Felony crimes which are not investigated by Criminal Investigation Division (CID) and all misdemeanor in-custody crimes are to be handled by Custody Operations staff.

IV. PROCEDURES:

Reports shall be written for the following reasons, but are not limited to:

1. Erroneous releases;
2. Combative inmates;
3. Use of force (Requires Use of Force Report);
4. Inmates transported to a hospital as a result of a fight, disturbance, attempted escape, criminal activity, accident or serious injury requiring medical treatment;
5. Lost or found property;
6. Lost keys;

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- 7. Facility damage; and
- 8. Crimes against Deputies and/or inmates.

Custody Deputies shall investigate and complete reports involving most felonies and all misdemeanor offenses.

All offense reports shall be reviewed and approved by the on-duty supervisor in the Automated Reporting System.

NOTE: A Report Writing Manual is available for reference on the correct procedure and protocol for writing the report. <http://sbsohome/sbsohome/Library/ProcOpsGuides/PDF/RPTWRITE.pdf>

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CHAPTER 3 OPERATIONS	325. Key Control	
Page: 1 of 2	Revision Date: 12/2013	Review Date: 12/2015
Related Orders: N/A		

I. PURPOSE:

Key Control is a critical element of facility security. Custody Operations staff will maintain control over all jail keys and keep all jail keys away from inmates. Keys which are used by various personnel on a day-to-day basis are retained in the key box under the control of the on-duty Supervisor. Spare keys are to be secured in an area where only Deputies have access.

II. POLICY:

Personnel will only carry those keys that are necessary for the operation of their post or module. The only acceptable place to leave a key unattended is the key box. No keys are to be taken outside the building when not on-duty, except in those cases where a deputy has keys assigned to them permanently which are not accounted for in a key box.

III. DEFINITIONS:

IV. PROCEDURES:

CHECKING OUT KEYS:

Custody Operations utilizes the "chit system" for key control and accountability. Only department issued chits will be used. **Deputies shall not make, alter or customize chits.** Keys will be issued and exchanged by an on-duty Supervisor or their designee. Key sets are attached to rings according to assignment. Key sets will not be altered without prior approval. One (1) chit is exchanged for each key or key set issued. The chit(s) will be placed in the key slot designated for each key or key set issued.

CONTROL OF KEYS:

1. Accountability for keys is critical to security. Only on-duty Supervisors or their designees are authorized to possess the key to the key box.
2. Deputies are responsible for maintaining control of all keys issued to them.
3. Inmates are never allowed to handle keys.
4. If it is necessary for a deputy to leave the Sheriff's campus, keys will be returned to the key box.

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5. Keys shall not be taken home or placed in a locker. If a deputy inadvertently does this, he/she shall immediately report it to the on-duty Supervisor and make arrangements to return the key(s) as soon as possible.

LOST KEYS:

In the event a key or key set is lost, the Jail Operations Lieutenant and Jail Operations Division Commander shall be notified and a report completed immediately.

MISCELLANEOUS INFORMATION:

1. Personnel should never force a key into a lock as it could damage the tumblers. If a deputy experiences difficulty with any locking mechanism, report it immediately to the on-duty supervisor.
2. Personnel shall not place marks for identification purposes on keys. Notching, scratching or marking keys with tape is forbidden.

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CHAPTER 3 OPERATIONS	326. Use of Restraint Chair	
Page: 1 of 3	Revision Date: 5/2015	Review Date: 5/2015
Related Orders: Title 15 CCR §§ 1058 and 1052; IMQ #315; P&P § 331		

I. PURPOSE:

The purpose of this policy is to provide guidelines for the appropriate and safe use of the restraint chair. This policy is developed in conjunction with the responsible medical services and shall be addressed in the Medical/Mental Health Procedures manual. The responsible physician must be instrumental in developing these, as medical and mental health backgrounds are necessary to identify the range of behaviors and signs that an inmate has a significant medical or mental health problem.

II. POLICY:

The restraint chair will be used by custody staff only, under the direction of a Shift Commander. The restraint chair will be used to restrain inmates who display behavior which results in destruction of property, or reveals the intent to cause physical harm to themselves or others. The restraint chair will only be used for the placement and retention of an inmate when less restrictive methods of restraint, such as a Safety Cell, have been deemed to be inadequate. The restraint chair may be used to restrain inmates who have demonstrated a high violence potential or who pose an immediate threat to others during movements. Upon determination to use the restraint chair, the placement, exercising, and removal of the inmate will be videotaped using the jail camcorder, refer to 331. Use of Video Recording Devices. Use of the restraint chair requires immediate access to an Automated External Defibrillator (AED).

Any use of the restraint chair shall be documented on the Declaration in Support of Use of Restraint Chair form and forwarded to the Jail Operations Division Commander. All written documentation and video recordings of the restraint chair usage shall be collected and booked into evidence.

III. DEFINITIONS:

IV. PROCEDURES:

1. Restraint Chairs shall be used to temporarily hold inmates whose actions fit the following criteria:
 - a) Reveals an intent to cause physical harm to self or others;
 - b) Behavior which results in the destruction of property; and
 - c) Inmates who fall under the provision of Title 15, California Code of Regulations § 1052;
or
 - d) Whose actions were **not controllable** by placement in a safety cell.

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2. Inmates shall be placed in the restraint chair only with the approval of the on-duty Supervisor or designee. An Observation Log (printed on blue paper) will be initiated upon immediate placement of the inmate in the restraint chair.
3. Continued retention in the restraint chair shall be reviewed a minimum of every two (2) hours by the Supervisor. The On-Duty Supervisor shall approve the continued retention of the inmate in the restraint chair.
4. Medical staff's opinion on the placement and retention shall be secured immediately, but no later than four (4) hours from the time of placement in the restraint chair. The inmate must have a medical assessment to determine whether he/she has a serious medical condition which is being masked by the aggressive behavior. A medical review for continued retention shall occur at a minimum of every six (6) hours.
5. A mental health consultation shall be completed as soon as possible, but in no case longer than eight (8) hours from the time of placement to assess the need for mental health treatment. If mental health staff is not available, the Crisis and Recovery Emergency Services (CARES) will be notified. The inmate must be evaluated by a mental health professional to assess whether or not the inmate needs immediate and/or long-term mental health treatment.
6. Direct visual observation shall be maintained while the inmate is on the restraint chair to ensure that the restraints are properly employed, and to ensure the safety and well-being of the inmate.
7. All checks of the inmate must be documented, with actual time recorded, along with any pertinent observations of the inmate's behavior. Any action taken should be noted on the Observation Log. The observations documented by the staff should be reviewed by the Shift Commander or designee.
8. While in the restraint chair, the inmate shall be housed alone, in either a safety cell or a H-cell, which makes provisions to protect the inmate from abuse.
9. In no case shall the restraint chair be used as a punishment, or as a substitute for treatment.

EXERCISING EXTREMITIES:

Deputy(ies), with the assistance of a medical staff member, will exercise the inmate's extremities in the following manner for at least ten (10) minutes every two (2) hours:

1. LEGS:
 - a) Release one leg at a time, controlling it with the restraint strap;

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- b) Extend the leg from the knee so it is as straight as possible, without undue force; and
- c) Exercise each leg in this manner ten (10) times.

2. ARMS:

- a) Release one wrist at a time, controlling it with the restraint device;
- b) Straighten the arm from the elbow as much as possible, without undue force;
- c) Exercise each arm in this manner ten (10) times; and
- d) If the inmate becomes violent as the restraints are being removed, staff shall not release the inmate and shall try again in thirty (30) minutes.

3. Custody staff shall monitor any inmate placed in a restraint chair and work with medical staff to ensure the inmate receives adequate fluids and nutrition, and provisions must be made to accommodate the toilet needs of the inmate.

NOTE: At no time is a fully restrained inmate to be left unsupervised in a cell.

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CHAPTER 3 OPERATIONS	327. Safety Checks	
Page: 1 of 3	Revision Date: 1/2016	Review Date: 1/2016
Related Orders: Title 15, CCR § 1027		

I. PURPOSE:

The intent of safety checks is to provide for the health and welfare of inmates through regular, intermittent and prescribed direct visual observations without the aid of audio/video equipment.

II. POLICY:

Custody Operations will conduct and document safety checks in all inmate housing, holding, and recreation areas. This shall be accomplished by directly and visually accounting for the presence of the inmate, identifying if anything appears out of order and looking for obvious signs of distress or trauma. Safety checks shall be conducted at least once every hour, at random intervals.

Each facility Commander shall ensure that intermediate level or higher supervisors and managers conduct unannounced rounds to identify and deter staff sexual abuse and sexual harassment. These rounds must be conducted during both day shift and night shifts if the facility operates during both shifts. These rounds shall be documented on the facility recap. Staffs are prohibited from alerting other staff members that these supervisory/managerial rounds are being conducted, unless such announcement is related to the legitimate operational functions of the facility (Custody Operations P&P 208. Prison Rape Elimination Act, 28 CFR 115.13).

III. DEFINITIONS:

Safety checks – Regular, intermittent, random, and prescribed direct visual observation to provide for the health and welfare of inmates.

IV. PROCEDURES:

Custody Operations uses two (2) different methods to document a safety check. Each area of the jail has been specifically designated as to which method is used to document a safety check. One method is a hand written log. The deputy completing the safety check will make a log entry of the time of the check and the body number of the deputy making the check. The other method of documenting safety checks is the use of the "Pipe" data collector. Proximity checkpoints have been installed at key locations throughout the housing units and other areas within the jail. Safety checks should be conducted in a random order and each checkpoint will be scanned.

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Staff of the opposite gender shall announce their presence when entering the housing unit of an opposite sex inmate (28 CFR 115.15)

1. Safety checks that use handwritten or computer generated logs:
 - a) The Male Basement Module(s) (MBO);
 - b) Medium Security Facility;
 - c) Santa Maria Branch Jail;
 - d) Court Holding Facilities;
 - e) The Basement Prowler (BP);
 - f) Safety cells;
 - g) Sobering/Observation cells; and
 - h) Restraint chairs.

2. Safety checks using the "Pipe" data collector:
 - a) A direct visual safety check shall be conducted and check points scanned in all inmate housing areas located in the East, West, South, IRC, and the Northwest Modules. These checks shall be conducted at least once every hour.
 - b) Inspection of the recreation yards in the South Module, the IRC, Northwest and East Isolation should be completed prior to inmates being placed in the yards and upon the removal of each yard group from the yards. In addition, all yard checkpoints should be scanned at least one (1) time per shift.

Each deputy assigned to a Main Jail post (excluding Male Basement(s), Basement Prowler, Tower and Control Room) shall chit out a "Pipe" data collector device upon assuming duties.

Each deputy assigned to Male Basement Dorms 2 & 3 will be required to perform a minimum of four (4) walk-through (safety checks) per shift. These should be random in nature and are to be logged on the post recap. During safety checks another deputy is required to stand by.

Deputies assigned to an inmate housing unit shall document in the module post recap the time they assumed duties, their body number and the number of the Data Collector ("Pipe") they were issued. Any instances of exigent circumstances where a checkpoint is not scanned within the allotted one (1) hour time frame will be documented in the module post recap citing the reason for the deviation.

SAFETY CHECK DEVIATION DOCUMENTATION AND ACCOUNTABILITY PROCEDURE:

The on-duty Supervisor will ensure that all Data Collectors ("Pipes") are downloaded at approximately 2400 hours each night.

1. Deviation reports for each module will be printed for the 24 hour period, as follows:
 - a) 0600-1800

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b) 1800-0600

2. Deviation reports will be reviewed by the appropriate Supervisor and he/she will evaluate the deviations and determine whether or not the deviation is justified.
 - a) Deviation occurred during exigent circumstances (responding to an emergency).
 - (i) If justified, the Shift Commander will document the deviation report stating reason for justification.
 - b) Each deviation that is not justified will be addressed with the responsible deputy(ies) and noted on the deviation report.
 - (i) The responsible deputy(ies) will initial the deviation report. The deviation report will be forwarded to the Jail Operations Lieutenants for review and logging on the quarterly deviation tracking spreadsheet. Deviation reports will be retained for two (2) years.
 - (ii) On the eighth (8th) deviation within a quarter, the deputy is given a written Work Evaluation and Review (WEAR) file entry. The WEAR file entry will explain expectations of compliance.
 - (iii) If a deputy receives twelve (12) within a quarter, a Letter of Reprimand will be recommended.

Jail Operations Lieutenants will be responsible for conducting daily reviews of the Deviation Reports and ensure the documentation/accountability procedure is being followed.

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CHAPTER 3 OPERATIONS	328. Searches	
Page: 1 of 6	Revision Date: 7/2015	Review Date: 7/2015
Related Orders: PC § 4030; 4th Amendment - U.S. Constitution		

I. PURPOSE:

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

II. POLICY:

All searches performed at the Santa Barbara County Jail facilities shall be based on the legitimate need to maintain security and to prevent the introduction of weapons and contraband into the facilities. All strip searches and visual body cavity searches shall be conducted in accordance with all applicable state and federal guidelines. Searches will be performed in an atmosphere of professional dignity and with a full appreciation of the extent, however necessary, of the intrusion upon what would otherwise be the privacy of the inmate being searched.

All facilities and inmates under the control of Custody Operations shall be subject to a search at any time, to maintain security and ensure the safety of inmates and staff.

III. DEFINITIONS:

Clothed Search (Pat Down) – An inspection by sight, touch, and/or electronic scanning device, of an inmate's hair, mouth, ears, clothed body and outer clothing; this includes, but is not limited to: coats, hats, wigs, pockets, socks, and footwear. Female inmates should only be searched by female deputies unless exigent/safety circumstances exist (exigent circumstances must be articulated and documented in an incident report).

Contraband – Weapons, drugs, any other items that can pose a threat to the safety and security of the jail, or persons in the jail, or any item or article not issued by the facility, purchased from commissary, purchased through other approved channels or approved by the Jail Operations Division Commander or designee. Any authorized item found altered in any way will be considered contraband and confiscated.

Physical Body Cavity Search – A thorough physical inspection conducted by medical professionals in a hospital, by either instrument or manual means of an inmate's anal and/or vaginal body cavities. This search may only be conducted pursuant to a court order (warrant).

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Reasonable Suspicion – Based on specific and articulable facts that would cause a reasonable deputy to suspect that a particular person may be concealing contraband. The facts may include current charges, criminal history, or any other factors that would lead a reasonable deputy to conclude that a strip search may result in the discovery of contraband. The legal standard to be met is “reasonable suspicion”, not probable cause.

Security Searches (Shakedowns) – Searches conducted of jail facilities, housing units, jail grounds and perimeters to detect potential contraband and illegal activities. These searches may be conducted based on reasonable suspicion or on a random basis, to ensure the safety and security of the facility, staff, and inmates.

Strip Search – A thorough visual inspection of an inmate’s, undergarments or unclothed body, including a visual inspection of the inmate’s anal and/or vaginal body cavity. A thorough inspection by sight and touch of the inmate’s clothing shall also be completed.

IV. PROCEDURES:

All searches will be initiated with the single purpose of finding weapons, drugs or other contraband. No search will be conducted as a punitive measure or for any other reason. All strip searches will be conducted with justification and in a professional manner in a private location not accessible by other inmates, or within sight of a video recording device.

PAT DOWN SEARCHES:

All arrestees and inmates will be subject to a clothed pat down search, without specific cause.

1. AT INTAKE:

- a) The search should be conducted in a systematic method while the arresting/transporting deputy is present. All clothing will be thoroughly searched.
- b) To conduct a strip search on an arrestee at Intake, the below criteria “STRIP SEARCHES” shall be followed.

2. DURING MOVEMENT:

- a) Any time an inmate is moved from one location to another, the inmate will be subject to a pat down search.

3. AT CLOTHING EXCHANGE:

- a) All inmates housed, and arrestees who will be housed, will be subject to pat down search during clothing exchange.

STRIP SEARCHES:

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The following criteria must be met prior to strip searching any inmate and must be articulated and documented. One criterion alone may not be sufficient enough to validate a strip search, unless satisfactorily justified. Each strip search must be based on reasonable suspicion. Strip searches shall not be conducted for the sole purpose of determining an inmate's genital status.

1. Any strip search must have reasonable suspicion/justification based on the following:
 - a) Nature of charges/offence
 - b) Specific circumstances relating to the inmate or to the arrest
 - c) Inmate's appearance
 - d) Inmate's conduct
 - e) Prior arrest record

2. Inmates that have not been sentenced, may be subject to a strip search prior to placement in a housing unit if they have the following charges:
 - a) Crimes, misdemeanor or felony, that involve weapons, controlled substance or violence including, but not limited to the following: Business and Professional Code § 4140; Health & Safety Code §§ 11350, 11357, 11364, 11550; Penal Code §§ 207, 211, 243(e), 245, 261, 273.5, 422, 653(k), 12020, 12025, 12031 (Not to include: Penal Code §§ 148, 242, 273(d), 288).
 - b) Persons charged with parole holds or parole violations, e.g. Penal Code § 3056, Welfare and Institutions Code §§ 1767.3 and 3151. This does not include USBP, ICE, or Federal holds unless the inmate meets criterion for reasonable suspicion.

3. All other inmates that have not been sentenced, shall NOT be subjected to a strip search prior to placement in a housing unit, unless there is reasonable suspicion based on articulated facts to believe such person is concealing a weapon or contraband and the strip search may result in the discovery of weapons or contraband.

4. Inmates may be subject to strip search before and after a contact visit where the inmate may have contact with another person and contraband could be introduced into the security areas of the jail. The search must have a Sergeant's, or higher rank, approval prior to searching, absent exigent circumstances. If exigent circumstances dictate such a search without supervisory review and written approval, such review and approval by the supervisor shall be accomplished as soon thereafter as possible and prior to the conclusion of that shift.
 - a) All strip searches must be conducted in a private area, with no cameras, and only the personnel necessary to safely accomplish the search.
 - b) All staff members conducting or present during a strip search must be the same gender as the inmate being searched, unless exigent circumstances exist (exigent circumstances must be articulated and documented in an incident report).
 - c) Group strip searches are not permitted and will not be conducted.

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USE OF FORCE TO REMOVE CLOTHING:

In the event an arrestee or inmate refuses to comply with the strip search/visual body cavity search, force SHALL NOT be used unless each of the following conditions apply:

1. The arrestee, inmate, or introduction of suspected contraband poses a significant threat to himself or herself, to jail staff, or jail security; and
2. It is authorized by the Shift Commander or designee.

Should force be used to conduct a strip search on an arrestee or inmate, all staff involved will submit timely documentation of the incident by completing an OAI and Use of Force form.

DISPOSITION OF DISCOVERED EVIDENCE AND CONTRABAND:

1. The arresting or transporting deputy, or officer if from a different agency, will be responsible for any evidence or contraband discovered during a search at Intake. This includes additional charges, if applicable, and disposition resulting from the discovery of evidence or contraband.
2. Once the receiving deputy has taken custody of an arrestee, anything discovered during a search becomes the responsibility of the deputy conducting the search. The initiating deputy will complete all reports required, including booking of evidence/contraband and adding charges, if applicable.

PHYSICAL BODY CAVITY SEARCHES:

Physical body cavity searches will only be conducted under the following circumstances:

1. A valid search warrant must be obtained.
2. If a valid search warrant is obtained which authorizes a physical body cavity search, the Operations Lieutenant or designee shall be notified.
3. The search must be conducted under sanitary conditions.
4. The search may only be performed by an authorized and appropriately licensed medical professional.
5. All staff members present during a physical body cavity search will be of the same sex as the inmate being searched, except for medical staff, unless exigent circumstances exist (exigent circumstances must be articulated and documented in an incident report).

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6. Only those staff members necessary to maintain security shall be present and/or observe during a physical body cavity search as deemed necessary by the Shift Commander.
7. All physical body cavity searches shall be conducted in an area of privacy so that the search cannot be observed by staff not participating in the search.
8. An OAI will be written documenting all physical body cavity searches. This report will denote the authority for the search, those present during the search, and the medical staff who conducted the search.

DOCUMENTATION:

A Strip Search Authorization form shall be completed on each strip search or physical body cavity search ([328. Strip Search Authorization Form.doc](#)).

1. In the event evidence or contraband is discovered during a search, the Shift Commander will assign a primary deputy to appropriately conduct the disposition of the evidence/contraband and write a Sheriff's Offense/Arrest/Incident (OAI) report with any supplemental reports, if needed.
2. The original Strip Search Authorization form will be kept in a file (annual) in the Administrative Custody Sergeant's Office. A copy is to be retained in the Inmate's Custody Record File.
3. An annual audit of the Strip Search file will be conducted by the Administrative Custody Sergeant to ensure compliance with all applicable department policies, state and federal regulations. The date and person conducting the audit will be noted in the file. It will be the responsibility of the assigned Administrative Custody Sergeant to ensure audits are completed annually.

FACILITY, HOUSING UNITS AND CELL SECURITY SEARCHES (Shakedowns):

A facility perimeter check will be conducted by the Shift Commander or designee, at least once per shift. This includes the MSF. Facility, housing unit, and cell searches are conducted to meet the following objectives:

1. Detect the presence of weapons, narcotics, and other contraband in and around the facility.
2. Discover escape attempts, or the presence of escape devices.
3. Prevent the accumulation of excess inmate personal property, which could pose a fire or health and safety hazard.

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4. Inspection of the facility to determine security, maintenance, and sanitary conditions of the facility.

5. Routine checks shall be conducted daily of the following areas:
 - a) Main Jail and IRC Lobbies
 - b) All yards (including roof check)
 - c) Laundry area
 - d) Medium Security Facility
 - e) Public Restrooms
 - f) Any other area that could pose contraband risk

6. All housing units and cell searches shall be conducted as often as possible and in a thorough and professional manner. Searches should be random and unexpected.

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CHAPTER 3 OPERATIONS	329. Storage and Use of Less Lethal Equipment	
Page: 1 of 2	Revision Date: 5/2015	Review Date: 5/2015
Related Orders: Lexipol §§ 308 and 309		

I. PURPOSE:

To reduce and minimize altercation-related injuries to deputies and suspects, the department authorizes the use of selected less-lethal and control devices. These devices are provided in order to control violent or potentially violent subjects. It is anticipated that the use of these devices will generally result in fewer altercation-related injuries to deputies and violent or potentially violent subjects. The below procedures are for the storage of less-lethal devices; i.e., chemical agents, kinetic energy projectiles (40mm), Pepper Ball projectiles.

II. POLICY:

The policy of Custody Operations will be that no weapons, ammunition or chemical agents be brought inside the security areas of the jail without the permission of the Jail Operations Division Commander or designee. Deputies bringing inmates into the jail may store weapons in the gun lockers provided. Keys to the weapon lockers where Custody Operations weapons are stored will be secured in the key room.

III. DEFINITIONS:

CS – Chlorobenzalmalononitrile (Tear Gas)

Chemical Agents – Any toxic chemical or its precursor that can cause death, injury, temporary incapacitation or sensory irritation through its chemical action.

Kinetic Energy Projectiles – A projectile that does not contain an explosive charge or any other kind of charge.

OC – Oleoresin Capsicum (Pepper) spray

PBL – Pepper Ball Launchers

IV. PROCEDURES:

CHEMICAL AGENTS:

1. Any use of chemical agents for cell extractions, riot situations or hostage recovery must be approved by the on-duty Lieutenant, or in his/her absence, the on-duty Supervisor;

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2. Chemicals with an active ingredient of OC spray or CS gas may be used within the jail facilities. This policy does not restrict those chemicals which have a manufacturers mixture or combination of the two chemicals listed above;
3. All chemical agents may only be used in compliance with manufacturers recommendations (cell area vs. length of deployment must be considered). All personnel involved in extractions, riots and hostage recovery involving chemical agents will be equipped with approved chemical agent masks; and
4. Any inmates exposed to chemical agents will receive medical treatment for such exposure as soon as practical after the incident, as stated within Lexipol § 308.4.4

PEPPER BALL LAUNCHERS (PBL):

PBL will be staged in two (2) separate locations in the Main Jail. All PBL's will be secured in a locked storage cabinet. Two (2) PBL's will be located in the West Module utility closet and Two (2) PBL's will be located in the IRC Bus Hallway Equipment Room.

At the Medium Security Facility (MSF) a single PBL will be staged at the MSF. The PBL will be secured in a lock storage cabinet located in the MSF Control Room.

1. Any use of PBL's for cell extractions, riot situations or hostage recovery must be approved by the on-duty Operations Lieutenant or in his/her absence, the on-duty Supervisor.
2. Use of the PBL's will comply with Lexipol §§ 300 and 308.4.3.

Any inmate exposed to chemical agents will receive medical treatment for such exposure as soon as practical after the incident. Refer to Lexipol § 308.4.4

KINETIC ENERGY PROJECTILES:

40MM Launchers and their munitions, included 40MM OC burst rounds, will be secured within the weapons locker located inside the Special Operations Response Team (S.O.R.T.) locker room. These devices may only be deployed at the discretion of the Jail Commander or their designee. Only deputies who have completed department approved training on this equipment shall be authorized to deploy the 40MM launcher.

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CHAPTER 3 OPERATIONS	330. Use of Handcuff Bars and Security Eye Bolts	
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Related Orders: N/A		

I. PURPOSE:

The purpose of this policy is to ensure the proper use of the handcuff bars and security eye bolts located within the jail facilities.

II. POLICY:

HANDCUFF BARS:

With the following exception, handcuff bars will only be used to secure inmates in the event of an emergency which requires an immediate response from the escorting deputy.

Under no circumstances shall the handcuff bars be used for disciplinary reasons.

Inmates shall not be left secured to the handcuff bars beyond the time necessary to resolve the emergency.

EXCEPTION:

An escorting deputy may secure an inmate to the handcuff bars in order to clear inmates from the East Administrative Segregation Dayroom prior to the housing or re-housing of an inmate.

SECURITY EYE BOLTS:

The security eye bolts located in the floor of the interview rooms will be used to secure inmates during interviews. No less than two (2) deputies are required to secure and remove the inmate to and from the security eye bolts.

III. DEFINITIONS:

Handcuff bar – Bar used to temporarily secure inmates.

Security eye bolts – Eye bolts recessed into the floor in the Inmate Reception Center (IRC) interview room used to secure inmates to ensure the safety of the interviewer.

IV. PROCEDURES:

HANDCUFF BARS:

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When using the handcuff bars, the inmate shall be secured to the handcuff bar in the least restrictive manner consistent with safety and security.

SECURITY EYE BOLTS:

The security eye bolts are to be used in conjunction with leg irons. The chain of the leg irons will pass through the eye bolt prior to securing to the inmate's ankles. This is the only authorized means of securing the inmate to the security eye bolts.

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CHAPTER 3 OPERATIONS	331. Use of Video Recording Devices	
Page: 1 of 2	Revision Date: 4/2015	Review Date: 4/2015
Related Orders: N/A		

I. PURPOSE:

The purpose of this policy is to provide guidelines for the use of video recording devices.

II. POLICY:

Jail video recording devices are to be used when deemed necessary by the Operations Lieutenant or designee. The camcorder or control room recorders supplement the current emergency equipment and strengthen our documentation of unusual or potentially litigious incidents.

III. DEFINITIONS:

Jail Video Recording Devices – Any electronic device used for the purpose of recording.

IV. PROCEDURES:

The video recorder will be kept in the Shift Commander's Key Box with fully charged batteries and an empty memory card. Each supervisor will be responsible for checking and managing routine maintenance. The date and time must be checked to ensure they are set properly prior to use.

The Shift Commander will issue the order to deploy/activate the video recorder. The video recorder will be used as directed by the Shift Commander or designee.

The video recorder shall be deployed/activated, absent exigent circumstances, for the following incidents:

1. Riot or major disturbance;
2. Hostage situations;
3. Cell extractions;
4. Restraint chair use; and
5. Any situation the on-duty supervisor deems appropriate.

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Once the video recorder has been used, the supervisor will be responsible for ensuring that the data is downloaded and burned to a CD/DVD disk. The memory card will be cleared and the used battery recharged.

Any footage or recording should be treated as potential evidence. After recording, turn the memory card directly over to the on-duty supervisor. Should it be determined that the memory card could be potential evidence, the following steps shall be taken:

1. On an envelope, record the date, time, and name of incident, person operating the camera or control room recorder, and case numbers. (i.e.: Jones, Fred, cell extraction 6-6-99 @ 1530 hours. Northwest ISO #13 case # 96-12345); and
2. The on-duty supervisor will ensure the recording is properly booked as evidence.

****CHAIN OF CUSTODY MUST BE MAINTAINED AND DOCUMENTED****

Any footage or recording done for training purposes will be reviewed by Custody Administration prior to releasing it for distribution, or forwarding to the Training Bureau. Should the video footage not be used as evidence, it will be forwarded to Jail Administration for storage.

At no time shall the video recorder or control room recorders be used for other than official purposes.

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CHAPTER 3 OPERATIONS	332. Metal Detector (Magnetometer)	
Page: 1 of 3	Revision Date: 4/2015	Review Date: 4/2015
Related Orders: PC §§ 4030, 4570.5, 4573, 4573.5, 4573.6, 4573.8, 4573.9, 4574, 4575, 6350; Title 15, CCR; P&P §§ 322 and 328; 4 th Amendment of the U.S. Constitution; Americans with Disabilities Act		

I. PURPOSE:

To provide a safe and secure environment for inmates, visitors and staff within the Santa Barbara County Jail facilities, a metal detector (magnetometer) may be utilized to screen inmates and visitors for contraband.

II. POLICY:

All visitors accessing the secure portions of the jail are subject to a search. This search may be performed utilizing a walk-through metal detector (magnetometer) or a handheld magnetometer, if directed by the Jail Operations Division Commander or designee. This type of search is an administrative search protected under the 4th Amendment to the U.S. Constitution. Those visitors refusing to be subjected to a search shall not be granted access to county jail facilities without the approval of the Jail Operations Division Commander or designee. All deputies utilizing this equipment will be properly trained in its operation prior to use.

III. DEFINITIONS:

Contraband – Weapons, drugs, or any other items that can pose a threat to the safety and security of the jail facility, or persons in the jail facility. This includes any item or article not issued by the facility, purchased from commissary, purchased through other approved channels or approved by the Jail Operations Division Commander or designee. Any authorized item found altered in any way will be considered contraband and will be confiscated.

Implantable Cardioverter-Defibrillator or Defibrillator – A device implanted beneath the skin which monitors an individual's heart rate for an abnormally rapid heart rhythm. If an unusually rapid rhythm is detected, the device sends an electric shock to the individual's heart to restore a normal rhythm.

Magnetometer – A device used to detect the presence of ferrous or magnetic materials (metals). For purposes of this policy, magnetometer and metal detector will be synonymous and refer to both the handheld metal detector and the walk-through metal detector.

Pacemaker – An electronic device implanted beneath the skin which provides a normal heartbeat by electrically stimulating the heart muscle.

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Sterile Area – An area in which all persons and objects located in this area have been searched for the presence of weapons or contraband.

IV. PROCEDURES:

Walk-through and handheld metal detectors may be utilized to screen potential visitors to county jail facilities with the approval of the Jail Operations Division Commander or designee. The walk-through metal detector will be stored in a secure location. All deputies utilizing this equipment will be responsible for ensuring that this device is functioning properly prior to and after each use and will be trained in its use.

VISITORS:

A sign advising visitors that they will be passing through a metal detector shall be posted in view of potential visitors. This sign should include a warning for people with justifiable medical conditions (such as the presence of a pacemaker or defibrillator) to avoid passing through the walk-through metal detector. In this instance, a handheld metal detector shall be used instead (as the handheld metal detectors emit a much smaller magnetic field which will not adversely affect pacemakers or defibrillators).

At no time shall an individual who has been successfully screened for contraband have direct contact with another individual who has not been screened within the sterile area. Should this occur, all visitors who have had direct contact with an individual who has not been screened will need to be screened again to ensure that no unauthorized items were passed.

Visitors will be advised to empty their pockets of all metallic items prior to passing through the walk-through metal detector. These items will be placed in a tray or bowl next to the detector. These items will be searched by a deputy for contraband prior to returning these items to the visitor.

The visitor will be directed to walk through the metal detector at a normal pace. A deputy will monitor the visitor's movement through the device and observe the device for evidence of an alarm. Should a visitor trigger an alarm on the device (a visual light sequence with a corresponding auditory alarm), the visitor will be asked to return to the entrance of the walk-through metal detector and once again relinquish all metallic objects. The visitor will be allowed a second pass through the walk-through metal detector. A visitor triggering the walk-through metal detector alarm on two pass-throughs will be subjected to a handheld metal detector search.

In compliance with the Americans with Disabilities Act, those visitors who utilize movement assistance devices (wheelchairs, crutches, walkers, canes, etc.) will be allowed access to visitation provided they are adequately screened. A visitor who enters the facility in a wheelchair or who utilizes another device which appears to contain metal components will be

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given the option of exiting their wheelchair, or other device, and walk through the metal detector or be searched with a handheld metal detector while standing near their wheelchair or device. A deputy will also search the wheelchair or other device prior to allowing it into the sterile area.

Any visitor refusing to submit to a search of their person will be restricted access to the facility unless authorized by the Jail Operations Division Commander or designee.

INMATES:

A sign advising inmates that they will be passing through a metal detector shall be posted in view of the inmates. This sign should include a warning for people with justifiable medical conditions (such as the presence of a pacemaker or defibrillator) to avoid passing through the walk-through metal detector. In this instance, a handheld metal detector shall be used instead (as the handheld metal detectors emit a much smaller magnetic field which will not adversely affect pacemakers or defibrillators).

Inmates passing through the walk-through metal detector should not be restrained with handcuffs, waist chains or leg irons. Inmates will walk through the walk-through metal detector at the direction of a deputy. Should an inmate trigger an alarm on the walk-through metal detector, he/she will be subjected to a search utilizing the hand-held metal detector. Following this search, the inmate will be subjected to a pat-down search. If the cause of the initial alarm is still unresolved, a supervisor will be notified and this inmate will be monitored by custody staff until a determination for a strip search can be made by a supervisor.

Inmates utilizing mobility assistance devices (wheelchairs, crutches, walkers, canes, etc.) will be given the option of exiting their wheelchair, or other device, and walk through the metal detector or be searched with a handheld metal detector while standing near their wheelchair or device. Deputies administering the search will ensure that all searches are performed with regard to the inmate's safety and potential for injury. All mobility assisting devices will be searched thoroughly prior to allowing the inmate to continue past the metal detector(s).

All uses of metal detectors in county jail facilities will be documented in the shift commander's recap or in the respective module deputy's recap. Any found contraband will be documented in said recap as well as on an Inmate Disciplinary Report (IDR), Offense/Arrest/Incident report, or citation as applicable.

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CHAPTER 3 OPERATIONS	333. Possession or Use of Electronic Devices While on Duty	
Page: 1 of 2	Revision Date: 6/2015	Review Date: 6/2015
Related Orders: N/A		

I. PURPOSE:

To establish guidelines for custody staff to follow regarding the possession and use of electronic devices while on-duty, which may cause a distraction in the performance of their duties.

II. POLICY:

Custody Operations has developed and implemented guidelines addressing the use of electronic devices by custody staff while in the performance of their duties. No personal cell phones, laptop computers and/or other electronic or wireless communication devices are allowed in the secure areas of the Santa Barbara County Jail facilities without prior authorization from the Division Commander.

III. DEFINITIONS:

Electronic devices - items that emit an audible or visual signal, display a message, or otherwise summons the possessor, including, but not limited to, cellular telephones, paging devices, electronic e-mailing devices, radios, tape players, CD players, DVD players, video cameras, iPods or other MP3 type players, laser pointers, portable video game players, laptop computers, personal digital assistants (PDAs), electronic digital book readers, and any device that provides or requires a connection to the Internet.

IV. PROCEDURES:

Custody staff is not to engage in any activity that may distract from the performance of their duties while on post or assignment such as a module, control room, tower, Hospital Guard or other area where attention should be on inmate activity.

Examples of these distractions include, but are not limited to the following:

1. Reading books, periodicals or magazines;
2. Watching television;
3. Using office computer for non-work related viewing or communication;
4. Listening to music at a level that impairs your ability to hear your department issued radio, inmates, intercoms, etc.; and

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5. Using headphones to listen to music players **is strictly prohibited.**

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CHAPTER 3 OPERATIONS	334. Use of Restraints	
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Related Orders: Lexipol § 354; PC §§ 3407 and 5007.7; P&P §§ 302, 323 and 326		

I. PURPOSE:

This policy is developed to provide guidelines for the use of restraint devices within jail facilities. Restraint devices include handcuffs, leg irons, waist chains, and Flex-cuffs.

II. POLICY:

This policy will be followed by all divisions and units within Custody Operations. Restraints will be used for the sole purpose of safety, security, control and order. At no time will restraints be used as a form of punishment. Handcuffs shall be the only restraint used on pregnant inmates, unless there is a clear safety issue; handcuffs will be secured with the inmate's arms in front of the inmate's body.

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.

III. DEFINITIONS:

Full Restraints - Leg irons, waist chains and handcuffs.

IV. PROCEDURES:

Restraints will be applied in the most secure method; ensuring proper amount of tension is maintained without causing undue discomfort. Handcuffs and leg irons will be double locked.

HANDCUFFING FOR COURT/PRISON TRANSPORTS:

1. Before any handcuffing of inmates takes place, Transportation Unit deputies will review the Information Notations of the Court Roster and check the inmate's wristband.
2. All inmates placed on a court chain will be secured with both hands handcuffed to the security chain. The only exception will be when there are not enough handcuffs available. If this occurs, the inmates will be handcuffed hand-to-hand. Deputies will ensure each cuff is snug against the wrist with no clearance between the wrist and the handcuff and not over clothing. Only inmates with medical or physical impairments that would prevent both hands from being secured may be treated as exceptions at the discretion of the Transportation Deputies.

NOTE: Medical staff should be consulted prior to transport.

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3. Individual inmates will be secured with a waist chain, lock box and leg irons who are classified as high risk for reasons including, but not limited to:
 - a) Bizarre or unpredictable behavior;
 - b) Combative/aggressive behavior; and
 - c) Escape risk.
4. Determination of this procedure will be made after assessment of the Jail Management System (JMS), the inmate's armband or the recommendations of the Classification Unit.
5. Inmates who are being transported to a non-secure unloading area and are not handcuffed to a multi-chain, will be transported with leg irons. The Santa Barbara Court Holding facility is considered a non-secured unloading area. The exception will be when there are no leg irons available.
6. All inmates being taken outside the facility for other than a court appearance will be hooked in full restraints. The only exception will be inmates with medical problems or physical limitations.

RESTRAINT OF PREGNANT INMATES:

1. All female inmates shall be advised, in writing, of the standards and policies governing pregnant inmates.
2. Handcuffs shall be the only restraint used on pregnant inmates, unless a justifiable safety concern is identified and/or a shift supervisor deems it necessary:
 - a) Handcuffs shall be secured with inmate's arms positioned to the front of the body.
 - b) 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.
3. 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, staff or the public.
4. Restraints shall be removed when a medical professional who is currently responsible for the medical care of a pregnant inmate during a medical emergency, labor, delivery or recovery after delivery, determines that the removal of restraints is medically necessary.

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CHAPTER 3 OPERATIONS	335. Temporary Security Enclosures	
Page: 1 of 2	Revision Date: 2/2015	Review Date: 2/2015
Related Orders: N/A		

I. PURPOSE:

The purpose of this policy is to establish guidelines for the use of the Temporary Security Enclosures located in the Main Jail. These Temporary Security Enclosures are located in the corridor between the Inmate Reception Center and the Main Jail.

II. POLICY:

Use of Temporary Security Enclosures shall be at the discretion of the Jail Operations Division Commander or designee. While utilizing these enclosures, the safety and security of the facility, staff, and inmates shall be of the up most importance. Reasonable effort should be made to minimize the length of time inmates are to occupy the Temporary Security Enclosures.

The use of restraint devices, their application, and subsequent related policies shall be followed at all times unless specified in this policy or by the direction of the Jail Operations Division Commander and/or their designee. Any subject placed in a Temporary Security Enclosure shall remain secured in a manner consistent with Transportation practices. Example; Leg shackles, waist chain with hands secured to the front. Pregnant females shall not be placed in Temporary Staging Cells absent exigent circumstances or at the discretion of the Jail Operations Commander or designee.

III. DEFINITIONS:

IV. PROCEDURES:

Absent exigent circumstances, use of Temporary Security Enclosures is solely for the purpose of staging isolation inmates, or inmates requiring separation from other inmates, waiting for transportation to, or returning from, court. Temporary Security Enclosures shall not be used as a form of discipline or as an observation cell and/or housing unit.

1. Temporary Security Enclosures shall be searched and inspected prior to each use. If maintenance is required the cell shall be marked off-line until such repairs are completed.
2. Inmates shall be thoroughly searched prior to placement; all security enclosures are considered single occupancy.
3. Inmates shall remain in handcuffs while staged in Temporary Security Enclosures; reasonable effort to minimize the duration of time inmates are to be staged should be

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considered when Temporary Security Enclosures are in use. All department policies related to use of restraint devices shall be strictly observed.

4. Security enclosures are to remain locked when occupied, as well as when not in use.
5. Inmates going to court shall be removed and cleared from the staging area one (1) cell at a time, and in the order requested by Transportation Unit staff; cells shall be visually inspected before and after each use.
6. Inmates returning from court may be staged in the security enclosures, for the sole purpose of efficient unloading of transportation vehicles.
7. The Central Module Officer (CMO), or other deputy as designated by the Shift Commander, shall be responsible for all inmates placed in the Temporary Security Enclosures. The CMO, or other designated deputy, shall remain in the immediate area of the enclosures whenever one or more inmates are staged in the enclosures.
8. Inmates requesting water or access to bathroom facilities should be accommodated as soon as reasonably possible.

At no time will any inmates(s) be placed in a security enclosure without first notifying, and receiving approval from, a shift supervisor.

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CHAPTER 3 OPERATIONS	340. Processing Inmate Money and Property	
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Related Orders: Attorney General's Opinion 93-610, Turner (9 th Cir. 1994) 28F.3d 981, 983; Title 15, CCR §§ 1264 and 1216		

I. PURPOSE:

The purpose of this policy is to establish guidelines for the appropriate processing of an inmate's personal property and money while in custody.

II. POLICY:

Custody Operations will ensure money and personal property belonging to an inmate(s) is accounted for and protected while in custody. The Property Inventory will be complete and accurate.

III. DEFINITIONS:

Property Inventory – is the system of itemizing each inmate's property and money upon intake. This procedure is completed using the JMS system; however, should a power outage occur, the Property Inventory (SH-761) form will be used.

IV. PROCEDURES:

PERSONAL PROPERTY:

1. Property Inventory is to be completed in the inmate's presence at the time of receiving, when possible. The property bag will be sealed in receiving with a numbered tag. The tag number will be entered in the appropriate location on the Property Inventory form printed from JMS before the inmate signs the form. The inmate will be given a copy.
2. Bags are available for inmate property in two different sizes; use the smaller bags whenever possible. The larger property bag will hold most purses, fanny-packs and small bags. Inventory items and place them in a zip-lock bag. Seal the property bag with the inmate's itemized property, the purse or other bag, and all its contents in the inmate's presence.
3. If the inmate has no property to inventory, the appropriate box will be marked, and the inmate will sign the printed JMS form. The printed form will be placed in the outer pocket of an empty property bag for processing. This lets the property deputy know there is no property, maintains safe storage of the documentation, and standardizes property storage.
4. In cases where the inmate is combative or too intoxicated to complete the receiving process, this information will be noted on the Property Inventory form. In these cases, one deputy

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will itemize the inmate's property on the form and one deputy will observe this process as a witness. The witnessing deputy will be noted on the bottom of the JMS form.

5. Property for inmates who are to be cite released is retained in booking. All other property is stored in the Property Room.
6. Any property too large for our existing bags, (luggage, hiker backpack, large garbage bag, etc.) will be searched. Any items of obvious value will be sealed in the appropriate size bag. The "too large" property will be placed in a clear plastic bag with a copy of the inmate's booking sheet. The Property Inventory form will be completed stating "has bulk property" along with any additional pertinent information. The bulk property will be sent to the property room.

NOTE: Bulk property is only accepted from Santa Barbara County Sheriff's Office arresting deputies. All other agencies retain responsibility for other than the personal property that will fit in the medium size property bag.

7. If an inmate is in a wheelchair or the arresting officer brings the inmate's wheelchair, medical staff will be notified to bring out a Corizon wheelchair for the inmate. The inmate's personal wheelchair will be accepted and stored in the Property Room until the inmate is released. Any other bulk property attached to the wheelchair will not be accepted.
8. Should it become necessary to open a sealed property bag, the following information will be noted in the appropriate location on the printed Property Inventory form:
 - a) Reason (act);
 - b) Body number of deputy;
 - c) Date and time; and
 - d) New tag number.
9. An inmate must sign a Property Release (SH-153P) form in order to release property while in custody. Property is released on an "all or nothing" basis. When a deputy picks up a Property Release form they will do the following:
 - a) Verify the identity of the inmate requesting the release by checking the wristband;
 - b) The deputies name and body number will be at the top of the form; and
 - c) Forward completed form to the Property Room.
10. If a Property Release form is signed by an inmate and properly verified by a deputy or Utility Worker, they may process the release of property. Property will only be released to the person named by the inmate after proof of identification is made. The person processing the release of property will write in the number of the identification used, enter their name, body number and the date processed. Once the release is completed, the original Property Release form is stapled to the property card and the copy is returned to the inmate.

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- a) If any discrepancy is identified during the property release process, the on-duty Lieutenant or designee, will be notified immediately. If the discrepancy cannot be resolved, a report will be completed (015L is the appropriate classification).
 - b) If all personal property is released with the inmate's permission, or by warrant, it will be noted on the Property Release form and the empty bag with a printed Property Inventory form will be returned to the inmates property bin.
11. Every deputy has a responsibility to maintain proper custody of inmates' personal property. Any time a deputy finds a property bag that is not empty and is not sealed with a numbered tag, they will notify the on-duty Lieutenant or designee immediately. The deputy will then open the bag in the presence of another deputy, preferably a supervisor, and conduct an inventory of the bag.
- a) If all property is accounted for, a new seal is to be placed in the bag. Notation of the new seal number, date, time, body number and results of the inventory are to be made on the Property Inventory form in JMS.
 - b) If any property is missing, a report will be completed (015L is the appropriate classification) and a new seal is to be placed on the bag. Notation of the new seal number, date, time, body number and results of the inventory are to be made on the Property Inventory form in JMS.
12. At the time of release, the tag number will again be noted on the Property Inventory form with the releasing deputy's body number and a notation that the seal number was verified as matching the last seal number listed for the property. If any discrepancy is identified during the property release process, the on-duty Lieutenant or designee, will be notified immediately. If the discrepancy cannot be resolved, a report will be completed.

MONEY:

1. **All** money (paper bills and coins) will be counted and itemized at the time of receiving. It will be counted in the presence of another deputy (the arresting officer is acceptable), or AOP and the inmate when possible.
 - a) Itemize the money received and place inmate's name on the Custody Operations' Money Card (CO1075.)
 - b) Enter the amount in JMS and the booking sheet.
 - c) Put the money and the Money Card (with the inmate's name on it), in a plastic bag and seal the bag by stapling it.
 - d) Once the money is received and the Property Inventory form is completed, the inmate signs the form, and receives a copy.
2. Wet money will be processed as in section MONEY: 1, then sealed in the property bag and stored in the Property Room.

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NOTE: On the Property Inventory form, note that the wet money will not be sent to Custody Records.

3. When Custody Records receives booking paperwork with money, they will open the bag to count the money. If the amount of money received is not in agreement with the paperwork, the Records Supervisor on duty will be notified immediately to verify the amount. If the difference is less than \$10.00, the Supervisor may make a correction. If the difference is more than \$10.00, the on-duty Lieutenant, shift supervisor or designee will be asked to verify the amount. If the disagreement cannot be resolved, a report will be completed.
4. An inmate must sign a Money Release Form in order to release any money from their Inmate Trust Account while in-custody. When an deputy picks up a Money Release Form they will do the following:
 - a) Verify the identity of the inmate requesting the release by checking the wristband;
 - b) Write their name and body number at the top of the form; and
 - c) Forward the completed Money Release form to Custody Records.
5. If a Money Release form is signed by an inmate and properly verified by a deputy, any Custody Records clerk may process the money release. Money will only be released to the person named by the inmate after proof of identification is made. The person processing the release will write in the number of the identification used, enter their name, body number and the date processed. Once the release is completed, the original Money Release form is placed in the Inmate's Custody Record File and the copy is returned to the inmate with a receipt.
6. When an inmate is released, Custody Records will seal the money in a bag and staple it closed. The deputy processing the release will open the bag and count all the money in the presence of the inmate. Any disagreement over the amount will be noted and the on-duty Lieutenant or designee, will be notified immediately. If the disagreement cannot be resolved, a report will be completed.

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CHAPTER 3 OPERATIONS	341. Release Criteria	
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Related Orders: PC §§ 853.5, 853.6, 849 (b), 825, 1269b(g); P&P § 340		

I. PURPOSE:

Each new arrestee booked into the Santa Barbara County Jail will be carefully screened to determine eligibility for a citation release prior to arraignment. In addition, booked inmates, after having been arraigned on misdemeanor charges, will be considered for citation release.

II. POLICY:

Prior to any inmate's release, identification will be verified with the Live Scan return. This includes Penal Code § 849(b) releases. It does not apply to three-hour detainees, as these are detainees only and not booked. In the event the Live Scan system is down, the on-duty Supervisor will use the below listed protocol to ensure all avenues of identification are utilized prior to release.

III. DEFINITIONS:

Penal Code § 849(b) (2) – Any peace officer may release from custody, instead of taking such person before a magistrate, any person arrested without a warrant whenever:

1. He or she is satisfied that there are insufficient grounds for making a criminal complaint against the person arrested.
2. The person arrested was arrested for intoxication only, and no further proceedings are desirable.
3. The person was arrested only for being under the influence of a controlled substance or drug, and such person is delivered to a facility or hospital for treatment and no further proceedings are desirable.

Persons arrested are eligible for release with the approval of the arresting officer providing:

- They have no additional charges or outstanding warrants, and
- They are sober enough to care for themselves at the time of release.

This is a detention only, with no criminal charges pending.

Penal Code § 853.6 – Notice to Appear: Persons booked on misdemeanor charges may be cite released. It is the responsibility of the Booking Clerk to screen new arrests to determine whether the inmate meets the criteria for citation release.

If at any time an inmate refuses to sign a citation release, the inmate will not be released.

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Homeland Security Return – After fingerprinting, the Department of Homeland Security will provide the jail with verification if an individual has been a previously deported criminal alien. This verification is referred to as a "return".

IV. PROCEDURES:

IMMIGRATION NOTIFICATION (ICE NOTIFICATIONS):

The Santa Barbara County Jail regularly receives Immigration Detainer/Notification requests (DHS Form I-247D) from the Department of Homeland Security, U.S. Immigration and Customs Enforcement (ICE) Division. The detainer is a request that the agency notify ICE, prior to releasing the individual, in order for ICE to arrange to assume custody.

When the Sheriff's Office receives a DHS Form I-247D, the following "**NOTIFICATION PROCEDURE**" will occur:

- The detainer/notification will be entered into JMS in the Booking tab as a "Condition Of Release" with the following information:
 - ****CUSTODY RECORDS****
 - **CONTACT ICE PRIOR TO RELEASE FROM CUSTODY**
 - **(805) 432-6639**

After this information has been entered into JMS, the DHS Form I-247D Form will be scanned into JMS as part of the booking information in the respective inmate's file. The phone number listed in the above must be called prior to release. If no one answers the phone, a message will be left indicating the Sheriff's Office is going to release the inmate. Once the notification has been made, **notification of call time and date, and if a message was left or the name of the agent spoken with will be documented in the same tab of JMS (Condition of Release) with the date, time, and body number of the person who made the notification.**

For those that return from court and their remand indicates they are to be released, "time served forthwith", the above listed "**notification procedure**" will be followed.

For those scheduled for release on the daily time serve release roster, they will be processed for release each day between the hours of 10 and 12, and turned over to the ICE agents. The daily release roster will indicate that the inmate will be released to ICE. ICE agents will be allowed to park their transportation vehicle in the secure parking lot located in the rear of the facility and allowed into the facility to assume custody of these inmates. The pick-up times can be flexible should ICE call and communicate they are running late.

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The Santa Barbara County Sheriff's Office will not honor ICE Detainers and will not hold inmates on these detainers. Only duly issued warrants as authorized by a federal judge will in all cases be honored.

CITATION RELEASE:

Upon receiving the inmate into custody, the receiving deputy will assess if the inmate is eligible for citation release. If it is determined that an inmate is eligible for citation release, the receiving deputy will place any money that has been counted into the inmate's property bag and seal it with the orange zip lock.

The receiving deputy will give the inmate's property bag and the booking paperwork to the Booking AOP and place the inmate in an appropriate holding cell. The Booking AOP or receiving deputy will put the inmate's property bag in the release property cabinet and complete the booking process in Jail Management System (JMS) and retain the paperwork. Do not send the paperwork to Custody Records.

A WANDA and California Law Enforcement Telecommunications System (CLETS) check will be completed once the booking is completed. If all checks are clear, an Inmate's Custody Record File will be created by Booking staff and placed in the pending release file box located in Booking. The tab of the file folder should display the inmate's last name, first name and booking number. All booking paperwork will be placed in the file folder and placed in the file box.

A shift supervisor will review all citation releases and document their approval on the appropriate form. Once approved, Booking personnel are required to:

1. Complete the citation and have a deputy obtain the inmate's signature.
2. Enter the citation number and set a court date in JMS.
3. Enter the release information on all citations and Penal Code § 849(b) releases.

ELIGIBILITY CRITERIA FOR CITE RELEASE PER Penal Code § 853.6:

Person(s) arrested for a non-violent misdemeanor charge with no outstanding in-county warrants; and

1. Inmates with an out of country address booked on misdemeanor charges (with the exception of the below charges) may be cite released.
2. Has positive identification via valid ID or via CLETS, JMS, Identix, DOJ, etc. It is not necessary to possess an actual identification document.

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Without exception, a citation release is to be granted for the following:

1. Any out of county warrant with bail of less than \$5,000.00 (no limit on number of warrants).
2. Any singular local warrant of less than \$2,000.00 (no limit on number of warrants).
3. Persons arrested solely for public intoxication (Penal Code § 647(f)).

A poor or uncooperative attitude should not disqualify a subject for a citation release.

CRITERIA FOR DENYING A CITATION RELEASE:

Persons shall be denied a citation release if one or more of the following apply:

1. Charged with a violent misdemeanor and/or a likelihood that the crime would reoccur if the subject is released from custody;
2. Mental health issues with violent tendencies and/or history;
3. Unable to establish positive identity;
4. Outstanding bookable warrants or holds;
5. Any of the following violations:
Penal Code §§ 166(c)(1) (misdemeanor - Violation of a Domestic Violence Restraining Order), 241 (and all subsections), 243 (and all subsections), 273.5, 273.6, 290(g)(1), 314 (refer to Pre-Trial Services for a citation release consideration), 417 (and all subsections), 646.9 , 647.6 , 12025 (and all subsections), and 12031 (and all subsections).
6. Unable to complete the booking process (fingerprints, photo, etc.);
7. The person is currently on felony probation, parole, or has had three (3) or more Failures to Appear (except infractions in the Vehicle Code);
8. Charged with driving under Driving Under the Influence (DUI) (Vehicle Code § 23152(A) or (B)) and has two (2) prior convictions for DUI in the past ten (10) years and/or a current warrant either local or out of county for DUI. The subject will also be booked on the local warrant and a request for abstract will be made to the out of county jurisdiction regardless of warrant amount; and

NOTE: If Vehicle Code § 23103 (misdemeanor) appears on the DMV run with an "R" noted in the disposition section, this identifies it as a suspended sentence of an original DUI charge.

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Convictions of Vehicle Code § 23103 (misdemeanor) under these circumstances will be counted toward the two priors.

9. Or at the discretion of the Jail Operations Division Commander or designee.

It is the responsibility of the on-duty Supervisor to approve or disapprove all citation releases. In the event an inmate is found to be identified as someone other (different name) than originally booked by the arresting agency, and the subject is going to be cite released the Shift Commander or Senior Custody Deputy will notify the arresting agency of the different name as soon as possible. On cases where the inmate is remaining in custody, notice should be made in a timely manner.

TIME OF RELEASE:

Inmates have a Fourteenth Amendment right to be released within a reasonable time after the reason for detention has ended. The release of those inmates should not be delayed because they do not have transportation or someone to receive them or because of darkness. Such a delay would violate the inmate's right not to be deprived of liberty without due process of law.

Therefore, inmates eligible for release should be released as promptly as is reasonable, regardless of the time of day.

RELEASE THROUGH THE PRE-TRIAL SERVICES PROGRAM:

Those persons arrested on felony charges, certain misdemeanor charges or warrants may be eligible for release through the "Own Recognizance" program, which is administered by Pre-Trial Services. The Pre-Trial Services employees interview prospective candidates for release by thoroughly conducting background investigations and record checks. If the inmate meets specified criteria, subjects may be released from custody with possible terms and conditions, and a promise to appear in court at a later date.

RELEASE PER PENAL CODE § 825:

If an inmate has not appeared before a magistrate in a timely manner; (within 48 hours after his/her arrest, excluding Sundays and holidays) the inmate must be released pursuant to Penal Code § 825.

RELEASE AFTER POSTING BAIL:

When an inmate has posted bail, he/she must be processed for release as soon as possible. Penal Code § 1269b(g) states "Upon posting bail, the defendant or arrested person shall be discharged from custody as to the offense on which the bail is posted."

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RELEASE PER COURT ORDER:

When an inmate has been to court and has been ordered released or discharged, he should be released from custody before midnight on the day the release is ordered.

When an inmate has served their sentence as prescribed by the court, they must be released before midnight on the date of their scheduled release. Example, if an inmate is to be released on 12/25/06, he/she must be released any time before midnight on the 25th.

POST-ARRAIGNMENT MISDEMEANOR CITATION RELEASE:

When an inmate has been issued a citation after arraignment, he/she should be released the same day before midnight.

RELEASE DUE TO OVERCROWDING:

When an inmate is being released because of the jail cap, he/she should be released before midnight the day he/she is ordered released.

RELEASE DURING HOURS OF DARKNESS:

In the event an inmate is being released during the hours of darkness and does not have a vehicle available for transportation away from the jail grounds, he/she should be advised that they may remain in the IRC lobby and/or immediately outside the lobby at the benches until daylight without risk of a trespassing charge.

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CHAPTER 3 OPERATIONS	342. Foreign Nationals	
Page: 1 of 1	Revision Date: 12/2013	Review Date: 4/2015
Related Orders: Lexipol § 422; Vienna Convention Act		

I. PURPOSE:

Foreign nationals are provided specific rights and privileges under Article 36 of the Vienna Convention on Consular Relations. It is important to ensure these individuals retain these rights even while in-custody.

II. POLICY:

Custody Operations cooperates with the United States Department of State by reminding arresting officers, by way of a posted notice, that whenever they arrest or otherwise detain a national of any other foreign country, the Vienna Convention on Consular Relations and customary international law require that he/she must be immediately informed of the right to have his/her government notified. It is the responsibility of the arresting officer to make this notification, however; Custody personnel will ensure that notification is accomplished.

III. DEFINITIONS:

Vienna Convention on Consular Relations (VCCR) – This is a 1963 multilateral treaty to codify consular practices that developed through customary international law and numerous bilateral treaties.

IV. PROCEDURES:

A notice to arresting officers has been posted in the receiving area of the Inmate Reception Center, advising them of their responsibility in this area. Also, a notice to arrestees has been placed in the booking holding cells of the Inmate Reception Center. A binder, containing all of the necessary phone numbers, is kept in Booking and available for use by arresting officers. All foreign nationals arrested or otherwise detained including foreign nationals in this country illegally, should be notified immediately of their right to have his/her government notified. If the foreign national's country is on the Mandatory Notification List, it is mandatory that the consulate or embassy be notified without delay. If it is not a mandatory country and notification is requested, it must be given without delay to the nearest consulate or embassy. *If the foreign national arrestee does not request the notification, the Booking Clerk is to make a notation on the person's booking sheet that no notice was requested.*

The arresting officer should make a notation in the arrest report of all notifications made to foreign diplomatic or consular representatives.

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CHAPTER 3 OPERATIONS	360. Commissary	
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Related Orders: PC § 4025		

I. PURPOSE:

A commissary program has been established to provide inmates the ability to purchase confectionery, postage, writing materials and toiletry items.

II. POLICY:

The commissary will be managed and administered by Inmate Services.

III. DEFINITIONS:

Vendor – Any contract service provider

Vendor employee – Anyone representing or employed by the vendor

IV. PROCEDURES:

The Programs Unit Custody Lieutenant or designee shall oversee and monitor the vendor to ensure compliance with the terms of the contract.

Vendor employees who require access to the security areas of the facility to perform their duties shall pass a department background and complete the facility orientation provided by Inmate Services, prior to being granted access to the facility.

It is the responsibility of the vendor site manager to oversee vendor delivery personnel to ensure compliance with the facility's security and safety policies. When issues or deficiencies in this area are identified, the vendor site manager shall report these immediately to the Programs Unit Custody Lieutenant.

Access to or denial of access to the security facilities is at the sole discretion of the Sheriff and may be granted or revoked at any time for any purpose.

The vendor site manager shall immediately report any incident or injury involving the vendor employees to the on-duty Main Jail Operations Supervisor, who will notify his/her chain of command and the Programs Unit Custody Lieutenant. All vendor employee injuries shall be handled in accordance with the Vendor Workers Compensation procedures.

All non-delivered commissary orders must be picked-up within seven (7) days of release. Released inmates must contact Inmate Services to claim orders.

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NOTE: For security purposes, all vendor employees will be escorted by custody staff during commissary delivery.

The following applies to every housing unit:

1. An assigned module deputy will escort the vendor and is responsible to ensure that vendor employees follow all required procedures.
2. All inmates shall be dressed and ready to receive commissary.
3. The vendor employee shall check the wristband of each inmate for proper identification before issuing their commissary.
4. The inmate shall then be given their order sheet to check and sign. When the inmate has verified the contents of the commissary order they are to sign and return the commissary slip. By signing the commissary slip, the inmate verifies that the order is correct. Any inaccurate orders must be immediately identified to the vendor employee. Once the inmate has received their order, they will return to their bunk until the commissary delivery is complete for the entire housing unit.

MAIN JAIL GENERAL POPULATION AND PROTECTIVE CUSTODY MODULES:

When delivering commissary in the Main Jail general population and protective custody housing units, the vendor employee shall identify each inmate. Inmates shall be instructed to sit on their bunks; the vendor employee shall then call each inmate by name. Once their name has been called, the inmate shall approach the bars or the door, one at a time.

INMATE RECEPTION CENTER (IRC) MODULES:

The Reception Module Officer (RMO) shall announce commissary delivery and require the inmates to return to their cells. The cell doors shall be secured. Once the doors are secured, the vendor employee and deputy will enter and set up in the dayrooms. The deputy will notify the IRC Control Room operator to let them know what cell door needs to be opened (only for Units 200, 300 & 400). Unit 100 inmates will only receive commissary through an open food pass slot. For all other cells in the IRC, only one cell will be opened at a time. At least one deputy will be present during commissary delivery.

NORTHWEST MODULES:

The Northwest deputy shall announce commissary delivery and require the inmates to return to their cells and secure the cell doors. Once the doors are secured, the vendor employee will enter and set up in the dayroom. They will then notify the Northwest Control Room operator

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(via the intercom), and let the operator know what cell door to be open. Only one cell will be opened at a time. At least one (1) deputy will be present during the commissary delivery.

NORTHWEST ADMINISTRATIVE SEGREGATION CELLS, MODULES, AND ALL SINGLE PERSON CELLS:

The commissary will be delivered through the food pass slots, which will be opened and closed by the deputy.

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CHAPTER 3 OPERATIONS	361. Grievance Procedures	
Page: 1 of 3	Revision Date: 6/2015	Review Date: 6/2015
Related Orders: Title 15,CCR, §1073; PC § 6030; Federal Civil Rights of Institutionalized Persons Act		

I. PURPOSE:

The purpose of this policy is to provide inmates a procedure for filing grievances and appeals relating to conditions of confinement.

The Federal Civil Rights of Institutionalized Persons Act encourages grievance mechanisms, and many state courts expect that available administrative remedies be pursued before bringing the matter to the court. A functional grievance procedure can serve as an important management information tool, as well as an opportunity for inmates to voice concerns and objections.

II. POLICY:

Custody Operations shall provide inmates a procedure through which they can appeal, and have resolved, grievances relating to any conditions of confinements, included but not limited to: medical/mental health care; classification actions; disciplinary actions; program participation; telephone, mail, visiting procedures; food, clothing, and bedding.

III. DEFINITIONS:

IV. PROCEDURES:

To file a complaint, an inmate shall complete an Inmate Grievance (SH-585a) form. The module deputy will supply Inmate Grievance forms to the inmate, upon request. If more space is needed to document the complaint, an additional Inmate Grievance form will be provided.

1. The deputy receiving the grievance will review it and attempt to resolve the issue. If the grievance is resolved, the deputy will document on the Inmate Grievance form what and how it was resolved, sign/include body number, and follow the distribution process below.
2. Any allegations of serious misconduct will be reported immediately to the on-duty Shift Commander or designee.
3. If the issue is not resolved, the deputy will confirm that the form is filled out completely, sign (include body number) and date the grievance, and the inmate will be provided the golden copy at this time.
4. The remaining original copies will be forwarded to the Shift Commander.
5. The Shift Commander shall then do the following:

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- a) review, sign (include body number) and date the grievance;
- b) enter the grievance information into JMS and obtain a log number;
- c) remove the pink copy and place it in the Administrative Custody Deputy's mailbox; and
- d) place the remaining copies in the appropriate unit's mailbox for response.

6. Grievances are to be resolved at the lowest appropriate staff level.
7. Should the Supervisor determine immediate action is necessary, it shall be the Supervisor's responsibility to ensure that the appropriate staff member, or unit, be notified without delay. In the event the Supervisor decides there is no basis for the grievance or that the problem has been resolved, the Supervisor shall respond as such on the Inmate Grievance form, in the space provided.

NOTE: Grievances pertaining to Medical and Mental Health shall be given immediate attention.

GRIEVANCE REPLY:

1. Once a reply has been completed, either directly on the Inmate Grievance form or using the Inmate Grievance Reply (SH-585) form, the grievance and reply will be forwarded to the appropriate Lieutenant for review.
2. The Lieutenant shall then do the following:
 - a) Review the Inmate Grievance and reply and if acceptable, will sign the form(s);
 - b) Place the yellow copy, along with Inmate Grievance Reply form (if attached) in the appropriate module mailbox (to be returned to the inmate); and
 - c) Place the white copy, along with the Inmate Grievance Reply Form (if attached) in the Administrative Custody Deputy's mailbox.
3. The Administrative Custody Deputy will log the response and forward the grievance to Custody Records for placement in the Inmate's Custody Record File.

APPEAL PROCESS:

1. If the inmate is not satisfied with the reply, he/she may appeal the reply, using another Inmate Grievance form, via the chain of command in the following order:
 - a) Sergeant;
 - b) Lieutenant;
 - c) Appropriate Division Commander; and
 - d) Chief Deputy.
2. The reviewing authority will reply to the appeal and process it accordingly.

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3. This policy requires written responses including reasons for denial at each level of review.
4. All grievance and appeal replies shall be completed and returned within fifteen (15) days from the date of receipt. Should a response be delayed, the inmate will be informed of the delay in writing and provided with the anticipated response date.

GRIEVANCE SYSTEM ABUSE:

At times an inmate may submit an excessive amount of grievances in an attempt to paralyze the administration. Grievances determined to be "frivolous" and identified as not pertaining to a valid complaint will be marked as "reviewed by:" and filed in the Inmate's Custody Record File. It is important to document the reasons that a grievance has been considered frivolous.

NOTE: All grievances related to health and safety will be responded to, regardless of the quantity submitted.

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CHAPTER 3 OPERATIONS	362. Inmate Clothing and Personal Hygiene	
Page: 1 of 2	Revision Date: 4/2015	Review Date: 4/2015
Related Orders: Title 15, CCR §§ 1260 - 1272; IMQ #325		

I. PURPOSE:

The purpose of this policy is to establish standards and procedures to provide inmates the required clothing, bedding and hygiene items.

II. POLICY:

Custody Operations shall ensure all inmates are afforded the opportunity to maintain personal hygiene while in custody. Necessary items such as a comb, toothbrush, toothpaste, soap, toilet tissue, sanitary napkins and razors shall be provided. All inmates will have access to showers and will be provided clean clothing, bedding and linen.

III. DEFINITIONS:

Hygiene Kit – include a toothbrush, toothpaste, comb and soap.

Standard Issue – Two (2) pair of clean socks, footwear, two (2) sets of clean undergarments, one (1) set of clean outer garments.

Standard Issue Bedding – Serviceable mattress, one (1) clean mattress cover or sheet, one (1) clean towel and two (2) clean blankets.

Welfare Pack – include a disposable razor, comb, toothpaste, toothbrush, bar of soap, four (4) pieces of writing paper and two (2) postage paid envelopes.

IV. PROCEDURES:

The following procedures shall be followed regarding the issuance and/or possession of inmate clothing, bedding and personal care items within jail facilities:

1. Inmates detained over 24 hours shall receive a hygiene kit, toilet tissue, standard issue clothing and bedding (except Santa Maria Branch Jail inmates held prior to arraignment). Female inmates will be issued sanitary napkins as needed.
2. Disposable razors are available through the commissary for inmates who wish to order them.
3. Indigent inmates may obtain a welfare pack from commissary. Should the inmate's indigent status change while incarcerated, the cost of the welfare pack will be recovered from the Inmate's Trust Account.

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The Jail Operations Division Commander or designee, will resolve any questions concerning the issuance or retention of personal care items within the confines of the facility.

HAIRCUT PROCEDURES:

1. Housing units will be issued electric hair clippers by the module deputy. A spray bottle of disinfectant will be issued with each set of hair clippers. It will be the inmate's responsibility to disinfect the clippers prior to each use.
2. The hair clippers and the disinfectant will be picked up by the module deputy when a housing unit is finished with them. Disinfectant will be kept with the clippers in the module office when not in use.
3. The module deputy will coordinate the use of Inmate Workers, to cut the hair of segregated inmates, based upon recommendations by the Classification Unit.

BEDDING, LINEN AND CLOTHING ISSUE AND EXCHANGE:

If it appears that the inmate will not be released from custody, the inmate shall be issued standard institutional clothing:

1. Issued clothing will be reasonably fitted, durable, easily laundered, and kept in good repair.
2. Standard issued linen and clothing shall be exchanged once a week. Those inmates on work crews will be permitted more frequent exchanges of clothing as needed.
3. Blankets will be exchanged once a month or more often, when necessary.

SHOWERS:

1. Inmates who are issued jail clothing shall be permitted to shower prior to dressing. Showers are provided in the dress-out area.
2. General population housing units have showers in the dayrooms. Inmates housed in these areas may shower any time they have access to the dayroom.
3. Inmates housed in isolation, Administrative Segregation cells, and at the Santa Maria Branch Jail must be escorted to the shower. These inmates will have the opportunity to shower at least every other day. Additional showers may be offered when needed for health or hygiene purposes.

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CHAPTER 3 OPERATIONS	363. Inmate Discipline	
Page: 1 of 7	Revision Date: 12/2015	Review Date: 12/2015
Related Orders: Title 15, CCR §§ 1080, 1081, 1082, 1083, 1084, 1265 and 1247; PC § 4001, 4002 and 4019; The United States Constitution, 8 th ; Title 24, Section 2-470A.2.6 and 2.7 CCR		

I. PURPOSE:

The purpose of this policy is to establish rules and disciplinary penalties to guide inmate conduct. Such rules and disciplinary penalties are stated simply and affirmatively. A copy of the Jail Rules is issued to each inmate at the time they are provided jail clothing during the booking process. The Jail Rules are available in both the English and Spanish language. For inmates who are unable to read and for persons with disabilities, Jail Rules are presented over the jail video system on a daily basis. The discipline process is an administrative, not a judicial, process.

II. POLICY:

Minor acts of non-conformance or minor violations of Jail Rules may be handled informally by any staff member through counseling or advising the inmate of expected conduct, assignment to extra work detail, or removal from a work assignment without loss of work time credit. In addition, temporary loss of privileges such as, but not limited to, access to television, telephones, commissary, or lockdown for less than 24 hours, may be considered minor acts of discipline if such acts are accompanied by written documentation, and a policy of review and appeal to a supervisor.

Major violations or repetitive minor acts of non-conformance or repetitive minor violations of Jail Rules shall be reported in writing by the staff member observing the act and submitted to the On-Duty Supervisor. The inmate shall be informed of the charges in writing. The consequences of the major violations may include, but are not limited to, loss of good time/work time, placement in disciplinary isolation, disciplinary diet, or loss of privileges mandated by regulations.

III. DEFINITIONS:

IV. PROCEDURES:

1. Reportable violations of Jail Rules or minor acts of non-conformance shall be documented on an Inmate Disciplinary Report (IDR) and entered in the Jail Management System (JMS) by the deputy or staff member observing the act. This deputy will be responsible for informing the inmate of the violations. IDRs are also used to document minor medical incidents.
 - a) If the violation being investigated amounts to a crime, punishable by law in a separate action prosecuted by the District Attorney, the inmate must be admonished of his/her *Miranda* rights prior to any questioning.

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- b) If the inmate waives his/her *Miranda* rights, statements can be used in both the criminal case, and the administrative IDR investigation.
 - c) If, after being advised of his/her *Miranda* rights, the inmate chooses to remain silent, or desires attorney representation, the questioning must cease, and no statement may be solicited from the inmate for either the criminal or the administrative IDR investigation.
 - d) If the violation is minor in nature, where it is decided no crime occurred, then the inmate may be questioned for the administrative IDR investigation without being advised of his/her *Miranda* rights.
 - e) The reporting deputy will not make recommendations regarding IDR disciplinary action.
 - f) The reporting deputy will document previous disciplinary actions against the inmate in the IDR.
2. The On-Duty Supervisor will review and process completed IDRs on a daily basis. The IDR Board will be comprised of two (2) impartial deputies, a Senior Custody Deputy or designee. They will be responsible for conducting daily IDR Boards.
3. An IDR Board shall be conducted no sooner than 24 hours, but no later than 72 hours after an inmate has been informed of the charge(s) in writing. An inmate may waive the initial 24-hour waiting period. This must be documented on the IDR form and initialed by the inmate.
4. An inmate may refuse to sign an IDR form and/or waive the right to appear before an IDR Board. In this case a supervisor must verify the inmate's waiver after the 24-hour initial waiting period has expired, but before the IDR is finally processed. The supervisor will document this on the IDR form.
5. An inmate may request that the IDR Board speak to witness(s) regarding the alleged rule(s) violation. This request shall be honored. The witness(s) may refuse to talk to the Board.
6. Once the IDR Board has discussed the evidence, a decision of guilt or innocence will be decided, identifying the reason or evidence used to reach that decision.
- a) Inmate discipline is an administrative proceeding, not a judicial process. The weight and quality of evidence in an IDR Board setting is not as strict as that required in a criminal charge. Additional consideration must be given to the deputy's statement. If, however, there is a substantial doubt left in the mind of the IDR Board as to the deputy's statement, the IDR Board should contact the deputy who wrote the IDR and any other deputy witness to the incident for clarification before making a final decision.
 - b) The IDR is then forwarded to the on-duty Supervisor who will review the inmate's previous discipline history and recommend suitable punishment, and enter his/her recommendation in JMS. The IDR is then forwarded to the Operations Lieutenant for review and entered in JMS with final recommendation. The original copy of the IDR is forwarded to the Classification Unit and placed in the Inmate's Custody Record File and a copy of the final disposition is returned to the inmate.

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FORMS OF DISCIPLINE:

The degree of punitive action taken shall be directly related to the severity of the Jail Rule infraction. Acceptable forms of discipline shall consist of, but are not limited to:

1. Loss of privileges;
2. Extra work detail;
3. Removal from work detail;
4. Fine for Damaging County Property;
5. Loss of good time credits (sentenced inmates only);
6. Stop accumulation of work time credits (sentenced inmates only);
7. Disciplinary isolation housing; and
8. Disciplinary diet.

LIMITATIONS OF DISCIPLINARY ACTION:

1. No inmate shall be held in disciplinary isolation for a period longer than ten (10) consecutive days without a finding on a new charge of violation of Jail Rules. An inmate may serve up to thirty (30) days consecutively for separate findings on different violations. Disciplinary isolation beyond thirty (30) days requires a review by the Jail Operations Division Commander, which shall include consultation with medical/mental health staff, and continue every ten (10) days thereafter until the disciplinary status ends.
2. The disciplinary isolation cells shall have the minimum furnishings and space specified in Title 24, California Code of Regulations. Occupants shall be issued clothing and bedding, except those inmates who engage in the destruction of bedding and clothing. The decision to deprive inmates of such articles shall be reviewed by the Jail Operations Division Commander or designee during each 24 hour period.
3. Penal Code § 4019.5 expressly prohibits the delegation of authority to any inmate or group of inmates to exercise the right of punishment over any other inmate or group of inmates, and such shall be the policy of Custody Operations.
4. In no case shall a "safety cell" or any restraint device is used for disciplinary purposes.

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5. No inmate shall be deprived of the implements necessary to maintain an acceptable level of personal hygiene.
6. Food shall not be withheld from the inmate as a disciplinary measure.
7. Correspondence privileges shall not be withheld, except in cases where the inmate has violated correspondence regulations, in which case correspondence may be suspended for no longer than 72 hours without the approval of the Jail Operations Division Commander or designee.
8. In no case shall access to courts, a holder of public office, California Department of Corrections and Rehabilitation, and legal counsel be suspended as a disciplinary measure.
9. The disciplinary isolation diet described in Title 15, California Code of Regulations § 1247 shall only be utilized for major violations of Jail Rules.

FORMS OF DISCIPLINE – DEFINED:

1. Stopping Work Time:

Before an inmate's work time can be stopped, the inmate's custody status must be reviewed. Unless an inmate is fully sentenced, work time cannot be stopped and good time cannot be taken.

2. Fines for Damaging County Property

If an inmate is found to have damaged County property, a Money Release form will be completed with the IDR and forwarded to the Business Office. The appropriate amount will be deducted from the Inmate's Trust Account. Should the inmate refuse to sign the IDR and Money Release form, the inmate will forfeit the opportunity to see the IDR Board; however, if the inmate just refuses to sign the Money Release form, the IDR Board will still be held.

If the inmate is found guilty by the IDR Board, the Money Release form will be processed by the on-duty Supervisor and forwarded to the Business Office. If the inmate is found innocent, the Money Release form will be voided and attached to the IDR.

3. Extra Duty Guidelines for inmate workers and Medium Security Facility (MSF) inmates only:
 - a) A set amount of extra duty time imposed must be stated.
 - b) Inmates who repeat the same infraction will be assessed the next greater amount of extra duty time.
 - c) Inmates are allowed to accumulate only twenty (20) hours of extra duty. When twenty (20) hours is exceeded, the inmate(s) may be removed from work status.
 - d) The module deputy will keep extra duty logs for the inmate's housing area.
 - e) The extra duty will also be documented in JMS, with the date and time of the violation.

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f) Inmates assigned extra duty shall receive credit for actual time worked.

DISCIPLINARY ISOLATION PROCEDURES:

Disciplinary Isolation and Disciplinary Isolation WITH DIET are two separate and distinctly different levels of discipline.

A disciplinary diet is a separate form of punishment and must be administered separately from other forms of punishment. Disciplinary isolation and disciplinary diet will only be used as a form of punishment for serious Jail Rule violation(s), violent activity, or after repetitive misconduct that has not been corrected by lesser means. Disciplinary diet and disciplinary isolation are not a single form of punishment but two separate disciplinary tools.

The Classification Unit Sergeant will ensure the inmate is medically cleared prior to placement on a disciplinary diet.

1. Inmates on a disciplinary diet shall receive two (2) disciplinary diet meals per day consisting of meatloaf with two (2) slices of bread and at least one (1) quart of drinking water if the cell does not have water supply). Such a diet shall be served twice in each 24-hour period. The disciplinary diet shall not continue for longer than 72 hours without written approval of the Operations Lieutenant. The disciplinary diet status of any inmate, who has been re-housed to an observation cell, due to the deterioration of medical or mental health status, will be suspended. This diet plan may be modified for medical reasons. This is the discipline diet sequence:
 - a) For the first three (3) days (72 hour period), the inmate will receive a disciplinary diet.
 - b) On the fourth day (next 24 hour period) the inmate will receive standard in-cell meals.
 - c) On the fifth, sixth and seventh days, the inmate will receive a disciplinary diet.
 - d) On the eighth day, the inmate will receive standard in-cell meals.
 - e) On the ninth and tenth days, the inmate will receive a disciplinary diet. On the morning of the tenth day the inmate is to be evaluated by medical staff.

2. The following guidelines apply to any cell when it is designated for disciplinary isolation purposes.
 - a) Disciplinary isolation inmates will be dressed in a standard jail jumpsuit.
 - b) Inmates shall not be deprived of clothing and bedding during any portion of the day. EXCEPTION: Those inmates who engage in the destruction of bedding and clothing may be deprived of such articles as specified in the California Minimum Jail Standards. The decision to deprive inmates of such articles shall be reviewed by the Jail Operations Division Commander or designee during each 24 hour period.
 - c) When an inmate is placed into disciplinary isolation, the Classification Unit staff will prepare a form. This form specifies the housing location, inmate's name and booking number, date and time placed in isolation, number of days inmate is to be in disciplinary isolation, date and time out. There is a place on the form to make note of the required

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physical checks by medical staff. The form is to be kept in the appropriate module deputy, depending upon the cell utilized.

- d) Inmates placed on disciplinary isolation shall be checked during module checks.
 - (i) When practical, the disciplined inmate shall receive a documented verbal visit by the on-duty Supervisor or designee, during each shift.
 - (ii) An inmate placed in disciplinary isolation shall be examined by medical staff once every 24 hours. This check will be recorded on Disciplinary Diet form.
- e) Disciplined inmates shall be given the opportunity to shower once every other day. Refusals will be noted on the Disciplinary Diet Log and in JMS.
- f) Inmates are allowed limited personal property while on disciplinary isolation status. When an inmate is housed in disciplinary isolation, the module deputy shall store the inmate's blue property box and all property not allowed while on disciplinary isolation status. The location where the box is stored shall be noted in JMS. The deputy will provide the inmate with a property box containing items that are allowed.
- g) The inmate shall be allowed to keep certain personal hygiene items. Authorized items are: toothbrush, toothpaste, and soap. A razor, only when authorized by a Supervisor.
- h) Correspondence privileges shall not be withheld except in cases where the inmate has violated correspondence regulations. Correspondence privileges may not be suspended for longer than 72 hours without the review of the Operations Lieutenant.
- i) Commissary items are prohibited at all times during isolation confinement. Books and publications are also prohibited. EXCEPTION: Approved religious texts can be retained in the inmate's cell while on disciplinary isolation.
- j) If an inmate is serving more than ten (10) days in disciplinary isolation, for separate disciplinary findings, the periods of disciplinary status shall include a minimum of three (3) days non-discipline time between the sentences. During this three (3) day period, at least one documented yard time will be made available to the inmate.
- k) Inmates on disciplinary isolation status will not have access to yard or visitation while in disciplinary isolation, except during the above break period. Likewise, access to the telephone will not be granted to inmates while on disciplinary isolation. Access to courts and legal counsel will be allowed with a written request from the inmate. At no time will access to courts and legal counsel be denied for disciplinary measure.

REMOVAL FROM ALTERNATIVE SENTENCING PROGRAM:

If a person on the Alternative Sentencing program is removed and returned to custody, the returning deputy will write an IDR. These IDRs will be handled in the same manner as a regular IDR, with the same limitations imposed.

MALE AND FEMALES IN MSF:

MSF inmates are subject to the same rules of discipline that apply to Main Jail inmates. There are some differences in the rules as they apply to the MSF, but most Jail Rules apply. MSF rules

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include, but are not limited to, kitchen rules and regulations and outside work crew rules. All new MSF inmates are briefed on these rules and given copies in both English and Spanish.

When a rule is violated the MSF inmate is given a verbal warning. All rule violations are noted in JMS. A MSF inmate may be removed based on the severity of the violation or an accumulation of minor verbal warnings. A more severe rule violation, one that warrants an IDR, can result in an immediate removal, in addition to any discipline that might be imposed by the IDR Board.

When it becomes necessary for a Main Jail deputy to give a verbal warning to a MSF inmate, the deputy should advise the desk deputy at the MSF so that the warning can be entered in JMS. If an IDR is written, a copy will be sent to the MSF.

As a reminder, when an MSF inmate is removed due to an IDR, and is found not guilty by the IDR Board, the inmate may be returned to the MSF.

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CHAPTER 3 OPERATIONS	364. Inmate Visitation	
Page: 1 of 2	Revision Date: 4/2015	Review Date: 4/2015
Related Orders: Title 15, CCR § 1062; PC § 4571; P&P §322		

I. PURPOSE:

The purpose of this policy is to ensure inmate visiting shall be provided for as many visits and visitors as facility schedules, space, and number of personnel will allow. The benefits of an appropriate visiting policy include: reduced tension; a healthy emotional climate in the jail; developing and maintaining family relationships; and improved inmate and staff morale.

II. POLICY:

All inmates shall be allowed no fewer than two (2) visits totaling at least one hour per inmate each week.

III. DEFINITIONS:

IV. PROCEDURES:

Visiting hours have been established for all inmates in all Santa Barbara County Jail facilities. Visitation information is included with the Inmate Orientation material provided in both English and Spanish languages at dress-in. The visiting hours and rules for visitation are posted in the lobby of the Main Jail. Inmates shall be allowed two personal visits, totaling a minimum of one (1) hour per week. Special visits and/or contact visits are not allowed without permission of the Jail Operations Division Commander or designee. Visits may be denied to inmates to further legitimate jail interests, such as: discipline, security, safety, and order. Identifying information for persons requesting to visit inmates housed in the Santa Barbara County Jail System shall be provided. This information includes, but is not limited to, names, DOB's, and addresses, and must be listed on a "Visitation List" for pre-approved visitors submitted by the inmate. Inmates are limited to two (2) visitors per scheduled visitation day. Children will be counted toward the authorized total of two (2).

PERSONAL VISITOR RULES:

1. All persons wishing entry to jail facilities to visit shall provide a valid picture identification at the time of registration.
 - a) Acceptable forms of identification include, but are not limited to:
 - (i) Driver's license
 - (ii) DMV identification card
 - (iii) Military or U.S. Government identification card
 - (iv) Identification issued by the Immigration and Naturalization Service
 - (v) Valid Passport

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(vi) Other forms of government issued identification, at the discretion of the On-Duty Supervisor.

2. Visitation for the children of inmates should be recognized as a privilege of major importance.
 - a) All persons under the age of eighteen (18) are considered children.
 - b) Children under the age of eighteen (18) must be accompanied by a visiting adult and must be supervised at all times. The care and control of children is the sole responsibility of the visiting adult. If a child causes a disturbance, or becomes a nuisance to others, the responsible adult will be instructed to remove the child from the visitation area.
 - c) Children under the age of 18 shall not be left unattended in parked vehicles or on the jail facility premises.

3. Visitors entering the jail facilities must be appropriately attired in modest clothing. Examples of inappropriate clothing include, but are not limited to:
 - a) Sheer, see-through, tank-tops, or strapless clothing;
 - b) Midriff baring tops, or tops with low necklines;
 - c) Clothing that exposes the breast, genitalia, or buttocks area;
 - d) Clothing that is excessively tight, or shorts, skirts, or dresses that are excessively short;
 - e) Clothing that may be considered offensive, such as gang related items; clothing exposing prison or gang related tattoos; and
 - f) Shirts and shoes must be worn at all times.Any visitor wearing a style of attire deemed inappropriate or immodest by the Shift Commander will not be admitted.

4. Persons who have been in custody in the Santa Barbara County Jail within the last 12 months, prior to the date of the visit, or those on felony probation will not be allowed to visit. Persons who have been committed to, and served time in, State Prison will not be allowed to visit, per Penal Code § 4571.

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CHAPTER 3 OPERATIONS	365. Inmate Education	
Page: 1 of 2	Revision Date: 5/2015	Review Date: 5/2015
Related Orders: Title 15, CCR § 1061; PC §§ 4025 and 4018.5		

I. PURPOSE:

By providing inmates a method of continuing education, it keeps their minds focused on a positive future and thereby assists them when returning to the community.

Inmate education includes academic education as well as vocational training. Vocational training can be included as an academic portion of inmate industry; private vendors may also develop a vocational training in a jail setting.

The Santa Barbara County Sheriff's Office has entered into a Memorandum of Understanding with Santa Barbara City College to provide educational and vocational programs for Custody Operations.

II. POLICY:

Custody Operations shall provide an Inmate Education Program which offers voluntary academic and/or vocational training to both pre-trial and sentenced inmates. Reasonable criteria for eligibility shall be established and an inmate may be excluded or removed from any class based on security concerns or failure to abide by Jail Rules and regulations.

III. DEFINITIONS:

IV. PROCEDURES:

Education programs are under the direction of Inmate Services. Various academic classes may be offered through the Pedotti Multi-Media Learning Center. Vocational opportunities may occur when inmates request placement, or are assigned to various work crews. Transitional programs may be offered and may include: computer skills development and a variety of treatment and reentry/behavioral programming. Scheduled class days and times are based upon the housing areas. To facilitate the orderly operation of the facilities, a class roster is distributed daily, and the education/program calendar is distributed to each housing unit on a monthly basis.

Interested inmates submit a request to Inmate Services. Classes are comprised of inmates from various housing units. Once the inmate has been approved for attendance, they are either placed into the class or placed on a waiting list.

Attendance to classes is a privilege and once enrolled, any disruption, and/or refusal to attend a class will result in an automatic 30 day suspension from participation in all programs.

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Classes are held in designated classrooms. Movement of inmates to the classroom in the Main Jail will be conducted by the assigned Classroom Security Deputy. The Classroom Security Deputy will remain in the classroom for the majority of the time.

The Programs Unit Custody Lieutenant or designee shall ensure that all instructors pass a department background and complete the facility orientation provided by Inmate Services, prior to being granted access to the facility.

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CHAPTER 3 OPERATIONS	366. Inmate Orientation	
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Related Orders: Title 15, CCR § 1069

I. PURPOSE:

The purpose of this policy is to provide inmates with information and guidance during their incarceration. The Jail Rules are directive in nature and are intended for orientation, general information, and expected behavior.

II. POLICY:

Custody Operations shall provide every inmate housed in the jail facilities with a copy of the Jail Rules and Inmate Orientation information. The information is available and provided in both English and Spanish languages. The material will be supplied to the inmate when dressed in jail clothing and is provided for their information and guidance during their incarceration.

The inmate orientation program will include, but not be limited to, the following:

- 1) Correspondence, visiting and telephone usage rules;
- 2) Rules and disciplinary procedures;
- 3) Inmate grievance procedures;
- 4) Programs and activities available and method of application;
- 5) Medical services;
- 6) Classification/housing assignments;
- 7) Court appearance where scheduled, if known; and
- 8) Voting, including registration.

III. DEFINITIONS:

IV. PROCEDURES:

Each inmate shall receive a copy of the Jail Rules at the time they are provided with initial jail clothing, and upon request.

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CHAPTER 3 OPERATIONS	367. Inmate Recreation	
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Related Orders: Title 15, CCR § 1065; PC §§ 1208 and 6030		

I. PURPOSE:

Provide inmates with mandated recreational program.

II. POLICY:

Custody Operations shall provide inmates with an exercise and recreation program, in an area designed for recreation, which allows a minimum of three (3) hours of such activity distributed over a period of seven (7) days.

III. DEFINITIONS:

IV. PROCEDURES:

Inmates will be provided access to yards and/or dayrooms as determined by housing location and schedule. Refusals by inmates in Administrative Segregation shall be documented on the corresponding isolation activity log.

Inmates housed in the East, West and Male Basement Modules will utilize the Main Jail yard. Inmates housed in other sections will use designated yards for that module. Inmates will be fully clothed while in the yard, with the following exceptions: Male inmates may remove shirts while in the Main Jail yard; Female inmates must wear bra and T-shirt while in the exercise yard.

Any general population inmate refusing to go to the yard will be placed in a holding cell for the duration of the recreation time. A notation of the refusal will be entered on the Module Activity Log and in JMS. This practice is in place to eliminate the potential of property theft by inmates housed in the same housing unit.

Deputies shall perform safety checks of dayrooms and yards prior to and after inmate use. This will ensure contraband control.

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CHAPTER 3 OPERATIONS	368. Library Services	
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Related Orders: Title 15, CCR § 1064

I. PURPOSE:

Appropriate library services designed to meet inmate needs do much to relieve tension in an institution and could aid in preparing inmates to return to the community.

II. POLICY:

All inmates will be provided reasonable access to library books and reading material.

III. DEFINITIONS:

IV. PROCEDURES:

RECREATIONAL LIBRARY MATERIALS:

The recreational library is maintained by Inmate Services. Books are provided in English, Spanish, and Braille. Inmate Services staff and/or designee is responsible for distribution of recreational books to the inmate population.

Books are distributed as often as practical, but not less than once a month, to the Main Jail inmate population. Each inmate is allowed to choose no more than two (2) books from the book cart. Inmates are required to return both books prior to being given the opportunity to receive two (2) new books from the cart.

The Medium Security Facilities will be provided with a supply of books that will be refreshed at least monthly.

Inmate Services staff and/or designee is responsible for checking each book for contraband, damage, prior to distribution to the inmate population.

The Shift Commander shall be notified immediately should serious contraband be found. Serious contraband includes items that can be used as a weapon, drugs, and drug related paraphernalia. Donated books must go through the Inmate Services Library prior to being distributed to inmates. All books returned will not be allowed to be checked out during that pass. Prior to the next distribution, all books identified for distribution will be scanned with the metal detector.

Newspapers are distributed daily to inmates housed in all the facilities.

LEGAL RESEARCH SERVICES

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Legal Services – All inmates are allowed one (1) legal research request each month. Each request may contain up to five (5) separate legal items. There is no limit on legal research requests for inmates deemed pro per by the court.

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CHAPTER 3 OPERATIONS	369. Inmate Mail Guidelines	
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Related Orders: Title 16, CCR §§ 1063, 1066 and 1068; US Constitution 1 st Amendments; PC § 2601		

I. PURPOSE:

The purpose of this policy is to establish guidelines for the reception, screening, and delivery of mail addressed to and from inmates in the jail facilities. Allowing inmates to exercise their rights by corresponding with family, friends, attorneys or others without jeopardizing the safety or security of the jail facility is desirable, encouraged, and an important part of the reentry process.

II. POLICY:

Custody Operations will accept, process and deliver inmate mail, except for purposes of safety, security, maintaining order, or other legitimate penological interests.

The Jail Operations Division Commander or designee reserves the right to limit the number of mail items an inmate is permitted to have in their cell, due to fire and life safety considerations.

III. DEFINITIONS:

Inmate mail – Allowable inmate mail includes letters or photographs in envelopes, postcards, or greeting cards properly addressed to the inmate.

Outgoing mail – Inmates are allowed to mail letters in envelopes, postcards, or greeting cards purchased through commissary, or letters in envelopes or in legal mail envelopes provided by the inmate's legal counsel or the courts.

Privileged mail – Privileged mail is legal mail received from any county, state or federal court, or any member of the State or Federal Bar (or verified legal staff members), holder of public office, and the Board of State and Community Corrections (BSCC). Inmates may also confidentially correspond with a Jail Lieutenant, the Jail Operations Division Commander, Chief Deputy, Undersheriff or Sheriff. Mail from private attorneys must properly identify the involved attorney's name and title on the outside of the envelope. All privileged mail must be clearly marked "PRIVILEGED" on the outside of the envelope.

Mail Cover – The process of collecting, reading, copying, distributing, and/or retaining the incoming and outgoing mail of a specific inmate for investigative purposes.

IV. PROCEDURES:

PROCESSING U.S. MAIL:

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1. All outgoing and incoming mail will be opened and inspected by deputies. Outgoing mail must be given to the module deputy unsealed. This correspondence may include letters in envelopes, postcards, greeting cards purchased through commissary.

INCOMING U.S. MAIL:

1. All incoming correspondence must meet U.S. Postal Services requirements and be delivered through the U.S. Mail.
 - a) Any correspondence delivered by the U.S. Mail will be accepted into the jail facility, unless deemed contraband as stated in the "REJECTION OF INMATE MAIL" section.
2. All incoming mail must be properly addressed with the inmate's name, County ID, and be mailed to: 4436 Calle Real, Santa Barbara, CA 93110.
3. There is no limit to the amount of mail an inmate may receive. However, if the amount of mail in an inmate's cell is excessive and poses a fire hazard, it may be placed into the inmate's property or mailed out at the inmate's expense.
4. Inmate mail may be read by a deputy or jail staff when there is a valid security reason.
5. All incoming U.S. mail that is addressed to an inmate shall be opened by a Custody Deputy and inspected for contraband, cash, checks, or money orders. Items identified as contraband and/or security concerns are listed in the "REJECTION OF INMATE MAIL" section of this policy.
6. Incoming mail may take several days to process and deliver to inmates. Incoming mail that has been approved will be delivered to the inmate.

PHOTOGRAPHS:

1. A maximum of five (5) photographs may be mailed to inmates. The inmate's name and County ID must be written on the back of each photograph. Nothing else is to be written on the photographs.
2. Photographs must adhere to the following guidelines, which include, but are not limited to:
 - a) Polaroid photographs or photos larger than 4"x6" are not allowed. Currently there is no limit on the amount of photographs inmates are allowed to possess (unless it poses a fire hazard).
 - b) Photographs or pictures that are sexually explicit or depict nudity, gangs, gang tattoos, or gang hand gestures (signs) are not allowed.

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INCOMING PRIVILEGED MAIL:

1. Jail staff shall open and inspect **clearly discernible privileged mail** *in the presence* of the inmate to search for contraband. Such mail shall not be read, but shall be inspected for contraband, cash, checks, or money orders.
 - a) The deputy will remove all contents of the envelope, in the presence of the inmate. All allowable contents will be given to the inmate after the inspection. Any items considered contraband contained in privileged mail will be referred to a supervisor for disposition.
 - b) When a question arises as to whether a particular piece of mail may or may not be considered privileged mail, it shall be forwarded to the Shift Supervisor for determination of legal status. If any doubt remains, it will be handled as if it were privileged mail.
 - c) Should incoming mail that is not properly marked "PRIVILEGED" be determined to be privileged mail upon inspection by jail staff, inspection shall cease until it can be accomplished in the presence of the inmate.

OUTGOING MAIL:

1. All outgoing mail shall include the inmate's return address on the outgoing correspondence as follows:

Inmate's Name, CID Number
Santa Barbara County Jail
4436 Calle Real
Santa Barbara, CA 93110

Any outgoing mail not containing this information will be returned to the housing unit for an attempt to locate the sender.

2. There is no limit on the volume of mail an inmate may send out.
3. Items that cannot be mailed by an inmate include, but are not limited to:
 - a) County property, including library books;
 - b) Items purchased by the Inmate Welfare Fund;
 - c) Items purchased through commissary (except for letters in envelopes, postcards, or greeting cards);
 - d) Items made by the inmate; and
 - e) Letters containing gang graffiti, markings, verbiage, or other indicia of gang affiliation.
4. Inmates without money in their Inmate Trust Account shall have no limit on the number of postage free envelopes addressed to their attorney(s) or to the courts. Indigent inmates may request two (2) postage-free envelopes by submitting an Inmate Request form (SH-219) to Inmate Services. Legal envelopes must be returned to Inmate Services

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for postage and mailing. Once all free envelopes are mailed through Inmate Services, additional envelopes may be requested.

5. Outgoing envelopes that are suspected of containing contraband shall be investigated by the deputy processing the envelope.
 - a) If the contraband is prohibited by law (i.e., drugs), the deputy shall write an Offense/Incident Report and the suspected illegal contraband shall be booked into evidence. If warranted, an Inmate Disciplinary Report (IDR) will be written.
 - b) If the contraband does not constitute a law violation, but is a violation of Jail Rules and regulations, then an IDR may suffice.
 - c) The on-duty Shift Supervisor will make the final decision on how to proceed and determine the documentation that will be required.
6. **Outgoing Privileged Mail** will be inspected for contraband by the deputy processing the correspondence in the presence of the inmate. The envelope will then be sealed in the inmate's presence and initialed by the deputy on the envelope flap. All outgoing privileged mail shall be clearly marked by the inmate "PRIVILEGED" or "LEGAL" on the outside of the envelope.
7. All **Outgoing Privileged Mail** contained in an indigent mail envelope provided by Inmate Services will be inspected for contraband by the deputy processing the correspondence in the presence of the inmate. The mail will then be forwarded to Inmate Services for mailing.

REJECTION OF INMATE MAIL:

1. Screening of incoming mail shall include rejection of mail containing the following:
 - a) Absence of a return address;
 - b) Obviously fictitious return address or sender's name;
 - a. *Example: Big Bird, 1234 Sesame Street.*
 - c) Photographs which do not conform to the standards referenced in the "PHOTOGRAPHS" section of this policy.
 - d) Items containing coded or suspected coded messages;
 - e) Gang content, including, but not limited to: gang writing, gang indicia, or gang hand signs.
 - f) Anything that promotes, aids, or abets criminal activity or violates any department policies, including but not limited to: extortion, rioting, illegal drug use, violence, or threats towards others or encourages gang or organized criminal activity;
 - g) Stationery, envelopes, blank greeting cards, postage or any type of craft materials;
 - h) Greeting cards containing musical devices;
 - i) Stickers, or any type of sticky substance;
 - j) Items which contain potpourri, air freshener, perfume or cologne that permeates the mail;
 - k) Packages containing any food items;

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- l) Items written in crayon or other unknown media;
 - m) Items which contain glitter, foil, cloth or clothing material or leather;
 - n) Currency, money orders, or checks addressed to the inmate (refer to §371. Acceptance and Processing of Currency, Checks and Money Orders);
 - o) Any other items determined to be inappropriate or unacceptable for safety or security reasons;
2. If an item might be unacceptable, but is not identified in this policy, the deputy is to contact their Supervisor. The Supervisor will determine the disposition of the item.
3. Correspondence containing prohibited items will not be delivered to the inmate and will be either:
- a) Placed on the inmates property;
 - a. The deputy who determined that the item was not allowed will complete an Inmate Mail Rejection Form documenting that the item was placed in the inmate's property.
 - b) Returned to the sender, if possible, without cost;
 - a. The deputy who determined that the item was not allowed will complete an Inmate Mail Rejection Form documenting that the item was returned to sender. The deputy will also mail a copy of the notice to the sender.
 - c) Destroyed if the item cannot be placed in the inmate's property (e.g. liquids, perishable food items, or contraband such as tobacco, etc.).
 - a. The deputy who determined that the item was not allowed will complete an Inmate Mail Rejection Form documenting that the item was destroyed.
 - d) Booked into evidence if the item is suspected of being involved in a criminal matter.
 - a. The deputy who determined that the item was not allowed will complete a corresponding offense/arrest report.

In all cases of incoming mail rejection, the inmate will receive written notification by the deputy who rejected the mail by use of an Inmate Mail Rejection form.

All mail or packages containing unacceptable items shall be stamped or marked "CONTENTS NOT ACCEPTABLE" and indicate the specific unacceptable item(s) before returning to the sender. All returned mail will be logged on the Return to Sender Log. The deputy who determines that an item is not acceptable will complete an inmate mail rejection form and provide it to the inmate.

NOTE: Module Deputies should not remove stamps from envelopes before verifying that the mail is deliverable, and/or the inmate is still in custody. This ensures that the mail can be returned to sender.

MAIL COVERS:

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1. Mail Covers may be utilized in the following circumstances:
 - a) Extraordinary concerns that the security of the facility is at risk. Examples of this include the threat of escape, conspiracies to introduce or traffic illegal drugs, assault on staff, assault on other inmates, or capital cases.
 - b) Requests by agencies, which will be accepted on a case-by-case basis, to be determined by the Jail Commander, or designee.
 - c) The jail has been served with a search warrant or other valid court order, ordering the close scrutiny of the mail.

2. Mail covers require the consent of the Jail Commander or designee.

3. The Classification Unit is responsible for coordinating and monitoring mail covers.
 - a) All requests and decisions made regarding mail covers shall be documented in the inmates Classification Notes. Copies of court orders or official correspondence regarding mail covers shall be included in the inmates Classification File.
 - b) A Classification Deputy shall document all mail covers in the inmates Classification Notes.
 - c) Every 30 days, a Classification Deputy will review the need for the mail cover and will document their review in the inmates Classification Notes.

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CHAPTER 3 OPERATIONS	370. Books and Periodicals	
Page: 1 of 4	Revision Date: 09/2015	Review Date: 09/2015
Related Orders: Title 15, CCR §§ 1063, 1066 and 1068; US Constitution 1st Amendments; PC § 2601		

I. PURPOSE:

The purpose of the policy is to establish guidelines for the reception, screening, and delivery of books and periodicals addressed to inmates incarcerated in the Santa Barbara County Jail.

II. POLICY:

Based upon past experience and sound penological interests; incoming books will be limited to softbound books. Periodicals must be in the form of a subscription, addressed to the inmate. These items will be delivered to the inmate providing, in the opinion of the Jail Operations Division Commander or designee, they are free of:

1. Articles, words, drawings, pictures, or suggestions of:
 - a) Hatred;
 - b) Violence;
 - c) Frontal nudity; and
 - d) Jail safety problems and security compromises.
2. Material likely to incite the reader to commit any illegal act; or
3. Other material or subject matter which may jeopardize the legitimate penological interest of the jail facilities.

Inmates are permitted to purchase, receive and read any soft covered books or subscription periodicals (i.e., newspapers, magazines, etc.) that is purchased and sent directly from a publishing company or distributor and that is accepted for distribution by the U.S. Postal Service, but only if those items meet the standards and criteria set forth in this policy.

The Jail Operations Division Commander or designee, reserves the right to limit the number of books and magazines an inmate is permitted to have in the cell due to fire and life safety considerations.

III. DEFINITIONS:

Books and periodicals – Allowable items include new softbound, paperback books, subscription newspapers, and subscription magazines that are properly addressed to the inmate and have been delivered from a publishing company or originate from a verifiable and reputable internet/mail order company or a bookstore via their internet or mail order facilities.(i.e., Amazon.com, Barnesandnoble.com, etc.). All books and periodicals must be

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delivered through the U.S. Postal Service, Fed Ex, UPS, or other recognized carriers. These items will be thoroughly inspected prior to being given to the inmate.

Newspapers, books and magazines mailed by individual parties (with the exception of attorneys and the courts) will not be accepted for delivery to the inmate.

IV. PROCEDURES:

INCOMING BOOKS AND PERIODICALS VIA U.S. MAIL:

1. All incoming books and periodicals must be delivered through the U.S. Postal Service, FedEx, DHL, or UPS.
2. All incoming books and periodicals must be properly addressed as follows:

Inmate's Name, County ID Number, and Booking Number
4436 Calle Real
Santa Barbara, CA 93110
3. Book orders will be delivered to the Administrative Custody Deputy for processing. Periodicals will be processed with the U.S. Mail.
4. The Administrative Custody Deputy will receive, open, and inspect all books for acceptability, contraband, and security issues. These issues include jail management and criminal activity.
5. Incoming books and periodicals generally will take several days to process and deliver to inmates. Incoming books and periodicals will be delivered to the inmate providing they are free from articles, words, drawings, pictures, or suggestions of hatred, violence, frontal nudity, jail safety and security compromises, or other issues which may jeopardize the legitimate penological interest of the jail facilities.
6. There is no limit to the amount of books and periodicals an inmate may receive. If the amount of these items in an inmate's cell is excessive and poses a fire hazard, it will be placed on the inmate's property.

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REJECTION OF INMATE BOOKS, NEWSPAPERS AND PERIODICALS:

1. All items deemed to contain contraband or determined to be unacceptable, are returned to the sender. Any evidence of a crime shall be evaluated for proper action thereon.
2. In all cases of incoming books and periodicals being rejected:
 - a) A notice of the rejection will be sent to the sending source publisher along with the specifics for the decision;
 - b) If the material sent from a publisher is rejected for delivery to an inmate, the publisher may appeal the decision the Jail Operations Division Commander. The rejection will be final fifteen (15) days after the date of the notice sent to the publisher, unless the publisher requests a review by the Jail Operations Division Commander. The written request for review must be postmarked within fifteen (15) days of the notice and mailed to the Jail Operations Division Commander at the above address. The appeal must be in writing, and should include the reason(s) for disagreeing with the mail rejection and any other pertinent information. The Jail Operations Division Commander or designee will provide the publisher with a written decision within ten (10) days of the receipt of the request for review. The reviewer will not be a staff member that was not involved in the original decision to reject the material;
 - c) The inmate will receive written notification for the deputy rejecting the items; and
 - d) The deputy will document the rejection in the appropriate Return to Sender Log.
3. The following rules will govern inmate books and periodicals privileges:
 - a) All books and periodicals must be clearly addressed;
 - b) All book orders must have a return address;
 - c) No gang codes or markings of any kind will be accepted; incoming correspondence will be returned to sender, outgoing correspondence will be returned to the inmate;
 - d) No drugs or other contraband may be enclosed in the mail;
 - e) No obscene, provocative or suggestive pictures will be accepted;
 - f) Writing or pictures that tend to incite violence, riot, racism or threaten the security of the jail facility will not be accepted; and
 - g) Inmates shall not possess excessive amounts of paper products and two jail issued library books. All items will fit in the issued inmate property box. Extra items will be sent to inmate property or be subject to voluntary destruction. Extra newspapers are subject to destruction.
4. Contraband includes but is not limited to:
 - a) Polaroid pictures with backing or any pictures over 8"X10"
 - b) Blank postcards, stationary, envelopes, or greeting cards;

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- c) Postage stamps from incoming mail, stickers or gum labels, musical or plastic cards;
- d) Pamphlets, paper clips, wire, staples, spiral binding, pens or pencils;
- e) Food items, lottery tickets, musical items, balloons, jewelry, etc.;
- f) Personal and payroll checks or personal ID cards;
- g) Heavy crayon, ink drawings, glitter, foil, cloth or clothing material or leather;
- h) String, buttons, bows, ribbons and any similar items;
- i) Magazines, newspapers, books, packages and booklets (not from publisher or directly from an authorized retail distributor);
 - (i) A book club will be considered as a publisher as they print their own special editions. Also, any of the large anonymous "on-line" book selling services (i.e., Amazon.com, barnesandnoble.com, etc.) will be considered publisher for the purposes of this policy.
 - (ii) Approved books that have been purchased by the inmate shall be retained by that inmate and not be passed from one inmate to another.
 - (iii) Hard cover books are not authorized, unless approved through a jail Commander.
 - (iv) Donated books must go through the Inmate Services Library prior to distributing to inmates.
- j) Any other items determined to be inappropriate or unacceptable for safety or security reasons.

5. If an item might be unacceptable, but not identified in this policy, the deputy is to contact the on-duty Supervisor. The on-duty Supervisor will make the final determination.

6. Books and periodicals that contain any of these items will not be delivered to the inmate and will be returned to the sender, if possible without cost.

All packages containing unacceptable items shall be stamped or marked "CONTENTS NOT ACCEPTABLE" and indicate the specific unacceptable item(s) before returning to the sender. All returned mail will be logged on the mail Return to Sender Log.

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CHAPTER 3 OPERATIONS	371. Acceptance and Processing of Currency, Checks and Money Orders	
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Related Orders: N/A		

I. PURPOSE:

The purpose of the policy is to establish guidelines for the acceptance of currency, checks, or money orders for inmates incarcerated in the Santa Barbara County Jail.

II. POLICY:

Custody Operations acknowledges the need to allow inmates the opportunity to purchase services and items while in custody. In order to be able to accomplish this, a system must be in place that allows inmates to receive funds from outside sources (e.g. friends and family).

III. DEFINITIONS:

IV. PROCEDURES:

Deposits to Inmate Trust Accounts may be made by mail, in person, or via Western Union. Currency, checks, and money orders are accepted for deposit, as long as it meets the following criteria:

BANK CHECKS, CASHIER CHECKS AND MONEY ORDERS:

Bank checks, cashier's checks and money orders are accepted for deposit into an Inmate's Trust Accounts. These financial instruments for deposit into an Inmate's Trust Account **must** be delivered through the U.S. Postal Service, FedEx, DHL, or UPS. They must be addressed and filled out as follows:

1. Mail to Inmate at:

Santa Barbara County Sheriff's Custodial Account
4436 Calle Real
Santa Barbara, CA 93110

2. Payable to: ***Santa Barbara County Sheriff's Custodial Account***

3. In the Memo Section: ***Inmate's Name, County ID# and Booking #.***

4. Bank checks, cashier's checks and money orders not addressed in this manner will not be accepted and will be returned to sender.

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5. The deputy assigned to process the mail (Mail Deputy) will separate and group the envelopes addressed to the Sheriff's Custodial Account. After the Mail Deputy has completed processing the mail, he/she will open all envelopes addressed to the Sheriff's Custodial Account. Envelopes will be inspected for contraband as outlined the 369. Inmate Mail Guidelines. Then, the deputy will verify the information on the money order utilizing the Jail Management System (JMS).
 - a) If, the money order is addressed properly, as described above, and is deemed acceptable;
 - (i) The deputy will generate a money order log (Form CO-1027) and make an entry for each money order received.
 - (ii) Once completed, the deputy will forward the completed money order log with money orders attached, to the on-duty Supervisor for review.
 - (iii) The on-duty Supervisor will deliver the logs and money orders to an Administrative Office Professional (AOP) in the Custody Records Office.

6. Upon deposit into the Inmate's Trust Account, a transaction receipt will be forwarded to the inmate for each deposit.

U.S. CURRENCY:

All U.S. currency (in bills) is only accepted in person. U.S. Currency is not accepted through the mail. The money will be itemized and deposited into the Inmate's Trust Account.

1. U.S. Currency (bills) is only accepted for deposit at the Santa Barbara Main Jail Campus, Custody Records Office during the times listed below:

Monday – Sunday – (7 days a week) from:

 - a) 7:00 A.M. – 10:00 A.M. (0700 hours to 1000 hours)
 - b) 1:00 P.M. – 4:00 P.M. (1300 hours to 1600 hours)
 - c) 7:00 P.M. – 9:00 P.M. (1900 hours to 2100 hours)

2. When money is deposited in person, it must be in the exact amount. NO CHANGE WILL BE GIVEN.

3. No coins will be accepted (bills only).

4. Persons that have been an inmate within the last six months, may not deposit money into an Inmate's Trust Account.

5. Visitors must produce valid photo identification (driver's license, military, etc.).

6. A transaction receipt will be forwarded to the inmate for each deposit.

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7. Foreign currency is not accepted.

CHECKS:

Personal checks, payroll checks or third party checks are not accepted for Inmate's Trust Accounts.

WESTERN UNION:

Money may also be deposited to an Inmate's Trust Account via a Western Union Office.

1. TYPE: QUICK COLLECT
2. PAY TO: SB COUNTY JAIL
3. CODE CITY: COMMISSARY
4. STATE: CA
5. CID: XXXXXX

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CHAPTER 3 OPERATIONS	372. Religion	
Page: 1 of 2	Revision Date: 09/2015	Review Date: 09/2015
Related Orders: US Constitution, 1 st Amendment Title 15, CCR SS 1072		

I. PURPOSE:

The Santa Barbara County Sheriff's Office recognizes the First Amendment right of freedom of religion. Custody Operations is dedicated to providing a religious program, which allows inmates access to religious services and counseling from a variety of recognized religious groups within the community.

The Community Outreach Coordinator recruits religious volunteers from the community to provide inmates with spiritual and moral guidance, pastoral care, conduct religious services and provide instruction.

II. POLICY:

Facility security is of primary concern. Individuals volunteering religious services to inmates must meet the security clearance requirements and attend the required security and PREA orientation.

Religious Programming is provided through Inmate Services. The Community Outreach Coordinator is responsible for scheduling all religious activities and coordinating volunteers in accordance with Custody Operations policies.

Jail chaplain volunteers shall be appointed by Inmate Services and serve under the direction of the Programs Unit Custody Lieutenant, the Program Supervisor and the Community Outreach Coordinator. The number of religious services, religious service providers and the religious affiliation of the Jail Chaplains shall be based upon the particular religious needs of the inmates in custody at any given time and shall be approved by the Custody Support Division Commander or designee.

III. DEFINITIONS:

IV. PROCEDURES:

1. The Community Outreach Coordinator will report directly to the Programs Supervisor in matters concerning program content, policy, procedure, and volunteer orientation/training requirements.
2. The Community Outreach Coordinator shall schedule all religious activities in accordance with the time and space allotments provided by Custody Operations. The schedules shall be approved by the Programs Supervisor.

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3. The Community Outreach Coordinator shall supervise and coordinate all religious volunteers.
 - a) Ensure the religious program includes a cross-section of recognized religious groups within the community to meet the spiritual needs of the inmate population.
 - b) Verify that religious volunteers are affiliated with churches or spiritual organizations.
 - c) Provide religious volunteers with the appropriate forms for required background checks and inform them of necessary security and PREA requirements.
 - d) Submit completed forms to the Programs Supervisor for review and approval.
 - e) Coordinate with the Programs Supervisor and the Programs Department Business Specialist II on providing background packets for the purpose for security access clearance investigation for volunteers.
 - f) Schedule security orientations and fingerprinting for approved volunteers.
 - g) It shall be the responsibility of the Department Business Specialist II to maintain an up-to-date roster of local clergy who have been approved for access to the detention facilities.

4. The Community Outreach Coordinator shall review all religious material (except what is mailed directly to an inmate from a publisher) prior to it being distributed to the inmate population or used as part of any religious activity.
 - a) Only the Community Outreach Coordinator or approved jail chaplains may distribute religious materials.
 - b) With the approval of the Programs Supervisor, the Community Outreach Coordinator may exclude specific religious materials from distribution within the facility for legitimate institutional security concerns.

RELIGIOUS MEALS:

An inmate may request to be placed on a religious meal. The Food Service Manager may accommodate pork free, kosher (pre-packaged) or religious based vegetarian diets, within reason. The following protocol will be adhered to should, an inmate wish to place a request:

1. The inmate will submit an inmate request addressed to the Custody Administrative Sergeant stating what religion the inmate is practicing and what he/she is requesting.
2. Should the Custody Administrative Sergeant determine the inmate has a sincere belief in the identified religion, the Custody Administrative Sergeant will notify the Food Services Manager of the request.
3. The Custody Administrative Sergeant will then document the request in the Notes section in JMS.

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CHAPTER 3 OPERATIONS	373. Telephone Calls	
Page: 1 of 1	Revision Date: 6/2015	Review Date: 6/2015
Related Orders: Title 15, CCR § 1067; PC § 851.5		

I. PURPOSE:

The telephone is an effective tool for reducing tension and anxiety in a detention facility. An adequate number of telephones and a generally open telephone use policy will allow inmates to maintain contact with family and the community, avoiding many incarceration and reentry problems. To promote this, phones have been installed throughout the facility. There are phones available in all of the booking and release holding cells for inmates.

II. POLICY:

Custody Operations will ensure that every person booked is provided the opportunity to make three (3) free phone calls within the local calling area;, immediately after completion of the booking process (except where physically impossible), and no later than three (3) hours after being arrested or as soon as practicable.

III. DEFINITIONS:

Level 4 and 5 – The classification or security level of an inmate.

Local Calling Area – Santa Barbara County

IV. PROCEDURES:

Local calling area "Free" phones are located in the designated holding cells and are available for use prior to housing, without restriction on the number of calls.

In the Santa Maria Branch Jail local calling area "Free" phones are located in the cells 1, 4, 6 and receiving holding cell. They are available for use prior to housing without restriction on the number of calls.

Inmates in most housing areas of the jail have unlimited access to telephones for collect, debit and pre-paid calls in identified areas, the dayrooms and/or cells of all jail facilities. Inmates housed in single-person cells throughout the Main Jail have limited access to portable phones.

COURT ORDERED TELEPHONE CALLS:

Free telephone calls requested by the courts should be directed to County Counsel for review.

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CHAPTER 3 OPERATIONS	374. Obtaining Inmate Signatures	
Page: 1 of 2	Review Date: 12/2013	Review Date: 6/2015
Related Orders: N/A		

I. PURPOSE:

The jail recognizes that there are times when members of the public have a legitimate need to obtain the signature of an inmate regarding legal and/or financial documents. This policy is to establish guidelines to accommodate these requests.

II. POLICY:

Custody Operations staff will provide this service within a reasonable time without causing undue disruption to jail operations and personnel. Signatures may be obtained according to the following procedures:

III. DEFINITIONS:

IV. PROCEDURES:

DOCUMENTS MAILED:

1. Documents mailed to the jail for an inmate's signature must contain a self-addressed stamped envelope;
2. The name of the inmate signing, as well as any special instructions, must also be enclosed; and
3. Documents should be mailed to:

**SHIFT COMMANDER
Santa Barbara County Jail
P. O. Box 6427
Santa Barbara, CA 93160**

DOCUMENTS BROUGHT TO CUSTODY FACILITIES:

1. These transactions will be limited to Wednesdays and/or regular visitation times.
 - a) Transactions will only be accommodated between the hours of 1830 to 2030 hours (6:30 p.m. to 8:30 p.m.) on Wednesdays.
2. The above information can also be found on the Sheriff's website at <http://www.sbsheriff.org/inmatecontact.html> or by calling (805) 681-4260.

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3. When a member of the public presents a document for an inmate's signature, personnel will contact the On-Duty Supervisor.
4. Every effort will be made to accommodate this request within a reasonable time. The individual requesting the signature will be given an estimated time they should expect to wait.
5. Personnel will contact a Supervisor if someone makes a complaint about this procedure.

OBTAINING SIGNATURES DURING VISITATION:

This procedure will only be used to pass legal or financial documents requiring a signature.

1. Anything other than legal or financial documents requiring a signature (i.e. mail, photos, etc.) will be returned to the visitor immediately.
2. The deputy supervising visitation will obtain the document needing a signature from the visitor.
3. Documents will only be accepted for inmates currently visiting. Documents will not be held for inmates not in the visiting area.

EXCEPTIONS TO THE ESTABLISHED DAYS AND TIMES:

A Supervisor may deviate from the above schedule on a case-by-case basis. However, exceptions should only be granted on rare occasions, where failure to provide a signature would result in great legal or financial hardship.

To maintain the integrity of this procedure, the Custody Operations Lieutenant may require the Supervisor to document the exception granted and the reason for that decision.

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CHAPTER 3 OPERATIONS	375. Inmate Welfare Special Revenue Fund	
Page: 1 of 1	Revision Date: 12/2013	Review Date: 6/2015
Related Orders: PC § 4025		

I. PURPOSE:

The purpose of this fund shall be primarily for continued education and vocational training, and to provide other services for inmates in the custody of the Santa Barbara County Sheriff's Office.

II. POLICY:

The Santa Barbara County Sheriff's Office has established an Inmate Welfare Special Revenue Fund. Under the direction of the Sheriff, the fund shall be maintained and managed pursuant to applicable law.

III. DEFINITIONS:

IV. PROCEDURES:

Inmate Services shall assist in the development of an annual Inmate Welfare Budget.

The Custody Support Division Commander shall be the signatory authority for the funds dispersed from the Inmate Welfare Special Revenue fund.

All expenditure requests will be submitted through the chain of command using the department approved Expenditure Authorization form.

The Sheriff or designee shall submit to the Board of Supervisors an annual report of itemized expenditures and generated revenue for the Inmate Welfare Special Revenue Fund.

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CHAPTER 3 OPERATIONS	376. Community Release Programs	
Page: 1 of 6	Revision Date: 6/2015	Review Date: 6/2015
Related Orders: PC § 1208.2; P&P § 206		

I. PURPOSE:

Overcrowding in our jail facilities and court ordered population capacity limits have made it necessary to explore and implement various programs that provide alternative methods of serving a jail sentence.

II. POLICY:

It is the policy of Custody Operations to offer alternative sentencing programs to qualified applicants and to make every effort to accommodate alternative sentencing as recommended by the courts.

III. DEFINITIONS:

The Alternative Sentencing Bureau (ASB) operates two distinct community release programs: Electronic Monitoring (EM) and the Sheriff's Work Alternative Program (SWAP).

Electronic Monitoring (EM) – A home detention program in which inmates are allowed to serve sentences or are released in lieu of bail by means of confinement to his/her place of residence, while being monitored by electronic tracking devices. Applications for EM may be initiated by the applicant or may be mandated by ASB staff.

Sheriff's Work Alternative Program (SWAP) – A program in which inmates are allowed to serve sentences by means of performing community service work at an approved and designated work site.

IV. PROCEDURES:

EM AND SWAP:

Our first obligation in considering the applicant's eligibility to participate is to protect the safety and best interest of the community. We are also obligated to place the participant into program options that best suit the needs and obligations of Custody Operations and that best protect the restrictions and needs of the participant. To accomplish this, we depend upon various agencies and individuals such as judges, probation officers, attorneys, employers, and other interested persons for input and recommendations concerning each applicant; however, the Sheriff's Office reserves the right to determine who will be accepted to the program, and where within the program that individual will serve their time.

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Once it is determined that an applicant qualifies for a community release program, the participant will be classified and assigned to an appropriate program option. A uniform program participation fee is charged according to each participant's ability to pay. A participant's acceptance or rejection from participating in either program option may not be made based upon the applicant's ability to pay.

Program assignment is based upon several classifying factors, which may include the participant's health (both physical and mental), work status, criminal history, age, current criminal charges, and any other factor considered significant by ASB staff.

All inmates in community release programs are subject to search and/or drug testing by any law enforcement agent, as designated by the Sheriff, at any time during their participation in a community release program. Participants will sign a search and seizure waiver as part of the booking process in order to participate in a community release program.

Participants serve in an assigned program at the discretion of ASB staff. Participants may be moved from one program to another when staff determines that circumstances justify such a move.

EM:

The EM program allows qualified individuals to continue their employment or continue their full-time education while completing their court ordered sentence. Participants are confined to their residence after work or during non-school hours. A Global Positioning System (GPS) electronic monitoring device may monitor each participant twenty-four (24) hours a day. Other electronic monitoring devices may be utilized as the technology in this field advances and changes. Offenders assigned to EM are subject to home visits by ASB program staff.

SWAP:

SWAP allows qualified individuals to serve their jail sentence performing general labor work at approved work sites within the community on a pre-approved schedule completed by ASB staff. Inmates will receive one (1) day of jail credit for each eight (8) hour work day completed. These inmates live at their place of residence and can arrange their SWAP work schedules to accommodate their personal schedules. Each inmate will be required to perform eight (8) hours of general labor at ASB. Staff will conduct periodic random work site checks.

LOCATION OF RESIDENCE:

The participant's preferred place of residence will be within the County of Santa Barbara. Residences outside of Santa Barbara County will be reviewed on a case-by-case basis. Residences must be within the State of California. Residence may include residential treatment programs or temporary living situations determined on a case-by-case basis.

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RESTRICTED EMPLOYMENT:

Certain types of employment may not be accepted. This may include employment that would require the handling of alcohol, firearms, and/or out of area travel. Self-employment may be restricted depending on the type of business. ASB staff will make all efforts to support a participant's employment situation in an attempt to help the participant successfully complete their sentence.

APPLICATION PROCESS:

Each application will be reviewed on its own merits and all of the circumstances of each case will be considered in determining whether an applicant will be accepted. In addition, the following process will be completed before determining acceptance to either EM or SWAP:

WRITTEN APPLICATION:

Pertinent information provided on the application must be verified as part of the review process. This information may include home address, relevant telephone numbers, employer, and other information as determined to be pertinent by ASB staff.

HISTORY:

A thorough criminal history check of each applicant is completed, as well as a review of the current charges and/or conviction status.

INTERVIEW PROCESS:

Applicants may be scheduled for an interview and are required to provide all necessary documentation concerning their current residence, employment and sentence status. All information provided during the interview is subject to verification.

PROGRAM ACCEPTANCE:

The Sheriff has delegated final authority concerning acceptance or non-acceptance into the ASB programs to the Chief Deputy of Custody Operations. An applicant who is denied acceptance to the program will be advised of the reason(s) for denial in writing. The courts may recommend placement for EM, however, it is up to the EM unit to determine appropriateness of person recommended.

APPEAL PROCESS:

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The appeal process, as described, is an administrative function, not a judicial process. As such, this process is not a hearing with a hearing officer and witnesses. If a denied applicant wishes to refer the officer reviewing his/her appeal to a witness, they may provide contact information, and that witness will be contacted with their input, or that input may be submitted in writing with the appeal itself. The appeal shall be submitted in writing through the chain of command as listed below:

1. Custody Sergeant, Alternative Sentencing Bureau
2. Custody Lieutenant, Programs Unit
3. Custody Commander, Custody Support Division
4. Chief Deputy, Custody Operations

BOOKING PROCESS:

On the scheduled booking date, each participant's information will be entered in the Jail Management System (JMS). All participant's fingerprints and their photograph will be collected and entered into Live scan. ASB staff opens and maintains an Inmate's Custody Record File on each active participant. This file includes the participant's original application, background information, original program agreement and any other pertinent information.

FEES:

A non-refundable application fee is required for applicants who are applying whom are not currently incarcerated. A daily maintenance fee is charged to each participant and is set by the sliding fee schedule which has been approved by the Board of Supervisors. This fee is based on each applicant's ability to pay. All payments shall be made in exact cash, by cashier's check, Visa, Mastercard, or money order. Maintenance fees will be collected on a schedule as determined by ASB staff. All fees paid are non-refundable. An exception may be made if the court orders a change in the original sentence or by a Programs Unit Lieutenant or designee in exceptional circumstances.

COUNTS:

Computer counts are conducted both on the JMS and with the monitoring system at the start of each workday and at the end of each workday. Additional counts may also be conducted throughout the day as necessary. Counts are checked against each other and compared to the booking log maintained in each ASB office to verify the number of participants on each program.

FIELD OPERATIONS:

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Field operations includes field checks pertaining to inmates throughout the community. Field checks shall be randomly conducted. The purpose of the field check is to confirm compliance with the program rules as well as ensure the safety of the community. Each contact will be logged on the field check card noting the date, time and the deputy who conducted the check. The field check deputy should make every effort to be discrete and unobtrusive so as not to affect the work site operation. A field check may be conducted at the participant's place of residence, employment or any public location. Field supervision enhances the community's confidence in the program by demonstrating that custody staff is monitoring the behavior and activities of participants. Field checks will be conducted as determined necessary by ASB staff to ensure that EM equipment is functioning properly and that participants are adhering to program rules.

PROGRAM RULES VIOLATIONS:

Violation statuses for each EM participant will be reviewed regularly; and ASB staff shall address all violations appropriately. Immediate staff notification shall be required for all bracelet strap tamper and removal alerts. When this occurs, the ASB deputy will assess the situation and take the necessary corrective action. Program rule violations may result in a reduction of approved privileges, criminal charges, removal from the program, and/or inmate disciplinary action.

INTERNAL JAIL DISCIPLINARY ACTIONS (Inmate Disciplinary Report):

Some program violations, citations, or re-arrests for minor violations of the law may be addressed by the use of the Inmate Disciplinary Report (IDR), as described in section 363. Inmate Discipline. In all cases, the inmate is entitled to and shall receive all due process considerations.

INCIDENT NOTIFICATION:

When a notable incident occurs, proper notification of department personnel is required. Incidents may include, but are not limited to; participant escape, participant death, critical injury, or deputy injury. Notifications shall occur in the following order:

1. Senior Custody Deputy, Alternative Sentencing Bureau
2. Custody Sergeant, Alternative Sentencing Bureau
3. Custody Lieutenant, Programs Unit
4. Custody Commander, Custody Support Division

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5. Chief Deputy, Custody Operations

6. Undersheriff

MEDICAL CARE:

People that have special medical needs will be considered for participation in these programs. If accepted, participants are allowed to continue with the care provided by their own doctor. Medical costs associated with continued treatment are the sole responsibility of the participant. Medical treatments for injuries or illness that occur while on in-home monitoring are the sole responsibility of the participant.

Pursuant to department procedures and applicable state law, Santa Barbara County Worker's Compensation covers participants in SWAP, who are injured on a County SWAP work site. Authorized work sites not covered under the County of Santa Barbara shall have a signed Memorandum of Understanding (MOU) on file between the organization and the Sheriff's Office. This MOU will specify the guidelines for handling workers compensation claims for injuries that arise out of, or occur during a time that the inmate was performing work under the direction of the respective organization.

ASB STAFF POLICY

FIREARMS PROFICIENCY STANDARDS:

ASB staff has a duty to respond to violations and the potential exists that they may be required to perform an enforcement action or to retake a participant into custody during any field operation. Therefore, it is the policy of Custody Operations that all deputies assigned to the Alternative Sentencing Bureau must meet the minimum firearms quarterly qualification and proficiency standards as required by the Training Bureau. The Division Commander, for legitimate operational concerns, may grant a temporary exception.

KEY CONTROL:

Keys issued and/or used by ASB staff at both the Santa Maria and Santa Barbara offices will be controlled and accounted for. Keys granting access to the building and offices are issued to each employee assigned to that location. Each employee is accountable for the key issued to him/her. Keys used in both offices will be secured and kept out of plain view when staff is not in the office. Any loss or inability to account for all keys will be reported immediately through the Alternative Sentencing Bureau chain of command.

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CHAPTER 3 OPERATIONS	377. DNA Sample Collection	
Page: 1 of 3	Revision Date: 9/2015	Review Date: 9/2015
Related Orders: Title 15, CCR § 1059; PC § 296; Frequently Asked Questions - Bureau of Forensic Services (BFS) - California Dept. of Justice - Office of the Attorney General		

I. PURPOSE:

Penal Code § 296 establishes specific mandates for the collection of evidence and maintenance of data regarding DNA profiling. As with fingerprints, DNA profiles are unique to an individual and stored in a database. State and local jurisdictions are mandated in certain cases to collect DNA samples to be submitted to the Department of Justice for their database.

II. POLICY:

Persons who are charged with felony criminal acts, or specified misdemeanor offenses while on probation/parole and have a prior felony conviction in addition to criteria specified under Penal Code § 296, shall be subject to DNA sample collection.

III. DEFINITIONS:

DNA – Deoxyribonucleic acid is a molecule, which contains the genetic instructions that make each living organism unique.

IV. PROCEDURES:

DNA evidence collection from in-custody defendants may take place pursuant to a court order or mandated by Penal Code § 296.

IDENTIFICATION:

1. Identification of inmates mandated for DNA collection pursuant to Penal Code § 296 will be made by the Classification Unit deputies. Classification Deputies will run a criminal history to determine the necessity for DNA collection. The Classification Unit deputies will review the criminal histories of those inmates being housed.
 - a) Inmates who post bail “prior to arraignment” will not require DNA collection. Bail posted subsequent to arraignment will require DNA collection if the inmate meets the collection criteria pursuant to Penal Code § 296.
 - b) Inmates who are released by Pre-Trial Services on their own recognizance, prior to arraignment, will not require DNA collection.
 - c) If the JMS record reflects a prior DNA collection, Classification Deputies will not have to run a criminal history prior to release.
2. Any inmate charged with any felony offense or additional offenses stated below are required to provide DNA samples [(Penal Code § 296(a)(1)(A))]:

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- a) All arrestee's on felony probation and/or parole;
- b) Any misdemeanor conviction/adjudication while on probation/parole, with a prior felony conviction (This includes those deemed incompetent to stand trial and not guilty by reason of insanity);
- c) 290 or 457.1 Registrants;
- d) Any person required to provide DNA samples as a condition of a plea or court order; and
- e) Any person arrested where the criminal history states: "Has a previous qualifying offense. Collect DNA if incarcerated, confined, or on probation or parole following any misdemeanor or felony conviction."

Prior to collection of DNA, the Classification Unit deputy will check for identification flags in JMS. Designations will be as follows: C-collected; F-on file; R-rejected; no flag means that samples need to be collected.

3. All DNA samples will be collected and processed by a Custody Deputy.

PROCESSING:

- 1. Classification Unit staff will identify and note in the JMS system all DNA that needs collection and inform the ID deputy. This will place the inmate on the "DNA not collected" report within the JMS system, located in the additional information tab under DNA.
- 2. All attempts will be made to collect DNA at the earliest time possible during the booking process. Those that cannot be collected during the booking process will be forwarded to the Supervisor. Samples not collected at booking must be collected prior to the inmate's release. Booking personnel must verify that a DNA sample was collected if required. If the sample was not collected, they will inform the ID deputy who will expedite the collection process.
- 3. The collecting deputy will process the DNA sample in the ID room or obtain a DNA collection kit, complete the specimen identification card (both sides), complete the information required on the Buccal collector and have the inmate perform the sample collection. The sample along with the identification card shall be placed in the DNA collection envelope then sealed and placed in the Classification Mail Box.
- 4. Any deputy completing a DNA collection will be responsible for entering the necessary information into the jail management system (JMS) for the respective inmate whose DNA sample was collected. Only the following designations will be utilized: Collected; On file; or Refused. The date of collection will also be included.
- 5. On the first day of each pay period the Classification Unit will print a report identifying all inmates in custody that require a DNA sample to be collected. The report will be delivered

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to the appropriate area (MJ, MSF, SMS, Alternative Sentencing) so they may begin collection of the samples. Additionally, staff may print the report from JMS at any time from the Custom Reports section, under Classification, "DNA Not Collected.rpt"

6. Once DNA samples are received, the Classification Unit will prepare all Main Jail DNA envelopes for shipping to the Department of Justice via Special Services.
7. Alternative Sentencing Bureau and Santa Maria Branch Jail facilities will be responsible for entry of flags into JMS for DNA collected at their facilities and will also prepare the DNA envelopes for shipping to the Department of Justice.

REFUSALS:

Should the inmate refuse DNA collection, a report (OAI) will be written charging the inmate with a violation of Penal Code § 298.1 and the Supervisor notified. A court order mandating DNA collection shall be sought from the magistrate and executed as soon as it is practical. After receipt of the Court Order, jail staff may employ reasonable force to obtain the DNA sample.

BLOOD SAMPLE COLLECTION:

1. In the event a blood sample is requested, collection of the sample is contracted to an outside medical provider. Samples are not collected by primary care providers working at the jail.
2. Specimens collected will be both blood and saliva. Medically accepted precautions will be taken to ensure the integrity of the sample and the safe storage of the material.
3. Care will be taken to ensure the proper identity of the inmate sampled. The information on the specimen information card in the kit will be compared to the wristband information on the inmate. The inmates name and CII number will be written on the specimen tube as well as the right thumbprint of the inmate being sampled as part of validating identity.
4. The biohazard label will be placed on the completed sample kit. The completed sample kit will be collected and delivered to the Forensics Bureau for verification, in the same area where it is documented "DNA Collected" is the same area where "Blood Sample Collection" is documented. In JMS the collection status will be changed to "Collected" and transmittal of the completed kit to the California Department of Justice.

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CHAPTER 3 OPERATIONS	378. Inmate Drug Testing	
Page: 1 of 1	Revision Date: 9/2015	Review Date: 9/2015
Related Orders: PC § 6030		

I. PURPOSE:

To ensure the overall safety and security of Custody Operations, it is important to identify inmates who are under the influence of a controlled substance.

II. POLICY:

Custody Operations may conduct specific and random drug testing to assist in maintaining safety and security.

III. DEFINITIONS:

IV. PROCEDURES:

Custody Operations supervisor can authorize drug testing on any inmate within the facility. Inmates on Alternative Sentencing can be randomly drug tested at any time.

PROTOCOL FOR DRUG TESTING:

1. Custody staff will be trained in the process of administering these field tests, the safe collection of urine specimens, and the proper manner of booking evidence into property.
2. Collection of samples will only be witnessed by a deputy of the same sex as the inmate. The test will be given in a private, controlled setting.
3. In the event of a positive test, the deputy will retain the urine sample as evidence and treat the inmate as a suspect to a crime. Prosecution will be sought and a report will be written.
4. If an inmate refuses a test, this refusal will be treated as a positive test result where internal disciplinary action could then be sought. An Inmate Disciplinary Report (IDR) will be written documenting the inmate's objective signs of being under the influence. A report may be written requesting prosecution.

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CHAPTER 3 OPERATIONS	379. Voting	
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Related Orders: Title 15, Article VI, § 1071; PC §§ 4025 and 6030; County Clerk/Registrars of Voters (CC/ROV) Memorandum #11134		

I. PURPOSE:

The purpose of this policy is to set procedures for voting.

II. POLICY:

The Santa Barbara County Sheriff's Office shall develop procedure whereby the county registrar of voters allows qualified voters to vote in local, state, and federal elections, pursuant to election codes. Funding is in accordance to Penal Code § 4025.

III. DEFINITIONS:

IV. PROCEDURES:

Inmates must meet specific requirements in order to register to vote or vote in the State of California. The Registrar of Voters office will be the ultimate authority in qualifying or denying a person to vote.

1. Requirements to register to vote:
 - a) Be a citizen of the United States of America;
 - b) Be a resident of California; and
 - c) Be at least 18 years of age or older on or before the next election.

2. Inmates **cannot** register or vote if:
 - a) Serving a sentence in county jail for any felony offenses;
 - b) Currently on parole;
 - c) On county probation as a result of a felony conviction; or
 - d) Serving a state prison term in a county jail under contract between the state and local officials.

3. Inmates **can** register or vote if:
 - a) Serving a sentence for a misdemeanor offense;
 - b) In county jail as a condition of probation and sentencing has been suspended on a felony charge; or
 - c) Awaiting trial or is currently on trial and has not yet been convicted of a crime.

All inmates housed in the Santa Barbara Main Jail, Medium Security Facility and the Santa Maria Branch Jail, requesting voting information shall be forwarded to the Programs Unit Lieutenant, who will be the main point of contact for voter information.

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1. The Programs Unit Lieutenant or designee will be responsible to process any requests for voter registration, change of party affiliation or change of address.
2. An inmate shall not be denied information on how to vote, or a California Voter Registration form solely based on the above listed pre-qualifications.
3. The Registrar of Voters for each respective county shall be the ultimate authority in determining ones eligibility to vote.

Inmates will not use any Sheriff's facility as their residential address. If they do not have a current address, they will use their last known residential address or nearest cross-street.

1. When completing a California Voter Registration form, inmates will list the current facility they are housed in as their mailing address.

If the inmate is a **resident of another county or state**, the inmate will be directed to write the Registrar of Voters in that county or state, requesting that a voter registration form is mailed to them.

1. The Programs Unit Lieutenant or designee will provide addresses for each of the States' Registrar Offices.

Should an **indigent** inmate wish to correspond with the Registrar of Voters to register to vote or request a "Vote by Mail" ballot, postage will be provided for by the Inmate Welfare Special Revenue Fund.

INMATE SERVICES RESPONSIBILITIES:

1. Information regarding who is eligible to vote, and the specifics of the voting process, shall be posted in every housing unit prior to elections.
2. The Programs Unit Lieutenant or designee will delegate one employee on a yearly basis to coordinate with the Santa Barbara County Registrar of Voters Office. This is to ensure the Sheriff's Office upholds its legal obligation to allow persons who are incarcerated an opportunity to participate in each election cycle.
3. Upon request by an inmate, Inmate Services shall provide a voter registration form and a "Guide to Inmate Voting" form written by the County Elections Office.

SPECIAL CIRCUMSTANCES:

1. The Santa Barbara County Registrar of Voters has implemented a process for the inmate to receive a provisional ballot within seven days, up to the evening prior to Election Day.

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In order for the inmate to receive a provisional ballot, the inmate **MUST** have already been registered to vote within Santa Barbara County.

2. Staff will notify the Programs Unit Lieutenant or designee, when they are made aware of an inmate wishing to utilize the provisional ballot process.
3. The Programs Unit Lieutenant will have the inmate complete page two of the voter information sheet.
4. The signed provisional ballot request will then be faxed to the Santa Barbara County Registrar of Voters Office by the Programs Unit Lieutenant or designee for processing.
5. The Registrar of Voters Office will complete a voting packet for the inmate and will notify the Program Unit Lieutenant when it is ready.
6. After the inmate completes their ballot the Programs Unit Lieutenant or designee will deliver the ballot to any polling place designated by the Santa Barbara County Registrar of Voters Office before the end of Election Day.

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CHAPTER 3 OPERATIONS	380. Pro Per Inmates	
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Related Orders: P&P §§ 368 and 369

I. PURPOSE:

To establish uniform procedures for the treatment of inmates granted In Propria Persona status (pro per).

II. POLICY:

All facilities will provide fair and equitable treatment for inmates In Propria Persona status. Pro per privileges are granted for criminal cases only. Civil, juvenile and family law cases are not eligible for pro per privileges but may be granted pro per status by the court.

Inmates will be granted pro per status by court order only.

III. DEFINITIONS:

Legal assistant (paralegal or investigator) – A person assigned by the courts to assist the pro per inmate; henceforth referred to as Legal Assistant.

Pro per inmate – In propria persona" literally, "in one's own proper person" an inmate who has been granted approval by the court to represent himself/herself.

Santa Barbara County – Legal Research Request form CO-1127 – A form used by inmates to request information via Inmate Services.

IV. PROCEDURES:

When Custody Records receives a court order stating the inmate will be pro per, four (4) copies of the court order will be made and distributed to Inmate Services, Administrative Custody Sergeant, Administrative Custody Deputy and Operations Lieutenants. Upon completion, the Administrative Custody Deputy will enter that the distribution was completed in JMS. The Administrative Custody Sergeant or Operations Lieutenant is authorized to suspend any and all of the pro per rights herein ordered for cause.

1. The Sheriff or designee shall immediately notify County Counsel and the appropriate District Attorney of any suspension or limitation of any of the described privileges. It is the responsibility of the Custody Lieutenant making the suspension or limitation determination to ensure proper notice is completed.

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2. The inmate may appeal to the Jail Operations Division Commander. If not satisfied, the inmate may petition the court which may in turn order a hearing to determine if the suspended privileges shall be restored.

PRO PER SUPPLIES:

The following items may be furnished initially by the Sheriff's Office. Additional or replacement supplies must be provided by the courts through the legal assistant. Regardless of the inmate's origin, any and all supplies given to a pro per inmate shall be distributed and accounted for by the Administrative Custody Deputy. These items may be possessed by the pro per inmate in reasonable quantities and must be kept in an issued plastic inmate property container:

1. Three (3) ruled legal pads;
2. Ten (10) standard legal size envelopes;
3. One (1) dozen (maximum) golf pencils (black lead);
4. Two (2) erasers;
5. One (1) legal size accordion file;
6. Ten (10) 9 x 12 manila envelopes; and
7. One (1) additional property container (store court documents and/or legal supplies).

Replacement of any of the items listed above shall be the responsibility of the inmate's court ordered legal assistant, who will furnish the appropriate supplies. Legal supplies provided by a legal assistant will be received and distributed by the Administrative Custody Deputy. All supplies/books given to the inmate from the legal assistant will be documented by the Administrative Custody Deputy in the JMS Notes section. Additional supplies not listed in this policy are subject to approval by the Jail Operations Division Commander or designee.

Access to ball point pens, for signature purposes only, will be provided through a Custody Lieutenant or designee. The Custody Lieutenant or designee, will provide the pen, supervise its use, and retain it immediately after all the necessary ink signatures are completed.

The Administrative Custody Deputy will duplicate one (1) copy of an inmate's final legal (criminal case) work product upon his/her request. If the pro per inmate needs additional copies, the inmate will arrange for their assigned legal assistant to have it done for him/her. Pro per inmates or their legal assistant, on behalf of the courts, may purchase legal books, to assist them in researching their case. All legal books must be purchased in accordance with

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policy, 370. Books and Periodicals. All purchased legal books shall be marked with the inmate's name and booking number and the Administrative Custody Deputy shall document them in JMS Notes section.

1. Any books not authorized to be in the pro per inmate's possession, cell or housing module will be confiscated.
2. All court documents retained by the pro per inmate will be kept in an issued property box when not being used. In the interest of health and safety, the jail will limit the number of pro per property boxes to two (2).
3. Legal materials located in the pro per property container will only be searched in front of the pro per inmate. If an item is seized and removed from the legal property box, the Administrative Custody Sergeant shall be notified of the item removed, the current location of the item and the reason for removal of the item. The Administrative Custody Sergeant shall inform County Counsel, in writing, of the occurrence.

INVESTIGATORS, LEGAL ASSISTANTS AND/OR PARALEGAL RESEARCH AIDS:

Each pro per inmate may be authorized a paralegal, investigator and/or a person authorized to aid him/her in legal research, none of which shall be at the expense of the Sheriff's Office, and each of whom is subject to approval by the court. All appointed legal assistants will be NAMED SPECIFICALLY in the Pro Per Order. The Superior Court will assign the legal assistant:

1. VISITING PRO PER INMATES:
 - a) All Visits will occur in a Professional Visitation Booth. Contact visits may be approved by the Administrative Custody Sergeant or Operations Lieutenant for special circumstances.
 - b) Each appointed legal assistant is subject to security clearance by the Sheriff's Office.
 - c) Visits shall be reasonable length.
2. Materials brought to the detention facility by the legal assistant for the pro per inmate will be examined by Sheriff's personnel for security reasons. The materials shall be routed through the Administrative Custody Deputy for documentation of accepting legal documents and supplies and their distribution. This includes all items that the legal assistant and the pro per inmate wish to exchange before/after a Professional Visit.
 - a) The supplies shall be examined by the Administrative Custody Deputy insofar as it is necessary to determine that it is authorized, not a security risk and noted in the JMS. In the absence of the Administrative Custody Deputy, contact the Administrative Custody Sergeant or the Operations Lieutenant for instructions.
 - b) A maximum of 10 compact discs (discovery only) will be held in the office of the Administrative Custody Deputy for the pro per inmate. At the conclusion of the legal

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proceedings, or if the inmate's pro per status is revoked, the legal assistant shall contact the Administrative Custody Deputy and make arrangements to pick up all compact discs.

3. Legal assistants may have the need to interview inmates that they are not appointed to represent. These visits will be conducted as Professional Visits and will be held in the Professional Visitation Booths.

PROCEDURES FOR ALLOWING PRO PER INMATES TO INTERVIEW WITNESSES:

1. A pro per inmate may be permitted to interview prospective witnesses as follows:
 - a) PLACE: Inmate Visitation Area (phone visits)
 - b) TIME: 0800-2000 hours. Special requests outside of the normal hours will be directed to the Administrative Custody Lieutenant or designee for approval.
2. 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.
3. Subsequent interviews of the same prospective witness shall be allowed, if it appears reasonable, upon written approval by the Administrative Custody Lieutenant or designee. Should the Lieutenant deny subsequent interviews, any additional interviews of the same prospective witness can be conducted only upon the specific order of the trial court based upon a showing of good cause.
4. Any interviews of the same prospective witness, beyond those stated above, can be conducted only upon the specific order of the trial court based upon a showing of good cause.
5. No visit shall be permitted by a prospective witness who is in custody of the Sheriff or otherwise detained by a governmental agency except upon a specific court order.

COMMUNICATION – TELEPHONES, MAIL AND SUBPOENA PRIVILEGES:

1. Telephone – pro per inmates **may** use the phones in **their housing areas** to place calls concerning their cases.
 - a) All telephone calls will be collect; or
 - b) Credit or debit calling accounts may be provided through the inmate telephone vendor and shall be at debtor or creditor's expense.
2. Mail – The pro per inmate is authorized to mail all correspondence necessary for his/her defense, at his/her own expense. The module deputy will examine the mail in the same manner as deputies may examine regular legal mail.

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- a) Indigent pro per inmates may submit their legal correspondence to the Inmate Services Lieutenant or designee who will affix the appropriate postage in accordance with policy, 379. Indigent Inmate Essential Services, and will place it in the U.S. Mail.
- b) All completed indigent legal mail containing legal materials must be witnessed, verified, and initialed by a deputy. Deputies shall collect the legal mail and deliver them to the appropriate mailbox marked "Inmate Services."

SUBPOENAS AND HABEAS CORPUS FORMS:

1. Habeas Corpus Forms shall be supplied to the inmate by a deputy upon request.
2. Other legal forms may be obtained by the pro per inmate by writing to the appropriate court.
3. Legal forms filled out by the pro per inmate shall be forwarded to the trial court via the legal assistant.

LEGAL RESEARCH SERVICE:

Pro per inmates may request this service by completing a Legal Information Request form and forward it to Inmate Services. There is no limit on the number of Legal Information Requests a pro per inmate may request.

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CHAPTER 3 OPERATIONS	381. Indigent Inmate – Essential Services	
Page: 1 of 2	Revision Date: 9/2015	Review Date: 09/2015

Related Orders: PC § 4025

I. PURPOSE:

To provide basic services such as hygiene supplies, telephone calls, transportation free of charge for inmates who are classified as indigent.

II. POLICY:

Inmate Services shall provide basic essential services free of charge for inmates who are classified as indigent.

III. DEFINITIONS:

Indigent – Lacking money or material possessions; people who require some outside assistance.

IV. PROCEDURES:

Eligibility for free indigent commissary and legal research services is defined as any inmate who is booked into the facility with funds of less than \$2.00 dollars, and/or any inmate who maintains a balance of less than \$2.00 dollars on their Inmate Trust Account for a period of fourteen (14) consecutive days or more, prior to the needed expenditure.

Inmates who receive funds on their Inmate Trust Account and choose to spend their funds on non-essential items or who maintain a balance greater than \$2.00 dollars are not classified as indigent.

Indigent assistance programs fall under the direction of Inmate Services and include the following free services:

1. Indigent Hygiene Pack – Upon booking, inmates without funds receive a hygiene pack consisting of one soap, toothbrush, toothpaste and a comb.
2. Indigent Welfare Pack – Inmates without funds may order a welfare pack that contains a soap, toothbrush, toothpaste, comb, razor, pencil, 5 sheets of writing paper, and 2 stamped envelopes. One (1) Indigent Welfare Pack may be ordered free of charge each week.
3. Legal Services – All inmates are allowed one (1) legal research request sheet per month. Each request may contain up to five (5) separate legal items per sheet. There is no limit on legal requests for inmates deemed Pro per by the court.

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Inmates without funds may request three (3) postage free legal envelopes by submitting an Inmate Request (SH-219) form to Inmate Services. Legal envelopes must be returned to Inmate Services for postage and mailing. Once all three envelopes are mailed, additional envelopes may be requested.

4. Court Ordered Telephone calls – Telephone calls requested by the courts are not provided to any inmate.

5. Indigent Transportation – Upon request at the time of release, each qualifying indigent inmate is given an MTD bus token for local transportation. During the weekdays, a Clean Air Express pass is provided to those individuals that need transportation to Lompoc, Buellton or Santa Maria. On weekends, a Greyhound bus voucher is provided to those who need transportation to Santa Maria. The monetary limit for indigent status at release is dependent upon the service available at the time of release. (Refer to Indigent Inmate Jail Ride Program for current indigent limits).

Inmates with special transportation needs or who require transportation to areas outside of Santa Barbara County may submit a request to our Community Outreach Coordinator in Inmates Services. The Community Outreach Coordinator will identify available assistance through local community and faith-based organizations and will coordinate efforts between these organizations and the inmate when assistance is available. All requests are considered, however accommodation is dependent upon voluntary assistance from the community and faith based organizations. Requests need to be received no less than two (2) days prior to the scheduled release date, to allow time to identify potential assistance.

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CHAPTER 3 OPERATIONS	382. Ombudsman Program	
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Related Orders: N/A		

I. PURPOSE:

The purpose of this policy is to provide inmates access to a representative of the American Civil Liberties Union (ACLU) in the form of an Ombudsman. This person will be authorized to enter and meet with inmates who have issues or concerns they believe have not been addressed or resolved through the established forums of communication available such as speaking with a module deputy, shift supervisor, submitting an Inmate Request (SH-219) form, or Inmate Grievance (SH-585) form. As a non-biased third party the Ombudsman can provide guidance to the inmate and/or the facility administration.

A secondary purpose is to assist inmates with non-litigation based communication with public defenders, or other defense counsel, probation/parole officers, or other appropriate public agencies.

II. POLICY:

Custody Operations is providing another forum for inmates to use to resolve issues or concerns while incarcerated in the Santa Barbara County Jail. The Ombudsman may be authorized to enter and meet with inmates who have issues or concerns believed not addressed or resolved through established methods already in place such as speaking with a module deputy, shift supervisor, submitting an Inmate Request form, or Inmate Grievance form.

The Ombudsman is to address complaints with regard to the conditions, restrictions or nature of their confinement. The Ombudsman is prohibited from performing special requests or favors such as, placing money in an Inmate's Trust Account, passing messages to family members, friends and/or other inmates. Additionally, the Ombudsman is prohibited from giving inmates any personal items or financial assistance.

The Ombudsman will exercise discretion with regard to all information gathered pertaining to inmate interviews and will use such information only to further resolve inmate complaints.

The Administrative Custody Deputy is the designated liaison between the Ombudsman and the Sheriff's Office. Should a concern develop which cannot be resolved through the Administrative Custody Deputy, then the Ombudsman will contact the Administrative Custody Sergeant. The Administrative Custody Sergeant will schedule quarterly meetings and meet with the Ombudsman to discuss and evaluate the Ombudsman Program.

III. DEFINITIONS:

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Ombudsman – a person from the Santa Barbara American Civil Liberties Union (ACLU) authorized to hear complaints and concerns from inmates and attempts to resolve them in an appropriate manner.

IV. PROCEDURES:

Prior to this program being implemented the Ombudsman is required to complete a facility security orientation training. The orientation will include information regarding the existing complaint/grievance procedures. When the training has been completed the Ombudsman will be permitted to enter the jail security area for the purpose of conducting inmate interviews in the Professional Visitation Booths.

Inmates shall submit an Inmate Request form to request a visit by the Ombudsman. These requests will be forwarded to the Administrative Custody Deputy and held for the Ombudsman.

1. The Administrative Custody Deputy will contact the Ombudsman to notify them of a request.
2. The Ombudsman will be responsible for collecting the requests.
3. Inmates may also request a visit or make a complaint via a collect call to a designated number. All calls may be subject to monitoring and recording.

Visits will be conducted in accordance with Jail Rules and regulations and the Facility Access Policy with regards to Professional Visitors. All visits will be held in a Professional Visitation Booth. Visits may be cancelled due to emergencies, disciplinary reasons, or security concerns. Visits may also be limited in length due to the need for use of the Professional Visitation Booth by an attorney or medical professional. In such case, the Ombudsman will be given notice of the need for the booth and allowed a minimum of 5 minutes to conclude their visit.

The Ombudsman will inform the Administrative Custody Deputy or designee of their arrival and register at the Custody Records lobby and receive a visitation ID badge. The Ombudsman will coordinate and schedule visits through the Administrative Custody Deputy by providing the following information:

1. Inmate's name and booking number
2. Housing location

The Ombudsman will be escorted by a deputy to the Professional Visitation Booth to conduct visits. All visits may be subject to monitoring and recording. At no time will the Ombudsman be unescorted while in a security area of the jail, except when conducting a visit in the Professional Visitation Booth.

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The Ombudsman's access to jail facilities is subject to appropriate and reasonable restrictions. Should the Ombudsman require access to secure areas of the jail for the purpose of investigating complaints, the Ombudsman must contact the Administrative Custody Sergeant for approval prior to being granted access.

Should the Ombudsman feel it necessary to contact an outside agency such as the Veteran's Administration (VA) for matters not related to the conditions, restrictions or nature of an inmate's confinement, the Ombudsman will be required to first contact the Jail Operations Division Commander or designee to inform them of the need to make the contact.

Should the Ombudsman determine a particular complaint, with regard to the conditions, restrictions or nature of confinement, is substantiated, he/she will attempt to resolve the complaint by first informing the Jail Operations Division Commander or designee of the specific complaint and providing the corroborating information they believe substantiates their finding. The Jail Operations Division Commander or designee will review the information and provide a response to the Ombudsman.

The Ombudsman's determinations may also be shared, in confidence, with the Santa Barbara ACLU Chapter Board of Directors.

CHAPTER 4
SANTA MARIA BRANCH JAIL

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CHAPTER 4 SANTA MARIA BRANCH JAIL	400. Transportation of Inmates	
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Related Orders: N/A		

I. PURPOSE:

It may become necessary for the deputies assigned to the Santa Maria Branch Jail to transport inmates for the following reasons:

1. Emergency medical treatment and care;
2. Field booking situations;
3. Transfers to and from the Main Jail facility;
4. Transportation of inmates to various courts; or
5. To and from work assignments (if time and resources permit).

II. POLICY:

There must be a specific need for the transport to the Main Jail (i.e., inmates requiring medical/mental health treatment, high-profile or special handling of inmates, or any inmates who present a severe housing situation because of facility constraints).

It is the policy of Custody Operations and the Santa Maria Branch Jail that custody staff assigned to the Santa Maria Branch Jail be required to transport inmates on occasions. These deputies will meet minimum firearms quarterly qualification and proficiency standards as required by the Training Bureau.

III. DEFINITIONS:

IV. PROCEDURES:

When a transportation need arises, the Santa Maria Branch Jail staff will arrange for the transportation of inmate(s). If the deputies assigned to the Santa Maria Branch Jail cannot transport due to minimum staffing, a deputy assigned to the Main Jail, or a Sheriff's Deputy assigned to patrol may be utilized. Transports utilizing patrol Sheriff' Deputies or deputies assigned to the Main Jail, will be coordinated with the respective Watch Commander or Jail Shift Commander.

A Transportation vehicle or patrol vehicle (if available) will be used to transport inmates. The Transportation Unit Lieutenant will be notified via e-mail of any after hours' use of a Transportation vehicle.

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Prior to using a vehicle, the deputy should inspect the vehicle to ensure it is in a safe operating condition. Prior to placing any inmate in a vehicle, the interior of the vehicle must be searched.

All inmates will have both hands securely handcuffed. The exception is those inmates with physical limitations that would preclude them from being double cuffed. In such cases alternate forms of restraint may be used. These methods are at the discretion of the deputy transporting the inmate(s).

Deputies transporting inmate(s) shall be familiar with radio codes and acquire a call sign from the Dispatch Center prior to transporting. The Dispatch Center will be notified of the transport from the Santa Maria Branch Jail and upon arrival at the destination.

When possible, a female deputy should be used to transport female inmates. If a male deputy is transporting a female inmate, he will notify the Dispatch Center of the mileage at the time of departure, and the destination. This procedure will be repeated upon arrival at the destination.

NOTIFICATION PROCEDURES:

1. The Santa Maria Branch Jail supervisor or designee will determine transportation status for an inmate based on information such as medical condition, charges, and inmate behavior. They will provide information concerning the circumstances of the transport documented on the daily shift recap, for later review by the Santa Maria Branch Jail Lieutenant.
2. Medical and mental health staff at the Main Jail must be notified of transports concerning medical/mental health status.
3. The Main Jail Shift Commander must be notified of the circumstances concerning the transport.
4. During the Transportation Unit's hours of operation, a Transportation Unit supervisor will be notified if a Transportation Unit deputy is required.

PAPERWORK/PROPERTY:

1. Each inmate scheduled for a special transport should have a completed Inmate's Custody Record File.
2. A transportation list must be completed and sent with the Transportation Unit deputy.
3. All property and money belonging to the inmate must accompany the paperwork.

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4. The Main Jail must be notified if the inmate has not yet completed the (Livescan) identification process.

Main Jail staff should not refuse acceptance of any inmates transported from the Santa Maria Branch Jail. However, should this occur and efforts to resolve the situation fail, notify the Santa Maria Branch Jail Lieutenant of the situation prior to leaving the Main Jail. If the Santa Maria Branch Jail Lieutenant is not available, the Santa Maria Branch Jail deputy may contact the Main Jail Lieutenant for resolution of the situation. The Santa Maria Branch Jail deputy will ensure all proper documentation of the facts concerning the situation are available prior to notification of the Santa Maria Branch Jail Lieutenant and for later review by the Jail Operations Division Commander.

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CHAPTER 4 SANTA MARIA BRANCH JAIL	401. Santa Maria Secured Parking Area	
Page: 1 of 1	Revision Date: 12/2013	Review Date: 6/2015
Related Orders: N/A		

I. PURPOSE:

The purpose of this policy is to establish guidelines for the security of inmates while in the Santa Maria secured parking area.

II. POLICY:

It is the policy of Custody Operations to practice and maintain all security measures during the loading and unloading of inmates into/from transportation vans and buses.

III. DEFINITIONS:

IV. PROCEDURES:

When a transportation bus or van from the Santa Barbara County Sheriff's Office, Transportation Unit or from another agency is in the security yard and in the process of loading or unloading inmates, jail staff shall NOT open the security gate.

Persons requesting access into the security yard shall use the intercom and standby until jail staff has deemed the area secure.

Certain Sheriff's Office employees are supplied with gate keys which allow them to open the security gate for entry or exit without activating the bell in the jail office. These employees shall NOT open the security gate for entry or exit when a transportation vehicle is in the secure area. Personnel are advised to use the intercom to request instructions.

CHAPTER 5
MEDIUM SECURITY FACILITY

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MEDIUM SECURITY FACILITY

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CHAPTER 5 MEDIUM SECURITY FACILITY	500. MSF General Information	
Page: 1 of 1	Revision Date: 12/2013	Review Date: 6/2015
Related Orders: N/A		

Established in 1960, the Medium Security Facility (MSF) houses both sentenced and pre-adjudicated inmates. The Medium Security Facility houses male and female inmates in separate areas of the facility. Inmates housed at the MSF are screened and must pass specific classification and medical criteria prior to placement. Inmates assigned to the MSF are expected to follow an established set of rules and regulations. The MSF affords inmates the opportunity to work on several different work crews, both in and out of the facility. In addition, Inmate Services provides several educational and self-enhancement programs to the inmates. These programs and work assignments allow inmates to improve themselves, learn vocational and life skills, and serve the community.

The Classification Unit and Corizon Health, Inc. are responsible for screening and approving inmates for housing at the MSF. Eligibility is based on numerous factors, some of which include the following:

1. Current charges and recent criminal history;
2. Minimal history of mental health problems;
3. Must be medically cleared; and
4. In custody behavior.

Exceptions to the above listed criteria will be reviewed and approved by both the Classification Unit Sergeant and MSF Sergeant. Inmates may qualify for the MSF sentenced barracks if they have non-sentenced cases pending.

Upon being housed at the MSF, inmates receive an extensive briefing and are given work assignments if they are sentenced. Inmates are also notified about any other programs available to them.

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CHAPTER 5 MEDIUM SECURITY FACILITY	501. MSF Inmate Counts and Perimeter Checks	
Page: 1 of 2	Revision Date: 6/2015	Review Date: 6/2015
Related Orders: P&P § 300		

I. PURPOSE:

The purpose of the policy is to ensure inmate counts and perimeter checks are conducted in a timely and accurate manner at the MSF.

II. POLICY:

Custody Operations shall conduct two (2) separate counts: the formal or scheduled count, conducted twice in each 24-hour period, and the unscheduled or informal count which can be conducted at any time. All inmates will be accounted for and documented at least every two (2) hours.

III. DEFINITIONS:

Formal Count – At this time each inmate will be identified by armband and accounted for using the housing roster. Each shift will be responsible for conducting a formal count. A positive verification must be made that all inmates are present and accounted for.

Informal Count – This count is conducted at various times throughout a 24 hour period, as often as possible. An informal count is performed by conducting a walk-through of the facility while observing and counting the inmates.

Perimeter Check – This is a physical check conducted by walking the perimeter of the MSF to check for any security related issues.

IV. PROCEDURES:

FORMAL COUNTS:

This count will take place at 1500 hours and 2000 hours, and will consist of a verification of inmates listed on the MSF bunk roster in the JMS database to each inmate's individual armband. The inmates will line up in front of their assigned bunks and the deputies will check off each accounted inmate on the MSF bunk roster list.

The deputy completing the formal count is responsible for; viewing the armbands, checking the inmates for facial and/or hand injuries consistent with an altercation and putting a check mark next to each inmate's name. The MSF bunk roster list will then be given to the MSF Desk Deputy stationed inside the MSF Control Room.

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The Desk Deputy is responsible for verifying and accounting for all inmates not checked off on the list. The JMS database will be compared to the MSF bunk roster prior to midnight daily. Any discrepancies will be reported to the shift supervisor and resolved in a timely fashion.

It is imperative that the Desk Deputy maintain a constant running account of all inmates coming and going from the facility.

INFORMAL COUNT:

Informal counts will be conducted at least every two (2) hours beginning at 0001 on each day. When the deputy announces the count, all inmates will go immediately to their bunks. During the entire count, inmates will sit or lie on their bunks without talking. This count will be a verification of the number of inmates within the facility compared to the numbers listed in JMS.

RANDOM COUNT:

Random counts will take place twice per shift and will consist of population number count verification. The inmates who are using the telephone, toilet, showering or receiving haircuts are permitted to continue their activity but must remain in their present location until count is verified.

PERIMETER CHECKS:

Perimeter fences, doors, gates, and motion alarm systems will be checked four (4) times per shift. Staff will visually inspect the fence line for tampering or security issues. During this check, staff will physically push on each separate alarmed section of the fencing and open all outer doors to verify the alarm system is working properly.

DOCUMENTATION:

All counts and perimeter checks will be accurately noted on the appropriate log. The original log will be placed in the Main Jail Recap at 2400 hours with a copy retained at the MSF.

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CHAPTER 5 MEDIUM SECURITY FACILITY	502. MSF Orientation	
Page: 1 of 1	Revision Date: 6/2015	Review Date: 6/2015
Related Orders: P&P § 366		

I. PURPOSE:

The purpose of this policy is to provide inmates information and guidance during their incarceration at the MSF. The Jail Rules are directive in nature and are intended for orientation, general information, and expected behavior. Inmates are also provided information regarding inmate programs available within the facilities.

II. POLICY:

The MSF policy is to provide a written and verbal orientation to all inmates assigned to the facility. It is mandatory that every inmate attend the orientation introducing them to the MSF grounds and the inmate's limitations. During the orientation, each inmate will be shown the posted MSF Rules and Regulations.

III. DEFINITIONS:

IV. PROCEDURES:

Each inmate will receive an orientation regarding the MSF and a general statement of the rules. All inmates on work crews will be required to complete and acknowledge the following forms:

1. Inside/Outside work crew rules;
2. Escape affirmation statement; and
3. Occupational or Special Skills Status (contained within the Escape Affirmation form).

The original forms will be maintained in the "Escape Affirmation" folder. Copies will be provided to the inmate, upon request. This form, along with the inmate's module card, will be kept for the entire period the inmate is housed at the MSF.

The inmates assigned to the MSF will be shown the posted copies of the programs available to them in English and Spanish. Each inmate will then be given a briefing and a tour. MSF clothing and linen will be issued to each inmate.

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CHAPTER 5 MEDIUM SECURITY FACILITY	503. MSF Work Crews	
Page: 1 of 2	Revision Date: 6/2015	Review Date: 6/2015
Related Orders: N/A		

I. PURPOSE:

The purpose of this policy is to establish guidelines for the assignment and supervision of inmate work crews.

II. POLICY:

All sentenced inmates at the Medium Security Facility (MSF) will be assigned to an available work detail. These work details may be at the facility (i.e., kitchen, laundry, yard, or special projects) or on outside work crews. All work details will remain under the supervision of a civilian County employee or other approved supervisor. All inmates will participate in daily facility cleaning on a rotating basis.

Pre-adjudicated inmates are not required to perform on work crews. Pre-adjudicated inmates **may** volunteer for work crew assignment within the secure area of the facility. Pre-adjudicated inmates are not allowed to work on outside work crews, without the permission of the MSF Sergeant or designee. Work Crew assignments will be at the discretion of the facility supervisor or designee.

III. DEFINITIONS:

IV. PROCEDURES:

At intake briefing, inmates are questioned as to their occupation and/or special skills so that these skills may be utilized at the MSF. Outside work crews and Main Jail work crew rules are reviewed at intake. All inmates shall sign forms indicating that they understand and will follow these rules when assigned to a work crew. Rules specific to work crews, are reviewed upon the inmate's assignment to the specific job. This briefing will provide the inmates with the knowledge and the boundaries they need to perform successfully.

All staff who supervise inmate work crews will be required to have read and sign the Rules for the Supervision of Inmate Work Crews form prior to assuming responsibility and supervision of any inmate worker. These signed forms will be kept on file by the Maintenance Supervisor.

Inmates will be provided with any special clothing needed to perform their job assignment.

Inmates pending release, who are assigned to a specific work crew, may be asked to train another inmate in that job. At no time will any inmate exercise authority over another inmate.

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Inmates who leave the facility for any assignment will be searched prior to leaving and upon returning to the MSF.

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CHAPTER 5 MEDIUM SECURITY FACILITY	504. MSF Key Control	
Page: 1 of 1	Revision Date: 6/2015	Review Date: 6/2015
Related Orders: P&P § 325		

I. PURPOSE:

Custody Operations staff will maintain possession and control over all the keys at the MSF. All keys not in use shall be secured in the key box.

II. POLICY:

It is the policy of the MSF to retain strict control over all keys used in the facility.

III. DEFINITIONS:

IV. PROCEDURES:

An inventory of all MSF keys will be conducted at the beginning of each shift. This inventory shall be documented on the MSF Daily Recap.

MSF deputies will chit out a key set on a daily basis. Supervisors or their designee are responsible for the key box and issuing of keys. Each deputy is responsible for the safekeeping of the keys checked out to them. Keys will be returned at end of shift. Lost keys shall be reported immediately and the proper documentation will be completed prior to the end of their shift.

If any key is inadvertently taken away from the facility, in violation of this policy, the deputy will immediately notify the MSF staff and the key will be returned to the MSF as soon as possible.

CHAPTER 6
TRANSPORTATION UNIT

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TRANSPORTATION UNIT

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CHAPTER 6 TRANSPORTATION UNIT	600. Transportation General Information	
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Related Orders: N/A

The primary responsibility of the Transportation Unit is the security and safety of the public, Sheriff's Office personnel and inmates. Procedures are established to provide all Transportation Unit deputies, who participate in the transportation of inmates with specific guidelines. This is to ensure an efficient operation that promotes the greatest amount of safety and security to the public, deputies and inmates.

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CHAPTER 6 TRANSPORTATION UNIT	601. Court Holding Facility	
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Related Orders: Title 15, CCR § 1024, Title 24 § 1231.1

I. PURPOSE:

The purpose of this policy is to provide temporary housing in a secure and safe facility for inmates waiting scheduled court appearances in the north and south county courts.

II. POLICY:

The Transportation Unit will ensure inmates held at the holding facilities are within the guidelines of Titles 15 and 24, California Code of Regulations.

III. DEFINITIONS:

Court Holding Facility: As defined in the California Code of Regulations, Title 24, Part 2, § 1231.1; a court holding facility means a local detention facility constructed within a court building after January 1, 1978, used for the confinement of persons solely for the purpose of a court appearance for a period not to exceed twelve (12) hours.

IV. PROCEDURES:

COURT HOLDING FACILITY (CHF) SECURITY GUIDELINES:

1. A thorough safety check of each CHF and surrounding areas will be done prior to unloading and housing any inmates in the compound. All safety equipment (SCBA, AED, 911 Rescue Knife, First Aid Kit, Fire Extinguishers) will be checked for readiness and reported on the Activity and Daily Recap Logs.
2. Only authorized personnel will be permitted in the compound.
3. All inmates entering and exiting the compound will be handcuffed unless otherwise requested by the Bailiffs or Judges.
4. Inmates remanded directly from the courts will be pre-booked and a Classification/Medical Assessment Form will be completed at the CHF.
5. Staff will conduct and maintain an accurate count of all inmates housed in the CHF.
6. Once the inmates are inside the CHF, the deputies will remove the handcuffs and place the inmate in an appropriate holding cell. All inmate movement will be supervised by a deputy.
7. Safety checks will be conducted and documented at least once every sixty (60) minutes.

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8. Prior to securing/closing the CHF's a thorough check of the entire facility will be conducted to ensure no inmate is left behind or unaccounted for.
9. In the event of an escape, deputies will immediately advise the Dispatch Center (with suspect information for immediate radio broadcast), the Transportation Unit Supervisor, and the Jail Operations Division Commander. An Escape Tracking Record will be initiated and a Sheriff's Offense/Arrest/Incident (OAI) report will be completed through the Automated Report System (ARS).
10. Annually, the Transportation Unit Lieutenant) will evaluate and document the CHF's fire suppression plan. As part of this process, the facility administrator will meet with the respective Fire Department to review the CHF's fire suppression plan. Once a joint agreement is made, the fire suppression plan will be kept in the respective CHF and be made available for use.

SEGREGATION AND CLASSIFICATION:

1. Female inmates are to be segregated from male inmates (Penal Code § 4002).
2. Deputies will review all inmate alerts noted on the Transportation Rosters and segregate inmates accordingly.
3. Inmates who require protective custody and inmates who present, by their behavior, a danger to themselves or others will be segregated from the general population.

MEDICAL:

1. For all non-emergency medical issues, medical staff will be contacted. Additional notification will be made to the following:
 - a) Transportation Unit Supervisor
 - b) Transportation Unit Lieutenant
2. In the event of a medical emergency involving an inmate or a deputy, immediate notification will be made to the following:
 - a) 9-911 – Dispatch Center
 - b) Transportation Unit Supervisor
 - c) Jail Medical Staff
 - d) Transportation Unit Lieutenant
 - e) Court Service staff (Bailiff)
 - f) Appropriate Custody Operations Division Commander

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NOTE: It will be the responsibility of the above listed personnel to make other notifications as required by Custody Operations policy.

3. All medical emergencies will be documented on a Sheriff's OAI report form in ARS.

FIRE:

1. In the event of a fire within the court building or CHF, immediate notification will be made to the following personnel:
 - a) 9-911 - Fire Department;
 - b) Court Services staff (Bailiff);
 - c) Transportation Supervisor; and
 - d) Transportation Lieutenant

NOTE: It will be the responsibility of the above personnel to make other notifications as required by Custody Operations policy.

2. All fire emergencies will be documented on the Sheriff's OAI report form.

If evacuation becomes necessary:

SANTA MARIA HOLDING FACILITY:

1. The deputies will escort all inmates out of the facility in an orderly manner into the bus yard via the stairwell, and loaded onto the bus.
2. The Control Room Deputy will make a final check of the entire facility before exiting and securing the facility.
3. Once the inmates are secured in the bus or van, a count will be conducted to ensure all inmates are accounted for.
4. As soon as the count is verified, all inmates will be transported to the Santa Maria Branch Jail or Main Jail, if necessary.

SANTA BARBARA HOLDING FACILITY:

1. The deputies will escort the inmates out of the facility in an orderly manner and into the exterior hallway area.
2. The Control Room Deputy will make a final check of the entire facility before exiting and securing the facility.

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3. The bus will be brought into the loading area and the security gates will be closed.
4. The deputies will load inmates on the bus and conduct a count.
5. As soon as the count is verified, the bus will return to the Main Jail, if necessary.

LOMPOC HOLODING FACILITY:

1. The deputies will escort all inmates out of the facility in an orderly manner into the vehicle sally-port. The Bailiffs will be used as needed to assist (as we can no longer secure the bus sally-port behind the large buses and the security shields do not work for the new buses).
2. The Control Room Deputy will make a final check of the entire facility before exiting and securing the facility.
3. Once the inmates are secured on the bus or van, a count will be conducted to ensure all are accounted for.
4. As soon as the count is verified, all inmates will be transported to the Main Jail, if necessary.

DISRUPTIVE INMATES:

1. A Supervisor will be notified whenever an inmate is combative, unruly or disruptive to the extent she/he will have to be removed from a holding cell. If available, a Supervisor will be present at the time the inmate is removed from the cell.
2. The inmate will be restrained, removed from the cell and transported to the Main Jail or the Santa Maria Branch Jail (if operational) as soon as possible.

PROFESSIONAL VISITATION:

1. Without prior approval from the facility supervisor, all Professional Visitations will be held in the Professional Visitation Booths.
2. Doctors' interviews requiring a face-to-face interview are permitted with the approval of the On-Duty Transportation Supervisor or designee. All inmates will be handcuffed at a minimum for the duration of the interview unless otherwise stated by the Supervisor.

MEALS:

1. Inmates will be provided with a lunch at meal time.

ADDITIONAL DUTIES:

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1. All inmates returning from court must have a court remand or other documentation prior to being returned to the Main Jail. However, if an inmate is deemed "paper-to-follow, PTF," a Supervisor can make the decision to send the inmate back to the Main Jail.
2. The CHF deputies will maintain an activity log documenting activities within the facility.
3. Deputies will supervise the daily cleaning of the facility making note of any vandalism which may occur and writing the appropriate reports in ARS.
4. Work orders will be submitted for any maintenance issue found.

RELEASES:

When directed by the court to release an inmate from the CHF's, deputies will process the inmate's property, money and the Inmate's Custody Record File and release the inmate as directed. Unless specified by the courts, all inmates shall return to the Santa Maria Branch Jail (if operational) or the Santa Barbara County Jail for release.

The San Luis Obispo County Sheriff's Office (SLOSO) may pick up inmates with San Luis Obispo County warrants at the Santa Maria CHF. These inmates will be processed for release at the time SLOSO staff arrives to the facility. It is also possible for SLOSO to drop off inmates with Santa Barbara County warrants. These inmates will be pre-booked and have the Classification/Medical Assessment completed at the Santa Maria CHF awaiting transportation to the Santa Barbara County Jail.

RELEASING OF INMATES NOT BOOKED IN JMS:

Below are the procedures that must be followed upon releasing inmates that are not booked into JMS:

1. Court documentation will be reviewed by deputies;
2. Arrest documentation is reviewed and compared to court documentation;
3. Custody Records staff will complete a warrant check;
4. Two (2) deputies will review the above information and place their body number on the arrest information sheet;
5. Custody Records staff that cleared the release will include their body number on the arrest information sheet;

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6. A copy of the remand/minute order will be attached to arrest information sheet;
7. Original remand (yellow copy generally) will be provided to the arrestee at the time of release; and
8. The arrest information sheet and a copy of the remand/minute order will be provided to the Transportation Unit Sergeant who will review and maintain the information for thirty (30) days.

RELEASING OF INMATES BOOKED INTO JMS THAT ARE DIRECTLY FROM THE SANTA MARIA BRANCH JAIL:

Below are the procedures that must be followed upon releasing inmates that are booked into JMS; are transported from the Santa Maria Branch Jail to Santa Maria Superior Court (without going to the Santa Barbara Main Jail); and are released by the court at their first appearance:

1. Court documentation will be reviewed by deputies;
2. Inmate's Custody Record File will be reviewed and compared to court documentation;
3. Custody Records or Santa Maria Branch Jail staff will complete a warrant check and set up the inmate for release within JMS;
4. Two (2) deputies will review the above information and place their body number on the booking sheet within the Custody Records Inmate File;
5. Inmate is removed from the release module in JMS and released; and
6. The Inmate's Custody Records File will be provided to Custody Records.

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CHAPTER 6 TRANSPORTATION UNIT	602. Receiving and Processing Court Orders	
Page: 1 of 1	Revision Date: 6/2015	Review Date: 6/2015

Related Orders: N/A

I. PURPOSE:

To begin the booking process of newly remanded inmates received from court at a Court Holding Facility (CHF).

II. POLICY:

Whenever newly remanded inmates are received at a CHF, they will be pre-booked and have the Classification/Medical Assessment Form completed in accordance with the Custody Operations Policy.

III. DEFINITIONS:

Sheriff's Transportation Court Holding Facility Assessment (includes classification and medical assessment) form – is the document used to assist in determining the most appropriate housing of an inmate while temporarily in custody within a CHF.

IV. PROCEDURES:

PRE-BOOKING PROCESS:

1. The inmate will be pre-booked and searched. They will surrender all personal property and monies to the deputy.
2. The CHF deputy will ensure all court documentation is accounted for and completed.
3. All of the inmate property and monies will be secured. This will accompany the inmate when they are transported to the Main Jail or Santa Maria Branch Jail.
4. When possible, medical staff will be notified of significant medical problems or of any inmates that will need to be seen upon arrival at the Main Jail.
5. A Classification/Medical Assessment Form will be completed on all inmates pre-booked at the CHF. The assessment form will be attached to the inmate's property and court documents. The Classification Unit will be notified of any special handling of inmates.
6. When the inmate has been completely processed, they will be transported to the Main Jail or the Santa Maria Branch Jail as soon as possible to complete the booking process.

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CHAPTER 6 TRANSPORTATION UNIT	603. Transportation Temporary Security Enclosures	
Page: 1 of 1	Review Date: 6/2015	Review Date: 6/2015
Related Orders: P&P § 601; Title 15, CCR § 1024		

I. PURPOSE:

The purpose of the policy is to establish guidelines for the use of the Temporary Security Enclosures located in Santa Barbara, Santa Maria and Lompoc Court Holding Facilities.

II. POLICY:

The enclosures located at each of these facilities will provide an additional resource for security to the public, staff and inmates. All reasonable accommodations shall be made to provide inmates held in these enclosures with access to restrooms, food, and liquids.

III. DEFINITIONS:

IV. PROCEDURES:

When all regular cells in the Court Holding Facilities (CHF) are at capacity, the Temporary Security Enclosures may be utilized to provide additional temporary secured holding areas for inmates. As regular holding cells become available, inmates within the Temporary Security Enclosures shall be moved into these locations.

Deputies shall provide inmates, upon request and at intervals, an opportunity to receive drinking water and use the restroom located in various cells within the respective CHF. This should be offered every two (2) hours and documented on the Daily Activity log.

These cells shall not be used for disciplinary reasons.

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CHAPTER 6 TRANSPORTATION UNIT	604. Transportation Unit Radio Use	
Page: 1 of 1	Review Date: 6/2015	Review Date: 6/2015
Related Orders: Lexipol § 802		

I. PURPOSE:

The purpose of this policy is to provide the Transportation Unit deputies with protocols for the use of the radio while transporting inmates.

II. POLICY:

Upon departure, Transportation Unit deputies will notify the Dispatch Center of their call sign, destination and number of inmates being transported. It is important for the deputies assigned to the Transportation Unit to know and understand the radio 10 and 11 codes.

III. DEFINITIONS:

Call sign – individual identification number assigned to a deputy.

Frequency #1 – Channel used to communicate with the Dispatch Center.

IV. PROCEDURES:

Whenever a Transportation Unit Deputy is transporting inmates from one location to another, the deputy will advise the Dispatch Center of the destination using frequency #1. The number of inmates being transported, and the call sign(s) of the deputy(ies) in the vehicle. Upon arrival at the destination the deputy will advise the Dispatch Center that they are 10-97.

When traveling out of the County, the deputy will telephone the Dispatch Center and advise that they will be transporting out of County, the destination and estimated time of departure and arrival. Upon departure, they will advise the Dispatch Center they are 10-8. Once they have reached their destination, they will telephone the Dispatch Center that they are 10-97. Deputies will follow this same procedure for the return trip.

Whenever a male deputy is transporting a female inmate(s), the starting and ending mileage will be provided to the Dispatch Center.

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CHAPTER 6 TRANSPORTATION UNIT	605. Inmate Transports	
Page: 1 of 3	Review Date: 6/2015	Review Date: 6/2015
Related Orders: PC § 830.1 (c)		

I. PURPOSE:

The purpose of this policy is to establish guidelines for the safe, secure and efficient transport of inmates to various locations. The primary responsibility of a Transportation Unit deputy is to perform duties exclusively or initially relating to custodial assignments such as the responsibility to maintain the operations of county jail facilities, which includes but is not limited to the following: The custody, care, supervision, security, movement, and transportation of inmates.

II. POLICY:

Inmates shall be transported in a safe and timely manner. Regardless of the type of transport, it is the Transportation Unit deputy's responsibility to ensure all documents, associated with the inmate's scheduled appointment or transfer, are processed appropriately.

III. DEFINITIONS:

Remands/Minute Orders – Court document.

IV. PROCEDURES:

TRANSPORTS:

1. Inmates will be transported to the appropriate court holding facility keeping safety and security as the highest priority.
2. Inmates will be transported at a minimum with handcuffs on a chain or with handcuffs and leg irons, if restrained individually.
3. Inmates with blue, red or yellow armbands will be restrained in a black security box in addition to handcuffs, waist chain and leg irons.
4. Nothing in this policy is intended to restrict a Transportation Unit deputy from using restraints necessary for safety purposes.

RESTRAINT OF PREGNANT INMATES:

Refer to 334. Use of Restraints, RESTRAINT OF PREGNANT INMATES

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HANDCUFFING FOR TRANSPORTATION:

1. Before initial transport, Transportation Unit deputies will review all text and flag alerts from JMS and check the inmate's wristband.
2. All inmates placed on a court chain will be secured with both hands handcuffed to the security chain. The only exception will be when there are not enough handcuffs available. If this occurs, the inmates will be handcuffed hand-to-hand. Deputies will ensure each cuff is snug against the wrist, with no clearance between the wrist and the handcuff, and not over clothing. Only inmates with medical or physical impairments that would prevent both hands from being secured may be treated as exceptions at the discretion of the Transportation Unit deputies.
3. Individual inmates who are classified as having mental health issues, escape risks, high profile, or are combative/aggressive will be secured with a waist chain, lock box and leg irons. Determination of this procedure will be made after assessment of the text and flag alerts in JMS, the inmate's armband or the recommendations of classification.
4. All inmates being taken outside the facility for other activities than a court appearance will be hooked in full restraints. The only exception will be inmates with medical problems or physical limitations.
5. Inmates will be accounted for and identified using their armband and the transport roster.
6. While at any location, the Transportation Unit deputy shall maintain control and remain with the inmates at all times.
7. During transports, deputies will not enter the secured area of a Transportation Unit vehicle without requesting a back-up deputy who has arrived on scene.
8. While moving inmates in and out of a facility, one (1) Transportation Unit deputy shall remain on the bus unarmed until the inmates are secured.
9. After unloading any Transportation Unit vehicle, it will be checked to ensure no inmates are remaining/hiding and that the vehicle is free from damage.
10. At no time is an inmate to be un-cuffed outside a secured area, unless absolutely necessary to provide medical care. This excludes inmate workers who take out the trash.

VEHICLES:

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1. A vehicle inspection report will be completed each day on all busses used for transporting inmates.
2. All vans should be fueled upon completion of duty assignment.
3. All busses should be fueled if less than 1/2 tank, upon completion of duty assignment.
4. Any safety issues should be reported immediately to an On-Duty Supervisor.
5. When backing (driving in reverse gear) Transportation assigned buses, another deputy "spotter" will be used at all times. When paired with a deputy as a partner in a van, the spotter will be used when available. Under exigent circumstances, this policy will not apply.

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CHAPTER 6 TRANSPORTATION UNIT	606. Use of Transportation Shotgun	
Page: 1 of 2	Review Date: 6/2015	Review Date: 6/2015
Related Orders: Lexipol §§ 300, 304 and 312.2.4		

I. PURPOSE:

Shotguns are authorized to be carried in all Sheriff's Office vehicles.

II. POLICY:

Shotguns are authorized to be used in the Transportation Unit buses and vans. All Transportation Unit deputies must be certified firearm proficient in the use of this weapon as required by the Training Bureau. Transportation vehicles parked at the Santa Barbara Main Jail facility will have the shotguns removed while parked overnight, securing the weapons in the office safe. Vehicles taken to the County Garage for service will have the shotguns secured in a designated area.

III. DEFINITIONS:

Buck Shot Rounds – Larger sizes of shot, large enough that they must be carefully packed into the shell rather than simply dumped or poured in, are called "buckshot" or just "buck". This department uses Double-Ought (00) Buck rounds that contain (9) ¾ ounce pellets.

Shotgun Shell – A self-contained cartridge loaded with shot or a slug designed to be fired from a shotgun.

Slug Rounds – A shotgun slug is a heavy lead projectile, with pre-cut rifling, intended for use in a shotgun.

IV. PROCEDURES:

LOADING AND UNLOADING OF SHOTGUN:

1. Ammunition will be issued by the Range Master.
2. The deputy will then take the weapon outdoors and load it with six (6) buck shot rounds. Additionally, six (6) slug rounds will be placed in the shotguns side saddle. Department approved loading procedures will be followed (i.e. weapon cocked and on safety, chamber empty).
3. During regular use and duty hours, all shotguns will be loaded in the following manner (refer to Lexipol § 312.3.1 SAFETY CONSIDERATIONS):
 - a) Visually and physically verify shotgun is clear and empty of any ammunition
 - b) Close action and de-cock hammer

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- c) Place safety in "on" position
- d) Load magazine fully with department-authorized ammunition
- e) Secure in the Transportation Unit vehicles

4. Unloading will be done in a safe manner (if inside a building compliant with Lexipol § 312.3.1(d)). This is to be accomplished in the approved department procedure by removing the shells out the bottom of the shotgun mechanism.

Note: Do not unload by hand cycling the rounds into the chamber and then out the ejection port.

5. Any rounds found to be damaged or defective can be exchanged with those extras maintained in the Transportation Armory or at the Training Bureau range.

AUTHORITY TO DISCHARGE WEAPON:

Deputies are authorized to discharge firearms in the line of duty according to Lexipol § 300, Use of Force and Lexipol § 304, Shooting Policy.

REQUIRED REPORTING OF FIREARMS DISCHARGE:

Any deputy shall immediately report the discharge of a firearm to the Transportation Unit On-Duty Supervisor under the following circumstances as outlined in and in compliance with Lexipol § 312.7 Report of Firearm Discharge and § 312.3.1 Safety Considerations.

Upon being notified, the Transportation Unit Lieutenant shall immediately notify the Custody Support Division Commander, Jail Operations Division Commander, and the Custody Operations Chief Deputy.

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CHAPTER 6 TRANSPORTATION UNIT	607. Use of the Patrol Rifle (AR-15)	
Page: 1 of 2	Review Date: 01/2016	Review Date: 01/2016
Related Orders: N/A		

I. PURPOSE:

Patrol rifles are authorized to be carried in all Sheriff's Office vehicles.

II. POLICY:

Patrol rifles are authorized to be used in the Transportation vans and buses. All deputies must be properly trained and qualified by the Rangemaster. The use of patrol rifles is permitted on any Transportation vehicle and all out of county transports.

III. DEFINITIONS:

Patrol rifle – As stated in Lexipol § 312.13.2 (DEFINITION), a patrol rifle is an authorized weapon which is owned by the Department or authorized deputy and which is made available to properly-trained and qualified deputies as a supplemental resource to their duty handgun or shotgun. No personally-owned rifles may be carried for duty unless preapproved in writing by the Sheriff or his/her designee in accordance with this policy.

Lexipol § 300 and §312.13, are the governing policies for deployment, discharge, ammunition, maintenance and reporting documentation.

IV. PROCEDURES:

DEPLOYMENT:

The deployment of the patrol rifle shall be governed by Lexipol § 312.13.6.

DISCHARGE:

The discharge of the patrol rifle shall be governed by Lexipol § 300 and 312.7.

RIFLE AMMUNITION:

As stated in Lexipol § 312.13.3.2 (RIFLE AMMUNITION), the only ammunition authorized for the patrol rifle is that which has been issued by the Department. This will consist of a quality factory load in a .223 caliber.

Whenever available, loading and unloading of the patrol rifle will be completed with the use of a loading/unloading barrel.

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PATROL READY:

As governed in Lexipol § 312.13.8, please review the following for the patrol ready position: Any qualified deputy carrying a patrol rifle in the field shall maintain the weapon in the "patrol ready" configuration until deployed. A rifle is considered "patrol ready" when it has been inspected by the assigned deputy and meets the following conditions:

- (a) There is no round in the chamber (this is accomplished with a visual and physical check of the chamber).
- (b) The rifle bolt is forward with the hammer down.
- (c) There is a loaded magazine in the rifle. Thirty (30)-round magazines will be loaded with 27 rounds and 20-round magazines will be loaded with 18 rounds.
- (d) The dust cover is closed.
- (e) The rifle is stored in the locked Transportation vehicle's rifle rack or trunk.
- (f) If a personal optional rifle is used, the rifle will be stored in a case in the vehicle's trunk or locked case while on duty in a "patrol ready" configuration. The deputy will inspect and make ready the Department rifle in a "patrol ready" configuration as in (a) through (e) for possible use by another deputy during a situation in which a rifle is needed.

STORAGE:

When not in use, patrol rifles will be unloaded and stored in the Santa Barbara Transportation Unit Armory or the Santa Maria Station Sergeant's Office Weapons Safe. The ammunition in Santa Barbara will be kept in the safe but separate from the weapon. The ammunition in Santa Maria will remain within a Transportation Unit vehicle inside the vehicle sally port. For the Lompoc van utilized by the Unit's Sergeant or designee, the rifle and ammunition will remain locked and stored in the Transportation Unit's vehicle securely parked inside the Lompoc Court Holding Compound's sally port.

MAINTENANCE:

Rifle maintenance is governed by Lexipol § 312.13.4 (Basically, all maintenance shall be completed by the Rangemaster).

REPORTING:

Any deputy shall immediately report the discharge of a firearm to a Transportation Unit On-Duty Supervisor as outlined in and in compliance with Lexipol § 300.

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CHAPTER 6 TRANSPORTATION UNIT	608. Transportation Unit Keys	
Page: 1 of 2	Review Date: 6/2015	Review Date: 6/2015

Related Orders: P&P § 325

I. PURPOSE:

The purpose of this policy is to ensure accountability of all keys issued to Transportation Unit deputies and civilian.

II. POLICY:

Transportation Unit deputies shall maintain possession control over their assigned keys. Spare keys shall be properly labeled and secured in the Transportation Unit key box.

No keys are to be duplicated without the written authorization of a supervisor.

III. DEFINITIONS:

IV. PROCEDURES:

CHECKING OUT KEYS:

The chit system will be utilized for keys that are removed from the Transportation Unit key box. Each deputy shall have an issued set of chits with their body number etched on it. One chit will be exchanged for any key or key set that is checked out.

CONTROL OF KEYS:

1. Each deputy assigned to the Transportation Unit will be issued two (2) sets of keys. The individual deputy will be responsible for those keys. Upon being issued a set of keys, the key inventory will be updated.
2. Under no circumstances are inmates allowed to handle any keys.
3. Upon reassignment or transfer from the Transportation Unit, the keys will be returned to a Unit Sergeant and an inventory shall be completed to assure all keys are accounted for.
4. This same procedure for keys applies to the issued fobs.

LOST KEYS:

In the event a fob, key or a set of keys is lost, an On-Duty Unit Supervisor shall be notified immediately and a report completed in ARS. Deputies shall not make, alter or customize chits.

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SANTA BARBARA COURT HOLDING FACILITY:

The facility keys will be stored in the locked key box inside the vehicle sally-port.

SANTA MARIA COURT HOLDING FACILITY:

The facility keys will be stored in the locked key box inside Building E.

LOMPOC COURT HOLDING FACILITY:

The facility keys will be stored in the locked key box inside the vehicle sally-port.

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CHAPTER 6 TRANSPORTATION UNIT	609. Holding/Transport Classification	
Page: 1 of 2	Review Date: 6/2015	Review Date: 6/2015
Related Orders: P&P § 301		

I. PURPOSE:

This policy is to ensure a written classification plan is implemented to properly assign inmates to the Court Holding Facilities' (CHF) cells and the appropriate bus seating during transport to any facility according to gender, age, criminal sophistication, seriousness of crime charged, physical or mental health needs, assaultive/non-assaultive behavior and other criteria, which will provide safety and security for inmates, staff and the facility.

II. POLICY:

Prior to transport or holding of inmates in satellite facilities the classification of inmates should be in accordance and compliance with applicable laws and Title 15, California Code of Regulations and 301. Inmate Classification.

Transport assignments and CHF decisions should be supported by all available information, such as:

1. Inmate Alerts in the JMS system;
2. Inmate Housing;
3. Prior knowledge of the inmate; and
4. Any other information available to provide for the safety of staff, facility and other inmates.

III. DEFINITIONS:

IV. PROCEDURES:

RESPONSIBILITIES:

All court rosters and transport orders are to be printed from JMS. For transportation purposes (2) lists are utilized for court. The first is a detailed list that includes an inmate picture, flags, alerts, keep separate, a booking number and important information regarding their classification or medical condition. The second list is a condensed version with no picture or inmate information. This shorter list is used for keeping track of remands and inmate counts while at the CHF.

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CHAPTER 6 TRANSPORTATION UNIT	609. Holding/Transport Classification	
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Classification is a necessary factor. Bus configurations along with CHF capacities will sometimes impact the ability to segregate the inmates. Absent exigent circumstances, inmates will be placed within their respective classification levels.

A bus/van configuration map will be utilized for the loading of inmates on to the buses and or vans. Generally, inmates will be transported and held based on their classification.

Prior to placing an inmate in a vehicle or CHF, deputies will review all pertinent information and speak with the inmates regarding compatibility issues.

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CHAPTER 6 TRANSPORTATION UNIT	610. Out of County Transports	
Page: 1 of 2	Review Date: 6/2015	Review Date: 6/2015

Related Orders: N/A

I. PURPOSE:

This policy is to provide guidelines for transporting inmates to other facilities outside the County of Santa Barbara who are sentenced to state prison, 90-day diagnostic evaluations, out of county warrant pick-ups, or to out of county court appearances.

II. POLICY:

The Transportation Unit is assigned the duty of inmate transportation to many different facilities. This includes those inmates who are sentenced to state prison, 90-day diagnostic evaluations, out of county warrant pick-ups, or transportation to out of county court appearances.

III. DEFINITIONS:

IV. PROCEDURES:

1. Transports will be completed by two (2) deputies.
2. The Transportation Unit Administrative Office Professional (AOP) or designee will coordinate with Custody Records to ensure inmates being transported or picked-up have the appropriate court documents and packets.
3. Prior to loading inmates on a bus or van, and prior to departure, a pre-inspection of the bus or van being used for the transport, must be conducted.
4. Meal expense reimbursement is authorized for extended out of county transports.
5. Inmates transported to another facility **must have** medical, booking and/or release documentation and classification documents sent **with** the Transportation Unit deputies.
6. No inmate will be accepted from another jurisdiction, unless the medical paperwork and authority to transport is given to the Transportation Unit deputy.
7. Transportation Unit deputies will sign all release paperwork and verify the inmate's money and personal property for accountability. Transportation Unit deputies will note any segregation issues and relay this information to the facility's reception staff.
8. All inmates being transported out of our jurisdiction will be fully restrained during transport; at a minimum, handcuffed, waist chained, and leg ironed.

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9. Transportation Unit deputies will deliver inmate and property to the out of county facilities reception staff. They will collect and return all jail clothing and ensure all transportation restraints are accounted for and secured.

10. At the termination of the transport, after returning to our facility, the Transportation Unit deputies are to ensure the vehicle used has been cleaned (inside) with all restraints secured. They will notify the Transportation Unit supervisors and AOP via email of the transportation time, mileage and any issues encountered with inmates or vehicles during the trip.

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CHAPTER 6 TRANSPORTATION UNIT	611. Emergency and Unusual Events	
Page: 1 of 3	Review Date: 6/2015	Review Date: 6/2015
Related Orders: Lexipol § 503.42; PC § 830.1(c)		

I. PURPOSE:

The purpose of this policy is to establish and provide guidelines when circumstances warrant the Transportation Unit deputy to take action during an emergency or unusual event during the performance of his/her duties. Documentation of such event(s) is paramount no matter how slight or insignificant it may seem at the time of occurrence.

II. POLICY:

It is the policy of Custody Operations that Custody Deputies, while driving County vehicles, should not undertake any law enforcement actions other than those actions and circumstances arising directly out of maintaining custody of inmates. This includes related tasks while transporting inmates in a Transportation Unit vehicle. The primary responsibility of Transportation Unit deputies is the safety and security of the inmates while being transported.

Inmates who are transported out of a closed security environment are subjected to many uncontrolled factors that may increase or subject the Transportation Unit to added liability. Documentation of such event(s) is paramount, no matter how slight or insignificant it may seem at the time of occurrence.

III. DEFINITIONS:

SR154 – Highway 154 or San Marcos Pass

IV. PROCEDURES:

Whenever a need for law enforcement is observed by a deputy, while outside a detention facility, the deputy shall immediately notify the Dispatch Center of the problem. The deputy shall provide the location and as much descriptive information of the problem/violation as possible. Should the deputy deem immediate action is necessary to protect life and/or property he/she will immediately request back up via the Dispatch Center. The deputy shall take the appropriate action keeping in mind his/her primary responsibility and all department policies and procedures. The deputy shall stay on scene until relieved by a Sheriff's Deputy and/or detective. The deputy will complete all required ARS reports as coordinated with the Sheriff's Deputy, CHP, detective, and/or other allied law enforcement agencies.

When a deputy observes a serious, potentially life threatening traffic violation, and no inmates are in the County vehicle, he/she may follow the violator keeping the Dispatch Center advised of the location and request a patrol unit. All laws and rules of the road must be obeyed. Should the deputy determine that it is imperative to activate the red light and siren to protect life

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and/or property, notification will be given to the Dispatch Center and permission requested from the area patrol supervisor. The circumstances for the activation will be clearly stated on the radio. Under no circumstances, no Custody Deputy will go in pursuit of a vehicle.

MEDICAL EMERGENCIES:

1. If an inmate is transported to a hospital, documentation will be made on the Sheriff's Offense/Arrest/Incident (OAI) report in ARS. Otherwise, medical incidents will be documented on an Inmate Disciplinary Report (IDR) with the medical box checked.

SPECIAL SCENARIOS:

1. Do not enter the back of the vehicle if there is a fight or medical emergency. Stop the vehicle, call for back-up and wait for assistance to arrive.
2. Transportation Unit deputies should not make vehicle stops or engage in any law enforcement activity unless authorized.
3. Unless there are extenuating circumstances, no bus carrying inmates will travel via SR154.

VEHICLE BREAKDOWNS IN-COUNTY:

1. In the event of a vehicle breakdown in Santa Barbara County when not carrying inmates, the Transportation Unit deputy will notify the Dispatch Center on Frequency 2. Advise them of the unit's location, maintenance problem, and wait for instructions.
2. In the event of a vehicle breakdown when transporting inmates in-county, notify the Dispatch Center on Frequency 1. Advise them of your location and problem. In addition, request a patrol back-up to respond and stand by.
 - a) Inmates will not be evacuated from the vehicle unless emergency conditions warrant such removal.
 - b) The On-Duty Transportation Unit Supervisor will be notified by the Dispatch Center and will immediately send another Transportation vehicle.

VEHICLE BREAKDOWNS OUT OF COUNTY:

1. In the event a Transportation vehicle breaks down out of county and when not carrying inmates:
 - a) Notify an On-Duty Transportation Unit Supervisor.
 - b) Call the County Garage giving them the unit's location and maintenance problem.
 - c) In the event neither can be contacted, call the local law enforcement agency and have them dispatch appropriate assistance.

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NOTE: Prior to making any extended out of county trips, one Transportation Unit Deputy will check out a fuel card and a cellular phone.

MISCELLANEOUS PROCEDURES:

1. All Transportation vehicle accidents will be reported to the Transportation Unit Supervisor. This Supervisor will notify the Transportation Unit Lieutenant of the accident then document the incident in accordance with Lexipol § 502.

MISCELLANEOUS REPORTS:

1. All out of county transports will require an e-mail sent to the Transportation Unit Supervisors and AOP providing the number of inmates transported, hours worked, destination, and names of the deputies conducting the transport.

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CHAPTER 6 TRANSPORTATION UNIT	612. California Highway Patrol (CHP) Pull Program	
Page: 1 of 2	Review Date: 6/2015	Review Date: 6/2015
Related Orders: VC § 1808.1; Motor Carrier Safety Regulations 49CFR 391.41-391.49; Title 13 CCR § 1212.5		

I. PURPOSE:

The purpose of this policy is to ensure all commercial drivers, as well as their vehicles, are performing within standards set by the State of California. The Transportation Unit will comply with all of the required standards set by the state to ensure deputy and inmate safety when being transported.

II. POLICY:

The Transportation Unit is required to participate in the California Highway Patrol Vehicle Code § 1808.1, Pull Program. This program is designed to ensure that all commercial drivers, as well as their vehicles, are performing within standards set by the State of California. This unit will comply with all of the required standards set by the state to ensure deputy and inmate safety when being transported.

III. DEFINITIONS:

California Vehicle Code § 1808.1. (a) – The prospective employer of a driver who drives a vehicle specified in subdivision (k) shall obtain a report showing the driver's current public record as recorded by the department. For purposes of this subdivision, a report is current if it was issued less than 30 days prior to the date the employer employs the driver. The report shall be reviewed, signed, and dated by the employer and maintained at the employer's place of business until receipt of the pull-notice system report pursuant to subdivisions (b) and (c). These reports shall be presented upon request to an authorized representative of the Department of the California Highway Patrol during regular business hours.

IV. PROCEDURES:

1. Transportation Unit deputies, upon assignment to the Transportation Unit, will be scheduled for a Class B physical examination. This examination must be successfully completed. The individual must be issued a Medical Examiner's Certificate in accordance with the Motor Carrier Safety Regulations (49CFR 391.41-391.49). It is the deputy's responsibility to complete timely renewal of their Medical Examiner's Certificate every two (2) years, prior to expiration.
2. After receipt of the Medical Examiner's Certificate, the deputy will be scheduled for driver's training with a certified bus trainer, as designated by the Transportation Unit. At this time, the deputy will take all of the required written examinations to receive their Class B license. The deputy will then enter and complete bus training with the Training Deputy. They will not drive any Transportation bus until they complete training and receive certification by the

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Department of Motor Vehicles. The deputy must also complete an eight (8) hour Department of Transportation (D.O.T.) class as soon as possible.

3. Transportation Unit deputies will inspect any vehicle assigned to them, on a daily basis prior to use. A Daily Driver's Vehicle Inspection Checklist will be completed on Class B vehicles. Vehicle discrepancies will be documented and reported to the Transportation Unit Supervisor. The Daily Driver's Vehicle Inspection Checklist will be maintained by the Transportation Unit Supervisor.
4. Any out of county transportation trips by bus, in excess of 100 miles (one way) will be recorded on the California Highway Patrol Daily Driver's Log. This will be done to ensure all drivers are in compliance with State regulations. After completion of the scheduled trip, the Driver's Daily Log will be submitted to the Transportation Unit Supervisor for filing.
5. The Transportation Unit Supervisor will be responsible for maintaining the Daily Driver's Log forms, as well as the Daily Driver's Vehicle Inspection Checklist forms. These forms must be kept on file and available for inspection at any time by CHP.