

Sonoma County Sheriff's Office Procedure Manual

ACCESS PASSES

The Administrative Lieutenant or their authorized designee shall approve access to the Detention Division facilities for visitors, professional visitors, volunteers, and staff based only on the level of clearance necessary to conduct business. All persons who enter the secure perimeter of the facilities may be subject to search and shall be required to wear an Access Pass that designates their level of access.

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ACCESS-STAFF

Access in the facility shall be regulated and certain areas shall be restricted for the safety and security of staff and incarcerated persons.

DEFINITIONS

Contract Employee- a person employed by a private business which has contracted with the Detention Division to provide services in the facility.

Detention Division Employee- A Sheriff's Office employee, assigned to the Detention Division

General Services Employee- a person employed by the County General Services Department who is assigned to provide maintenance services within the facilities.

Personal Services Contractor- a person with whom the County has contracted to provide a specific service in the facility.

Outside Agency Employee- a person employed by the Probation Department, County rehabilitation programs or the Sonoma County Office of Education who is assigned regularly to work in the MADF.



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AIDS TO IMPAIRMENT- EYEGLASSES/CONTACT LENSES

GENERAL INFORMATION

Cooperative arrestees may keep their prescription eyeglasses and soft eyeglass cases when they are brought to the facility.

Contact lenses will not be provided by the medical provider to incarcerated persons unless they are determined to be medically necessary and approved by the responsible physician.

Any arrestee who is placed into a safety cell or into a sobering cell may not be permitted to keep their eyeglasses, due to concerns for the incarcerated person's safety. The eyeglasses will be tagged with a property tag and returned to the arrestee when they are removed from the cell.

An incarcerated person whose eyeglasses break while they are in custody may have them replaced if:

1. They have insurance which will pay for the appointment and/or the eyeglass purchase, or;
2. They have family who will pay for the appointment and/or the eyeglass purchase; or,
3. They have enough money on their books to pay for the appointment and/or the eyeglass purchase; or,
4. If an incarcerated person has none of the above mentioned means to obtain eyeglasses, and the responsible physician determines eyeglasses are medically necessary to address an impairment, eyeglasses will be provided by the medical provider as a reasonable accommodation.

Friends Outside may provide incarcerated persons with non-prescription reading glasses and soft eyeglass cases.

An incarcerated person will be permitted to have their prescription contact lenses brought into the facility by a friend or relative. Medical staff must approve any contact lenses before they are accepted.

1. Contact lenses solutions and contact lenses containers will not be accepted.

Incarcerated persons experiencing difficulty with vision issues may submit a sick call slip and/or a request form to medical staff. In both instances, an incarcerated person will be seen and evaluated by medical staff. If the responsible physician and/or medical staff determine it is medically necessary for an incarcerated person to be evaluated by an optometrist, the medical provider will work with the Transportation Unit to facilitate such an appointment.

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ACCEPTING PRESCRIPTION EYEGLASSES AND/OR CONTACT LENSES

When prescription eyeglasses are brought to the facility, a Detention Specialist shall accept the eyeglasses and ensure the eyeglasses and any soft case that may accompany the eyeglasses, are first inspected by a Deputy for any safety and security concerns and/or contraband.

If the eyeglasses are found to have safety and security concerns and/or contain contraband, the incarcerated person will be advised the eyeglasses were denied, and the reason for the denial.

If the eyeglasses are approved, the eyeglasses will be delivered to the incarcerated person.

When prescription contact lenses are brought to the facility, a Detention Specialist will contact medical staff to approve the contact lenses. Once approved, the Detention Specialist will ensure the contact lenses are forwarded to the incarcerated person.

1. The medical provider will provide contact lenses solutions and containers for all approved contact lenses.

References:

Custody Policy 714- Aids to Impairment

REVISION HISTORY

09/30/2021

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Annual Security Review

An annual security review of the Main Adult Detention Facility and North County Detention Facility shall be conducted to ensure safety and security of facility operations and ensure proper facility maintenance. The Annual Security Review is a valuable document in future planning, budgetary issues and litigation.

Mandates

Title 15 Standards: 1029(a)(6)

GENERAL INFORMATION

- A. As required by Title 15 section 1029(a)(6), an annual security review shall be conducted to evaluate security and control procedures.
- B. The Annual Security Review provides a chronological record of each facilities security status.
- C. The Annual Security Review shall include, but not limited to:
 - 1. Physical counts
 - 2. Facility searches
 - 3. Contraband control
 - 4. Key control
 - 5. Staffing
 - 6. Perimeter security
 - 7. Equipment and training
 - 8. Firearms control and ammunition
 - 9. Duress alarm systems
 - 10. Chemical agents
 - 11. Mechanical restraint devices
- D. Facilities inspections shall include a review of interior and exterior security measures of both facilities.

PROCEDURES

- A. Inspections will be conducted and documented by the Administrative Lieutenant or designee.
- B. The Facility Administrator shall review evaluate and make a record of security measures.

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- C. A complete report will be maintained for inclusion in the biennial Board of State and Community Corrections and with the Annual Inspection Report filed in Detention Administration.

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AUDITS

High liability incidents and activities such as restraint chair placements shall require an audit each time they occur. This is to ensure each incident is necessary and conducted appropriately. Other activities, such as safety cell placements or strip searches, shall require scheduled audits of sample groups. In addition, Supervisors and Managers are encouraged to conduct audits after incidents that involve high levels of force, forced cell removals, major suicide attempts or anytime an audit may be deemed appropriate or beneficial.

Audit A regular examination of accounts or records. A methodical examination or review of an incident

OCA Out of cell activity

GENERAL INFORMATION

- A. At a minimum, audits shall be conducted for the following functions and activities:
 - 1. Restraint Chair placements
 - 2. Safety cell placements
 - 3. Sobering cell logs
 - 4. Use of force - Taser
 - 5. Use of force - O/C Spray
 - 6. Out of Cell Activity (OCA) logs
 - 7. Facility Rounds
- B. Audit procedures and minimum requirements are specified in the policies and procedures that pertain to them.
- C. OCA logs for housing modules/units will be audited on a monthly basis by the Compliance Deputy or an assigned staff member to ensure incarcerated persons are being offered the required amount of OCA and recreation yard time, as well as to ensure incarcerated persons are receiving the maximum amount of time out of cell they are allowed.
- D. Monthly safety cell placements and sobering cell log audits are conducted by the Compliance Deputy or designee. On a quarterly basis, an overall summary of the audit results are forwarded to the Administrative Lieutenant for review.
- E. The Administrative Lieutenant may conduct quarterly audits of the sobering cell logs, safety cell and restraint chair placements, and use of force incidents for the purpose of evaluating how medical staff, mental health staff, and/or custody staff fulfilled their responsibilities.

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1. Reviews may be distributed to a representative from Medical or Mental Health contractors for review.
- F. Official forms are available for auditing restraint chair placements, safety cell placements or use of force.
- G. All other audits conducted use approved forms generated by the assigned auditor.

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Booking - Return from Temporary Release

DEFINITIONS

Transported Temporary Releases- An incarcerated person who was temporarily released from the facility and is transported by a law enforcement or contract security agency.

Walk-In Temporary Release- An incarcerated person who was temporarily released without the supervision of a law enforcement, probation or parole officer, e.g. court ordered passes.

GENERAL INFORMATION

- A. Incarcerated persons who return from a temporary release will be:
 - 1. Strip searched and body scanned adhering to policy.
 - 2. Asked the medical/mental health screening questions.
- B. Incarcerated persons who are returned from a temporary release by a Transportation Officer or other Law Enforcement Officer will re-enter the MADF via the booking area, and NCDF via the Lobby area.
- C. When an incarcerated person is returned from a medical hospital, the Transporting Officer must have medical documentation from the hospital to give to Detention Medical staff.
- D. A Detention Medical Staff Member must be contacted prior to accepting an incarcerated person who is returning from a medical hospital.
- E. A Mental Health Staff Member must be contacted when an incarcerated person is returning from a mental health institution/hospital.
- F. At NCDF, if no Mental Health Staff Member is on duty, the Deputy will contact MADF Mental Health Staff and submit a Classification/Health Services Input form to Mental Health Staff at the facility the incarcerated person is housed.
- G. The Transporting Officer or NCDF Movement Deputy must complete a written inventory of all property, valuables, and money which are returned with the incarcerated person.
- H. Incarcerated persons transferred from other facilities shall be allowed to keep only those items which are similar to items sold at MADF/NCDF on Commissary or issued by MADF/NCDF staff with the exception of open food. The Deputy conducting the dress-in shall closely inspect any items brought by the incarcerated person.

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- I. Incarcerated persons returning from a court ordered or facility issued pass may, at the discretion of the MADF Booking Sergeant/NCDF Watch Commander or Classification Staff, be placed on a 48-hour lockdown. Incarcerated persons returning from the California Department of Corrections may be placed on a 48-hour lockdown.
- J. All incarcerated persons returning from a temporary release, with the exception of incarcerated persons transported from another facility, will be urine tested.
- K. An incarcerated person who is returning from a temporary release, and is not transported, will report to the MADF/NCDF Lobby area.
- L. The incarcerated person may not return with any property with the exception of money.
- M. If an incarcerated person returns and is intoxicated, he or she will be placed in a sobering cell.
 - 1. Incarcerated persons at the MADF will be considered a "partial booking" until they are able to complete the booking process.
 - 2. At the NCDF, the returnee who is intoxicated will be examined by Medical Staff to determine if the incarcerated person needs to be transported to the MADF for sobering.
- N. If it is believed a returnee may be trying to introduce contraband into the facility a Sergeant or higher authority will make the decision to place the incarcerated person on a 48-hour lockdown.
 - 1. The incarcerated person shall be body scanned upon return and prior to being housed.
 - 2. During the 48-hour period frequent cell searches and visual observation of the incarcerated person shall be conducted.
- O. If contraband is found on an incarcerated person, or in their cell during the 48-hours:
 - 1. The Sergeant responsible for the Module/Unit may extend the incarcerated person's lockdown for another 48-hours.
 - 2. The Module/Unit Deputy will document the extension and the Sergeant approving the extension in the incarcerated person's Management Notes, as well as complete an Incident Report.
 - 3. The incarcerated person must be given a minimum of 35 minutes of OCA each day and shall be allowed personal visits. If a Sergeant chooses to extend the lockdown, the incarcerated person must have 48-hours without any contraband being found in their cell or on their person before they will be taken off the lockdown.

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- P. Module/Unit Deputies may conduct random strip searches on incarcerated persons on a 48 hour lockdown, to check for contraband while adhering to policy.
- Q. The Module/Unit Deputy will conduct a strip search and/or body scan on an incarcerated person at the end of the 48-hour lockdown while adhering to policy.

PROCEDURES

ARRANGING FOR THE RETURN OF AN INCARCERATED PERSON AFTER HOSPITALIZATION

- A. When the incarcerated person is being released from the hospital, the Patrol Deputy guarding the incarcerated person will contact the MADF Booking Sergeant to advise that the incarcerated person is ready to be returned to the facility.
 - 1.If the incarcerated person is not being guarded, the Hospital Staff will notify the MADF Booking Sergeant.
- B. The MADF Booking Sergeant shall:
 - 1. Notify the Medical Staff of the impending return of the incarcerated person.
 - 2.Notify Sheriff's Transportation or Sheriff's Dispatch that transportation for the incarcerated person is needed.
 - 3.Notify the Patrol Watch Commander that the incarcerated person is returning and that guards will no longer be required, if applicable.

RECEIVING TRANSPORTED/ARRESTED TEMPORARY RELEASE RETURNEES

- A. The incarcerated person shall be searched prior to entering the booking or central holding area.
- B. At the MADF, the Transporting Officer and at the NCDF a Movement Deputy will:
 - 1. Inventory all the returnee's property, place it in a plastic bag and document the inventory on an Incarcerated person Personal Property Receipt form.
 - 2. Complete a bulk property tag for each item of bulk property and attach the tag(s) to the item(s): and
 - 3. Count the returnee's cash; place the cash in a money envelope and document the count on the envelope.

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- C. At MADF when the Transporting Officer has completed the paperwork, he or she shall give the paperwork, the returnee's property, and money to the Booking Detention Specialist.
- D. At NCDF when the Movement Deputy has completed the paperwork, he or she shall give the paperwork and the returnee's valuable property and money to the Lobby Detention Specialist and place the property in the property room.
- E. The Booking Detention Specialist/Lobby Detention Specialist shall complete the returnee's booking process.
- F. The Booking/Movement Deputy shall:
 - 1. Pat search the incarcerated person
 - 2. Complete the necessary Medical/Mental Health paperwork
 - 3. If the incarcerated person is returning from the hospital, obtain the hospital paperwork from the Transporting Deputy, and notify the Medical Staff Member/Mental Health Staff Member that the incarcerated person has arrived and needs to be evaluated.

RECEIVING WALK IN TEMPORARY RELEASE RETURNEES

- A. When an incarcerated person (returnee) returns from an unsupervised temporary release, he or she will report to the MADF/NCDF lobby area and advise the Receptionist/Lobby Detention Specialist that they are a temporary release returnee.
- B. The MADF Receptionist will notify Booking of the returnee who has arrived and the Records Detention Specialist who will pull the D-file.
- C. The NCDF Lobby Detention Specialist will notify a Movement Deputy and pull the returnee's D-File.
- D. The Booking/Movement Deputy shall:
 - 1. Search the returnee, place his or her personal property in a plastic bag and escort them to the MADF Booking or NCDF Central area.
 - 2. Inventory the returnee's valuables and bulk property on an Incarcerated person Personal Property Receipt form and submit them to the Booking/Lobby Detention Specialist to be secured in the property cabinet.

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3. Complete the necessary Medical/Mental Health Screening.

E. The Booking/Lobby Detention Specialist shall:

1. Verify that all bulk property items are tagged.
2. Verify that the property inventory matches the property taken, sign and give a copy to the returnee.
3. Verify that the money amount in the envelope matches the amount written on the outside of the envelope.

PROCESSING TEMPORARY RELEASE RETURNEES

A. If the returnee is an NCDF incarcerated person who was temporarily released and is to remain at the MADF, the Booking Sergeant shall call the NCDF Watch Commander and request the D-File and property be sent to the MADF.

B. The MADF Records Detention Specialist shall:

1. Retrieve the incarcerated person's Incarcerated person Management and I.D. Card out of the D- file and give them to the Booking Detention Specialist.
2. Ensure the incarcerated person is signed back into custody on the Incarcerated person Checkout Log, if applicable.

C. The MADF Booking Detention Specialist will:

1. Process a "check-in" and add the incarcerated person's holding location.
2. Write the incarcerated person's time of arrival on the Incarcerated person Management Card.
3. Attach one copy of the of the bulk property tag to the Incarcerated person Management Card and place the card in the Booking card holder.
4. Write the incarcerated person's booking number on the Incarcerated person Personal Property Receipt and place the receipt inside of the plastic property bag (facing out so it can be read) and heat seal the bag.
5. Send the sealed property bag and money envelope to the Cashier who will process the incarcerated person's valuable property and cash and send a money and property receipt to the Booking Detention Specialist.

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6. Write the incarcerated person's booking number on the bulk property tag and place the incarcerated person's bulk property, as applicable, in one of the numbered storage drawers.
7. Ensure the incarcerated person signs their money/property receipt and give the incarcerated person a copy, sending the original back to the Cashier.

D. The NCDF Lobby Detention Specialist will:

1. Take the incarcerated person's management and I.D. cards out of the D-file and give them to the Movement Deputy.
2. Process a "check-in" and add the incarcerated person's holding location.
3. Write the incarcerated person's time of arrival on the Incarcerated person Management Card and give it to the Movement Deputy.

E. The NCDF Movement Deputy will:

1. Inventory the incarcerated person's money, personal property, and clothing.
2. Give the money and personal property to the Lobby Detention Specialist.
3. Have the incarcerated person sign their money and property receipts.
4. Place the incarcerated person's property in the property room.

F. When the paperwork has been completed the Deputy will complete the dress-in process and escort the incarcerated person to their housing assignment giving the Module/Unit Deputy the incarcerated person's Management Card.

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BOOKING-DRESS IN

Prior to initial housing, each incarcerated person shall be provided with clean institutional clothing and linen and personal care items.

GENERAL INFORMATION

- A. Strip searches of incarcerated persons being dressed in for housing shall only be conducted as specified in the Strip Search policy.
- B. Dress in procedures shall only be conducted or viewed by a Correctional Deputy of the same sex as the incarcerated person.
- C. The identification card, one intake bag, institutional clothing, pillow, and linen shall be issued at the completion of dress-in.
- D. A razor and spoon may be issued after the dress-in process based on classification and or housing location.
- E. Incarcerated persons with Mental Health IBC codes will not be issued spoons or razors.
- F. Each incarcerated person who is dressed- in shall receive a receipt for all personal property and clothing taken into storage.
- G. Deputies will search the items brought in with incarcerated persons who have transferred from other facilities as soon as possible. Incarcerated persons will be allowed to keep only items which are similar to items issued or sold on commissary at MADF/NCDF.
- H. Incarcerated persons requesting to take a shower during the dress in process will not be denied.

PROCEDURES

- A. The Detention Assistant will put together clothing bundles prior to the dress in process and enter the incarcerated person's clothing information into the computer system.
- B. A Deputy will conduct an authorized strip search according to policy. If a strip search has not been authorized instruct the incarcerated person to change into the facility issued clothing.
- C. If the incarcerated person has any type of prison/gang tattoo(s), take photos of the tattoo(s). The genital areas for both males and females as well as the breasts of females **will not** be photographed. These areas will be covered by a towel or clothing

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before the photos are taken. The Deputy will complete a Classification Input and forward the input, and the photos to the Gang Intel Deputy.

- D. The Deputy will search the incarcerated person's clothing prior to storage.
- E. Once the dress-in process has been completed, all incarcerated persons, if possible, shall complete a visual body scan using the body scanning machine. Incarcerated persons who have completed a scan shall be entered into the Justice System tracking system documenting the time the scan was completed.
 - 1. Use the "Movement Worksheet" in the Justice System to move incarcerated person into "SCNR".
 - 2. Document the scan on the Incarcerated person Management Card.
 - 3. If unable to scan the incarcerated person, advise the supervising Sergeant and make an entry in the incarcerated person's management notes.

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BOOKING- GENERAL PROCEDURES

GENERAL INFORMATION

If an incarcerated person is unable to complete the booking process within a reasonable amount of time, the Booking Sergeant and the Watch Commander will notify Medical and Mental Health Staff and confer to determine the appropriate course of action.

Medical and/or Mental Health Staff sign off on the booking tracking sheet as they complete files that are referred to them.

UNUSUAL BOOKING CIRCUMSTANCES

Incarcerated persons being booked pursuant to sections 6601.5 or 6602 of the Welfare and Institutions Code (as sexually violent predators) shall be handled as civil incarcerated persons and kept separate from all other incarcerated persons, unless the incarcerated person is a sexually violent predator with a wavier signed through the courts.

BAIL INFORMATION

- A. If there is a question regarding a bail amount, refer to the Bail Schedule, and if necessary, contact the on-call judge.
- B. Bail amounts may only be "stacked" for multiple specified violent felony charges, specific sex crimes and for all warrants in accordance with the bail schedule.
- C. When there is an inconsistency in the Bail Table the higher bail is to be used.
- D. Before any person booked for a violent felony (any crime specified in subdivision (c) of section 667.5 P.C.), 262 P.C., 273.5 P.C., 646.9 P.C. or 243(e)(1) P.C. may be released on an O.R. (Own Recognizance) or bailed in an amount that is either higher or lower than the amount listed in the bail schedule, a hearing must be held in open court before a Magistrate or Judge. Applications for changing the bail amounts shall be kept in the booking area for the Arresting Officer's use. This applies to persons booked on on-view charges as well as warrants.

ARRESTEE PROPERTY

- A. Chemical agents, alcoholic beverages, perishable food items, torches, excessively large tablets or computers, and weapons, except for small pocketknives (no more than a four-inch blade), will not be accepted as part of an arrestee's property.

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- B. Incarcerated persons transferred from other facilities shall be allowed to keep only those items which are the same as items sold on Commissary or issued by Detention Staff. Opened food items will not be allowed.
- C. Incarcerated persons may only keep their eyeglasses, contact lenses, medic alert bracelets, other approved medical items, or phone numbers in their possession upon arrival at the facility. Medical Staff will provide replacement medic alert bracelets for incarcerated persons who come in with a medic alert necklace.

WAITING/STAGING AREA RULES

- A. An incarcerated person's behavior, charges, level of intoxication, gang affiliation and history will dictate whether an incarcerated person will be allowed to sit in the booking waiting area, or be staged in a booking holding, safety, or sobering cell.
- B. Male and female incarcerated persons must be segregated and not placed together in holding cells.
- C. While in the booking area arrestees may use the incarcerated person phones to make as many local and/or long-distance collect calls as they need to arrange bail, or to contact others for assistance.

ARRESTEE DRESS-IN

- A. All arrestees booked on "no-bail" charges or indicate they are unable to bail should be dressed- in as soon as possible after they are booked.
- B. Every reasonable effort will be made to process arrestees through booking within 12 hours, or a reasonable amount of time, of their arrival at the facility. If this is not possible, the Booking Sergeant will document the reason in the Supervisor's Log.

PROBABLE CAUSE STATEMENTS

- A. Upon receipt of an Affidavit re Probable Cause, the Detention Specialist will:
 - 1. Make copies of the Affidavit re Probable Cause and distribute them as follows: Arresting Officer, Probation Department, Mental Health Staff, Classification Staff and the Incarcerated person's D-file.
 - 2. Place the original statement in a slot reserved for the Affidavit re Probable Cause.

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- a. On court days, the statements are collected by the Sheriff's Office's Court Liaison.
- b. On non-court days, the statements are collected by the Swing Shift Booking Sergeant or Supervising Detention Specialist for review and if necessary, referral to the on-call Judge.
- c. Original Probable Cause Statements are placed in the incarcerated persons' D-files after being completed by the Booking Sergeant, the Supervising Detention Specialist or after the judge has signed them.

ACCEPTING COOPERATIVE ARRESTEES

- A. All incoming arrestee(s) shall be handcuffed behind their back prior to entering the pedestrian sally port, unless the arrestee is incapable.
- B. The arresting/transporting officer should make a reasonable effort to complete the Pre-Booking form, the Affidavit re Probable Cause form and any applicable paperwork before entering the Pedestrian Sallyport.
- C. All arrestees shall be searched by the arresting/transporting officer before entering the pedestrian sally port.
- D. If applicable, the Detention Specialist will provide the arrestee's warrant(s) to the arresting/transporting officer for service upon entering the pedestrian sallyport.

ACCEPTING EXTREMELY INTOXICATED OR COMBATIVE ARRESTEES

- A. When an arresting/transporting officer arrives at the facility with an arrestee who is combative, or intoxicated to the point that they have difficulty walking and require assistance, the arresting/transporting officer shall notify Booking Staff prior to arrival, if possible, otherwise:
 1. Notify Central Control
 2. Drive their vehicle into the vehicle sally port and park as directed by the Central Control Deputy; and wait for assistance.
- B. When notified of a combative arrestee, Deputies shall:
 1. Enter the vehicle sallyport with appropriate safety equipment and activate Body Worn Cameras
 2. Notify a Sergeant and wait for them to arrive prior to removing the incarcerated person from the vehicle.
 3. Call for Medical and Mental Health Staff to stand-by as needed.

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- C. If the arrestee is too intoxicated to participate in the booking process, Deputies shall implement the procedures outlined in Sobering Cell Use, and have Medical Staff examine the arrestee.
 - 1. If the arrestee is intoxicated to the extent they cannot walk or are completely incoherent, the Deputy may notify the Booking Sergeant to determine if a hospital clearance is required.

BOOKING PROCEDURES

- A. Upon accepting paperwork provided by the arresting/transporting officer the Detention Specialist shall:
 - 1. Verify that the information on all paperwork is complete and accurate.
 - 2. Confirm the agency case number with the arresting/transporting officer.
 - 3. Locate or generate a D-number for the arrestee in the computer system.
 - 4. Review any previous custody history.
 - 5. Notify the Booking Deputy conducting the intake of the arrestee's last housing, paying extra attention to previous Administrative Segregation, Mental Health or Protective Custody housing.
- B. Detention Specialists shall only accept property from arresting/transporting officers that has been:
 - 1. Thoroughly searched.
 - 2. Inventoried.
 - 3. Placed in a plastic bag.
 - 4. Documented on a Personal Property Receipt form.
 - 5. Counted and placed in a cash money envelope with the amount documented on the front of the envelope, the Pre-Booking form and the Incarcerated person Personal Property Receipt form.
 - a. If the arrestee's cash is contaminated, (Refer to: Property-Incarcerated person Cash and Valuables)
- C. A copy of the Property Inventory form will be given to the arresting/transporting officer and to the arrestee. (Refer to: Property-Incarcerated person Cash and Valuables)
- D. If the arrestee will require interpreter services for court (for hearing impaired arrestees and all languages other than Spanish).
- E. Use the "Request for Interpreter (Non-CMS)" link found in the "Odyssey" Applications section of the Intranet.

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1. Complete the form and submit it.
 2. A copy will be electronically sent to the Court Interpreters Coordinator.
 3. A copy will be emailed to the sender.
 4. Print a copy to be included in the arrestee's D- file and forward a copy to the ADA Coordinator.
- F. Begin a Booking Tracking form and attach it to the booking folder.
- G. If the arrestee is incapable of completing the booking process, e.g., intoxication, question of identity or safety cell, the Detention Specialist shall complete a partial booking.
- H. The Detention Specialist shall heat seal the plastic valuable bag and send the valuables bag and money envelope to the Cashier.
1. Only valuables that can fit into the valuable property boxes can be accepted. For Sheriff's Office arrests, any property not fitting into the valuable property boxes will be stored by the Property Evidence Unit for safe keeping. For other arresting agencies, any property not fitting into a valuable property box will not be accepted and will be the responsibility of the arresting agency to store for safe keeping.
- I. Store the arrestee's bulk property, as needed.
- J. The Cashier shall:
1. Enter a property box number, property descriptions and amount of money in the lockdown accounting system.
 2. Send a money and property receipt to the Detention Specialist in booking.
 3. Place the money in the intake kiosk and property in the appropriate drawer in the property vault.
 4. If the money is contaminated, refer to: Property-Incarcerated person Cash and Valuables.
- K. When the Detention Specialist has received the property receipt, they shall:
1. Complete the computer portion of the booking process.
 2. Ensure money and property receipt have been signed by the arrestee and they receive a copy.
- L. Once the Deputy has taken the arrestee's fingerprints, the arrestee's picture shall be taken. Deputies will:

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1. Generate copies of the Incarcerated person Management Card, and I.D. Card sheet.
 2. Collect a DNA sample, if applicable.
- M. The Deputy shall complete a Suicide Prevention Screening Guidelines form for all arrestees ineligible for bail, citation, or unable to arrange for bail.
- N. Deputies are responsible for presenting incarcerated person education regarding the Prison Rape Elimination Act to all arrestees ineligible for bail, citation, or unable to arrange for bail.
- O. The Deputy will review the incarcerated person's file for completeness.
- P. The Deputy shall review the incarcerated person's custody/arrest history to determine if a strip search is warranted if the incarcerated person's custody does not apply to the following preexisting rules.
1. Felony charges
 2. Misdemeanor weapons, violence or drugs
 3. Post arraignment
- Q. Once the arrestee's file has been reviewed and completed, the Deputy shall check off the Booking Tracking form.

REFERENCES:

Custody Policy 502- Inmate Reception

Custody Policy 513- Safety, Sobering, and Observation Cells

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BOOKING-PRE-BOOKING MEDICAL/MENTALH HEALTH SCREENING

All individuals being admitted to the Sonoma County Detention Facilities shall undergo a process of intake screening to evaluate their medical condition and mental health status, and to evaluate their need for any special accommodation as a result of a disability. This screening will be conducted to ascertain whether the individual will be accepted into custody; to determine if they need immediate medical or mental health treatment; and to provide medical and/or mental health information relating to housing, classification, and the handling of incarcerated persons. To facilitate the process, staff shall be trained in the proper use of forms, screening criteria, and the procedures to be used for medical and mental health screening.

GENERAL INFORMATION

- A. A Deputy shall complete an Arrest Report Form immediately upon the arrival of the arrestee, and prior to the individual being accepted into custody.
- B. If at any time prior to the booking process any of the following is observed, custody staff will not accept the individual before consulting with medical staff. At the NCDF, arrangements will be made for the individual to be transported to an emergency medical facility:
 - 1. are or have been unconscious
 - 2. are having or have had convulsions
 - 3. have significant external bleeding
 - 4. have obvious bone fractures
 - 5. suffering from obvious signs or symptoms of alcohol or drug withdrawal
 - 6. have visible signs or symptoms of a head injury
 - 7. are a pregnant female with complications
 - 8. are complaining or demonstrating symptoms of severe pain, trauma or other serious illness or injury
 - 9. are unable to walk under their own power **with** assistance.
- C. A Pre-Booking Medical /Mental Health screening form will be completed on all incarcerated persons coming into custody.
 - 1. Incarcerated persons who have been temporarily released from custody for a period of 72 hours or less, and incarcerated persons returning for weekend commitments, shall be asked the intake screening questions.
- D. Any female arrestee that has given birth in the past 12 months and has been charged with the murder or attempted murder of her infant will be immediately referred to Mental Health Staff for screening.
- E. Any incarcerated person charged with homicide, arson, vehicular manslaughter, child endangerment, and/or child sexual assault will be referred to Mental Health Staff.

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- F. If the Arresting Officer needs to conduct an alcohol breath test, they shall do so prior to the medical/mental health screening process.
- G. Arrestees entering custody directly from the hospital must have a Hospital Clearance form for medical staff to review prior to acceptance.
- H. Deputies shall be responsible for monitoring the physical and mental health of incarcerated persons during the booking/intake process.
- I. It is the responsibility of custody staff to immediately advise a supervisor when an incarcerated person is disabled or appears to be disabled. Deputies will complete the ADA disability forms.
- J. Arrestees who are intoxicated must be examined by Medical Staff in accordance with the Safety, Sobering, & Observation Cells Custody Policy 512.
 - 1. Incarcerated persons at the MADF will be considered a "partial booking" and placed in a sobering cell until they are able to complete the booking process.
 - 2. At the NCDF, the individuals who are intoxicated will be examined by medical staff to determine if the incarcerated person needs to be transported to the MADF for sobering.
 - 3. If an incarcerated person is transferred to MADF for sobering, the booking process will be completed at the MADF.

COMPLETING THE PRE-BOOKING MEDICAL/MENTAL HEALTH SCREENING FORM

- A. At the MADF, the Deputy conducting the intake will:
 - 1. Obtain the Pre-Booking and Probable Cause forms from the Arresting Officer and review them, noting the arrestee's full name, and in particular, the "violent/assaultive" and "suicidal" sections of the "Observations of Behavior While in Custody" section of the Pre-Booking form.
 - a. Note any information obtained by the arresting officer regarding the incarcerated person.
 - 2. Begin the Pre-Acceptance Medical Screening process by visually assessing the incarcerated person's physical condition and ask the arresting officer whether or not the arrestee had been treated at the hospital before being brought to the MADF.

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- a. The indications provided by the Arresting Officer will be compared to the responses given by the arrestee when asked the questions on the Pre-Booking Medical/Mental Health Screening Questionnaire. If there are discrepancies, the Booking Deputy will notify Mental Health Staff.
3. Complete the Arrest Report Form.
 - a. If none of the conditions from questions 1-7 on the Arrest Report Form exists, the Pre-Booking Medical/Mental Health Screening Form will be completed. Where applicable, the Booking Deputy will obtain the results of the alcohol test from the Arresting Officer and write them in the upper right-hand corner of the Pre-Booking Medical/Mental Health Screening form.
- B. At the NCDF, the Deputy conducting the intake will:
1. Conduct a drug or alcohol test (if necessary) and note the results on the Pre-Booking Medical/Mental Health Screening form.
 2. Inventory the incarcerated person's property, valuables and money
 3. Complete a Personal Property Receipt form.
- C. The Deputy will ask the arrestee each of the questions on the Pre-Booking Medical/Mental Health Screening Form and record the responses.
- D. The Deputy will observe the incarcerated person, looking for conditions, signs, and behaviors indicated on the form and will record the results of his/her observations.
1. If there are any "Yes" responses to the questions or if any physical or mental health conditions are observed by the Deputy, they will contact Medical and/or Mental Health Staff and notify them of the condition and/or responses of the arrestee.
 2. If there are any "Yes" responses to the Disability questions, Correctional Staff will notify the Sergeant, initiate the ADA Tracking Process and place the completed paperwork in the incarcerated person's booking file.
- E. If the arrestee is unable to complete the medical/mental health screening due to intoxication, refuses to cooperate or refuses to answer questions on the Pre-Booking Medical/Mental Health Screening Form, the Deputy will:
1. Complete as much of the Pre-Booking Medical/Mental Health Screening form as possible and indicate the arrestee's refusal to answer and/or sign and note the date and time of the refusal.

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2. Contact a Medical Staff Member, advise them of the situation, and give the Medical Staff Member as much information possible regarding the incarcerated person's physical condition.
 3. Notify the Sergeant.
 - a. At the MADF the incarcerated person will be considered a "partial" until the arrestee cooperates and/or is able to continue with the booking process.
 - b. At the NCDF, the incarcerated person may be placed into holding until they cooperate with the process or at the Sergeant's discretion the incarcerated person may be transported to the MADF. If the incarcerated person is intoxicated, they will be examined by medical staff to determine if the incarcerated person needs to be transported to the MADF for sobering. The incarcerated person will complete the booking process at MADF.
- F. Arrestees who are intoxicated must be examined by Medical Staff in accordance with the Safety, Sobering, & Observation Cells Custody Policy 512.

CONTACTING MEDICAL OR MENTAL HEALTH STAFF

- A. For any "Yes" answers during the booking intake indicating a need for Medical/Mental Health Staff review, the Deputy will contact Medical Staff and or Mental Health Staff, and properly document the information on the intake paperwork.
- B. Medical and/or Mental Health Staff will be responsible for following up with a personal contact with the arrestee, either immediately or within two (2) hours, as the circumstances indicate.
- C. If the arrestee has been taken to the hospital for examination and treatment prior to being brought to jail for booking, a Medical Staff Member must review the Hospital Medical Clearance form(s) and personally evaluate the arrestee as a part of the Pre-Booking Medical/Mental Health Screening process before they exit the pedestrian sally port and enter the booking area.
- D. Medical and/or Mental Health Staff will enter comments in the appropriate areas of the Pre-Booking Medical/Mental Health Screening form. They will also enter, as applicable, housing recommendations and special handling recommendations. The Health Care Staff Member will sign, date, and time the form.

REFERENCES

Custody Policy 502-Incarcerated person Reception

Custody Policy 512-Safety, Sobering, & Observation Cells

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Custody Policy 718-Mental Health-Suicide Prevention

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CELL/BUNK ASSIGNMENTS AND INSPECTIONS

GENERAL INFORMATION

- A. Classification staff will designate primary housing assignments for all incarcerated persons.
- B. Under no circumstances will an incarcerated person be assigned to a double occupancy cell prior to classification review.
- C. Incarcerated persons with known disabilities that would inhibit their movement or ability to walk or climb stairs will be housed on the bottom bunk and bottom tier at the recommendation of medical staff.
- D. At MADF, Module Deputies shall be responsible for assigning compatible incarcerated persons to double cells, based on the behavior of the incarcerated person(s), like classification levels, sophistication, and risk of victimization.
- E. The Module Deputy will notify Classification and submit a Classification/Health Services Input form when an incarcerated person states they cannot co-exist in a cell with another incarcerated person or has problems while double-bunked.
- F. Deputies may change an incarcerated person's assigned cell/bunk at their discretion to better manage incarcerated person behavior or based on the needs of the Module/Unit.

PROCEDURES

- A. Upon arrival in the housing area, the Module/Unit Deputy will provide each incarcerated person with a housing area orientation.
 - 1. The Module/Unit Deputy will provide the incarcerated person with an Orientation and Living Area Inspection. The Deputy will explain the rules and direct the incarcerated person to complete and sign the Living Area Inspection.
 - 2. Incarcerated persons should be advised to fill these forms out completely and accurately to document any cell damage that was present prior to them being placed in the cell.
- B. Module/Unit Deputies are responsible for conducting a thorough living area inspection each time an incarcerated person is assigned to, release from or transferred out of the housing area.
- C. Incarcerated persons are expected to keep their cells clean and will be expected to clean their living area prior to release or transfer.
- D. Prior to releasing the incarcerated person, the Module Deputy will review the incarcerated person's Cell Inspection form and conduct an inspection of the cell for new damage.

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- E. If new damage is discovered, the Module/Unit Deputy will attempt to determine when the damage took place, and which incarcerated person was responsible for the damage.
- F. If it is determined that the incarcerated person being released or transferred is responsible for the damage, the Module/Unit Deputy will notify the Sergeant, complete a work order and an incident report/crime report. The Deputy will document the damage by taking photographs and attaching the photos to the report.
- G. The incarcerated person's release/transfer will not be postponed if:
 - 1. The incarcerated person is being released to another agency and transport is waiting.
 - 2. Court minutes dictate release forthwith.

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CLASSIFICATION ADMINISTRATIVE SEPARATION PLACEMENTS

ADMINISTRATIVE SEPARATION PLACEMENT TIMELINES

Administrative Separation hearings are to be held as soon as possible, however, no later than 72 hours after initial placement.

If the hearing is placed on hold, it can only be for the amount of time required to conduct the investigation, interview the witnesses, or obtain counsel and must be documented on the Administrative Separation Placement Hearing form.

An inmate has 14 days from the conclusion of the hearing to file an appeal. Appeal processes for Administrative Separation hearings are the same as the appeal processes for Classification appeals.

ADMINISTRATIVE SEPARATION PLACEMENT PROCEDURES (NON-PRO PER)

When a Classification Deputy determines that an inmate needs to be housed as Administrative Separation as the result of either a classification score or an incident, he will:

1. Conduct a hearing with the inmate to advise him of the reasons he is being placed as Administrative Separation;
2. Allow the inmate to respond during the hearing;
3. If necessary, place the hearing on hold to investigate any additional information presented by the inmate;
4. Explain the Appeal Process to the inmate;
5. Complete the Administrative Separation Placement Hearing Form;
6. Provide the inmate with a completed copy of the Administrative Segregation Placement Hearing Form;
7. Forward the Administrative Separation Placement Hearing Form and supporting documents to the Classification Sergeant for review;
8. If the inmate is housed at NCDF and not able to be placed in the 401 unit, arrange for the inmate to be transferred to the MADF.

If the placement is the result of an incident and Classification Staff are not on duty:

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1. The Lieutenant or Sergeant will complete the same steps; however, he will forward the Administrative Separation Placement Hearing form to Classification Staff.
2. Classification Staff will review the documents to determine the need for continued housing as Administrative Separation.
3. If Classification Staff believes the inmate no longer presents a threat, he will notify the Classification Sergeant.
4. The Classification Sergeant will:
 - a. Review the documents;
 - b. Conduct interviews as needed;
 - c. Make his decision regarding continued Administrative Separation housing; and
 - d. Notify the Classification Deputy of his decision.
5. The Classification Deputy will confirm the placement was appropriate or will make other appropriate housing arrangements and file the documentation in the inmate's classification file.
6. Classification Staff will provide the inmate with a completed copy of the Administrative Separation Placement Hearing Form.

References:

Custody Policy 505 – Special Management Inmates

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CLASSIFICATION/HEALTH SERVICES INPUTS

GENERAL INFORMATION

Classification/Health Services Inputs may be used for the following purpose(s):

- To provide information to Classification, Medical or Mental Health Staff about an inmate's behavior.
- For medical staff to provide instructions for any medical equipment an inmate may have in his possession.
- For Mental Health/Medical Staff to give Classification Staff information about an inmate's housing needs or accommodations due to a physical impairment or disability.

In emergent circumstances, Mental Health, Medical, or Classification Staff shall be contacted directly to report any problems, using the Classification/Health Services Input form as written documentation of the personal contact.

SUBMITTING CLASSIFICATION/HEALTH SERVICES INPUTS

Any time a Deputy observes inmate behaviors or conditions which leads him to believe an inmate may be in need of classification and/or mental health intervention, medical attention, or if Classification Staff need to be aware of an inmate's activity, they will complete a Classification/Health Services Input form documenting the following information:

- A detailed description of the behavior or condition of the inmate and/or statements they have made which lead the Deputy to believe the inmate is in need of intervention or attention.
- If the Deputy contacts Classification, Medical or Mental Health Staff, they will note the date and time the contact was made, and with whom.

The Deputy will forward the input to the Sergeant, document the inmate's behavior/condition in the inmate's management notes, if necessary and in the module/unit's activity log, and note that a Classification/Health Services Input was submitted.

The Sergeant/Watch Commander will review the Input, initial the form and forward the input to Classification, Medical, or Mental Health Staff.

Classification/Medical/Mental Health Staff will review the Classification/Health Services Input and take appropriate action, document on the Classification/Health Services Input any action taken as a result of the input and file a copy of the input in the inmate's classification and/or health file.

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The ADA Coordinator will submit a Classification/Health Services Input to Medical Staff on any newly identified accommodations and document any action taken as a result of the input for the medical file. A copy of the input will be documented in the inmate's ADA file.

MEDICAL/MENTAL HEALTH STAFF SUBMITTING CLASSIFICATION/HEALTH SERVICES INPUTS

If the information being provided on the Classification/Health Services Input involves medically required special diets, the Medical Staff Member submitting the Classification/Health Services Input will forward the input directly to Kitchen Staff.

If the information being provided on the Classification/Health Services Input involves medically required equipment, the Medical Staff Member submitting the Classification/Health Services Input will forward the input to the Sergeant responsible for the module or unit in which the inmate is housed and will document appropriate information in the inmate's management notes.

The Sergeant will review the Classification/Health Services Input and initial the form if they have no objections to the equipment being required, they will forward the form to Medical Staff and forward a copy to the module.

- If the Sergeant has objections to the type of equipment because of security issues/concerns, they will discuss the options with Medical Staff.

Medical Staff will forward the Classification/Health Services Input to the Deputy in the inmate's module or unit.

The Module/Unit Deputy will ensure the inmate gets the required equipment, document the information in the inmate's management notes and place the input in the module/unit's Classification/Health Services Input file or binder.

If the information being provided on the Classification/Health Services Input involves required ADA accommodations regarding equipment or supplies requiring service or repair, the Medical Staff member processing the Classification/Health Services Input will file the Classification/Health Input form after completion.

At the MADF, if the information being provided on the Classification/Health Services Input involves re-housing an inmate because of a physical impairment or disability and/or for medical/mental health purposes, or clears an inmate currently housed in I Module or the Mental Health Module for other housing, the Medical/Mental Health Staff Member submitting the Classification/Health Services Input will forward the input to Classification Staff. Classification Staff will ensure there are no compatibility problems and will authorize the transfer of the inmate. Classification Staff will note the date and time the direction to move the inmate was given.

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At the NCDF, if the information being provided on the Classification/Health Services Input involves transferring an inmate to the MADF because of a physical impairment or disability and/or for medical/mental health purposes, the Medical/Mental Staff Member submitting the Classification/Health Services Input will forward the input to the Sergeant. The Sergeant will authorize and arrange for the transfer of the inmate. The Sergeant will note the date and time the direction to move the inmate was given, and to whom, on the Classification/Health Services Input and forward the input to Classification.

References:

None.

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INMATE CLASSIFICATION

CLASSIFICATION DESIGNATIONS

SECURITY LEVELS:

Security levels are assigned to an inmate to identify their classification as determined by objective classification criteria.

Maximum (MX) - These inmates pose a high threat to the public or institutional safety. Inmates in this security level have restricted program eligibility. Inmates in this classification are considered the most predatory and are charged with violent, assaultive felony offenses, or their behavior indicates a need for closer supervision. They may live in dormitory, double cell or single cell housing. Double bunking inmates with 187 PC charges will be considered on a case-by-case basis.

Medium (ME) - These inmates pose a moderate threat to the public or institutional safety. They may live in dormitory, double cell or single cell housing. Inmates in this security level have restricted program eligibility.

Minimum (MI) - These inmates pose little threat to the public or institutional safety. They may live in dormitory, double cell or single cell housing. Inmates in this security level have enhanced program eligibility.

CUSTODY CLASSIFICATION CODES:

Custody classification codes are identifiers that alert staff to an inmates need for specialized services and/or risk potential.

- Behavior Problem (BP)
- Charges (CH)
- Medical (MD)
- Mental Health (MH)
- Protective Custody (PC)
- Suicidal (SU)
- Problematic Behavior (PB)
- Administrative Separation (SG)
- Prior Felony Convictions (CV)

STATUS:

Status is a condition placed on an inmate based upon an inmate's risk or need.

- Administrative Separation - A status placed on inmates who have demonstrated that their behavior is a threat and poses the highest risk to the safety and security of the facility, staff, inmates and self.

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- Administrative Separation (Ad-Sep) Level 4 - This inmate is highly aggressive/confrontational towards staff, poses the highest risk for violence and/or has physically assaulted staff. This inmate requires an operational order and is considered at minimum a three Deputy move.
 - Administrative Separation (Ad-Sep) Level 3 - This inmate is a threat to the safety and security of the facility and has demonstrated aggressive/confrontational behavior towards staff and/or other inmates. This inmate is a three Deputy move.
 - Administrative Separation (Ad-Sep) Level 2 - This inmate is a threat to safety and security of the facility, and /or staff/inmates, refuses to obey orders, or has assaulted other inmates. This inmate is a two Deputy move.
 - Administrative Separation (Ad-Sep) Level 1 - This inmate is a threat to the safety and security of the facility and other inmates. This inmate is a one Deputy move.
- Behavioral - A status placed on an inmate who will receive fewer restrictions with an increase in privileges as they progress with good behavior down the security levels. Inmates may also work their way adversely up the levels with poor behavior, resulting in fewer privileges and increased restrictions.
- Close Custody (BP) - This general population inmate has chronic behavioral problems. This level has a restricted status housing program designed to reduce the threat to the safety and security of the facility. This level provides a more structured environment, supervision and programming to enable safe housing in general population. This will enable the inmate to alter his behavior and facilitate his return to a standard general population housing unit. Assignment to this status is based on the seriousness and repetitiveness of the disruptive behavior and assessment of their propensity for disruption.
- Protective Custody - A status placed on an inmate who requires special services and programming to ensure his welfare and safety. Inmates likely to be victimized in general population.
- Civil - A status placed on an inmate who is in custody on non-criminal charges.
- Sexual Violent Predator Civil - In court process for 6601.5, 6602 W & I proceeding, which are civil in nature.

ALERTS:

Alerts are warnings placed on an inmate to instantly notify staff of a significant risk or need.

1. Administrative Separation
2. Protective Custody
3. Medical
4. Mental Health
5. Suicidal

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6. Prior Suicide Attempt
7. Validated Prison Gang Member
8. Escape
9. Strike
10. Behavior
11. Violence
12. Contraband: Weapon
13. Contraband: Drug
14. Contraband: Other
15. Facility Lockdown
16. No NCDF
17. Other

OTHER CUSTODY DESIGNATIONS:

The following groups will have a two-digit code added to their classification/medical designation to provide staff with additional information on the inmate's status.

Disciplinary Status
Drug/alcohol withdrawal checks
Kitchen Worker
Medical - No sport/work
Module Worker
NCDF Candidate
NCDF Candidate (victim listed)
Possible Meth Withdrawal
Intensive Programs/NCDF work
No Off-site work crews
ROP (all programs)
Taking Psychotropics
Weekender
Work Furlough

The first of the two digits is a Mental Health Internal Behavior Code designation. The Internal Behavior Code used in the Mental Health Module shall not prevail over the Classification Codes, unless the Internal Behavior Code requires higher security handling.

Inmates who are given a classification designation of "07" are not eligible to be assigned to an off-site work crew and will be assigned to on-site work crews or Jail Industries programs. These are inmates who:

- Are in custody or have a victim listed for a current violent criminal offense, to include domestic related incidents, sexual related offenses, and crimes against children;
- Have been charged with an escape within the past three years
- Have holds from other agencies.

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JUDICIAL CODES:

All judicial codes will be automatically assigned by the SCADS system based on charges. B. Judicial Codes are as follows:

- A - Civil
- B - Witness Only
- C - Immigration Hold
- D - CDCR Witness
- F - Parole/Probation Hold
- G - State Prisoner
- H - Federal/Military Prisoner
- I - Sentenced Felon
- J - Enroute - No Local Charges
- K - Sentenced Felon-Prison Suspended
- L - Unsented Felony Charge
- M - Unsented Misdemeanor Charge
- O - Sentenced Misdemeanor Charge
- P - Work Furlough
- Q - Weekender
- R - Starting Point
- S - Sentenced to Rehab
- X - Unknown

CLASSIFICATION FILES

Classification Staff will create a confidential classification file for each inmate in custody. This file is separate and distinct from an inmate's D-file.

Classification files will be maintained and stored by Classification Staff in the MADF classification office on the second floor. Classification files will not be left in the modules under any circumstances.

Classification files are considered confidential. Only authorized individuals may access classification files

References:

Custody Policy 509 – Inmate Classification

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CLOTHING AND LINEN ISSUANCE/EXCHANGE

GENERAL INFORMATION

- A. When an incarcerated person is going to remain in custody, the Booking Deputy will ask the incarcerated person their clothing sizes and relay the information to the Clothing Room Detention Assistant.
- B. Deputies should ensure the sizes requested by the incarcerated person are adequate to the incarcerated person's build.
- C. Clothing Room Detention Assistants are responsible for entering the information into the computer system on all clothing items issued to or exchanged for individual incarcerated persons through the clothing room, with sizes where applicable.
- D. In I-Module, Mental Health Module and R-Module, a linen closet or cabinet will be maintained with a stock of clean blankets, linens, nightshirts, outer wear, and selected underwear items, to be issued and utilized on an as-needed basis.
- E. Special prosthetic or corrective devices or aids, or extra clothing, linen, or bedding items, which may be prescribed for issue to incarcerated persons by Medical Staff or another authorized staff member, will be entered into the incarcerated person's Management Notes by the staff member who issues the item.
- F. Incarcerated persons who are on clothing restriction will have their restrictions documented in their management notes.
- G. Incarcerated persons who lose or damage institutional clothing, linen, and/or bedding, or who are found to be in possession of extra unauthorized items of clothing, linen and/or bedding are subject to disciplinary sanctions.

CLOTHING BUNDLES ISSUED DURING DRESS-IN

- A. Bundles will be created by the Clothing Room Detention Assistant based on the incarcerated person's preferred gender identity and the module in which they'll be housed.
- B. Incarcerated persons will receive the below clothing items in their initial bundle based on the type of clothing/laundry exchange designated for that unit.
- C. Incarcerated persons going to Observation Cells will receive 1 navy top, 1 navy pants, non-slip orange socks and 1 safety cell blanket.

Bundle Issued at Dress-In			
Mesh Bag		Bundle	
Male	Female	Male	Female
3 Navy Tops	3 Navy Tops	2 Navy Tops	2 Navy Tops
2 Navy Pants	3 Navy Pants	2 Navy Pants	2 Navy Pants

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3 Pairs of Socks	3 Pairs of Socks	2 Pairs of Socks	2 Pairs of Socks
3 T-Shirts	3 T-Shirts	2 T-Shirts	2 T-Shirts
3 Briefs	4 Panties	2 Briefs	4 Pantie
1 Sweatshirt	1 Sweatshirt	1 Sweatshirt	1 Sweatshirt
1 Pair Navy Shorts	1 Pair Navy Shorts	1 Pair Navy Shorts	1 Pair Navy Shorts
1 Pair of Shoes	1 Pair of Shoes	1 Pair of Shoes	1 Pair of Shoes
2 Blankets	2 Blankets	2 Blankets	2 Blankets
2 Bedsheets	2 Bedsheets	2 Bedsheets	2 Bedsheets
1 Pillowcase	1 Pillowcase	1 Pillowcase	1 Pillowcase
1 Pillow	1 Pillow	1 Pillow	1 Pillow
2 Towels	2 Towels	2 Towels	2 Towels
	2 Bras		2 Bras
	1 Nightgown		1 Nightgown

CLOTHING EXCHANGE LAUNDRY

- A. Blankets will be exchanged for all units quarterly.

Bundle Exchange

- A. Units with acute mental health incarcerated persons will receive new clothing bundles weekly, with the exception of blankets.
- B. The Clothing Stock Detention Assistant will assemble new bundles for each incarcerated person and place them in the modules sallyport on the day of clothing exchange along with a roster with the incarcerated persons' sizes.
- C. Deputies will require incarcerated persons to complete a one-for-one exchange of each clothing item during clothing exchange.
- D. Any discrepancies should be notated on the roster.
- E. The roster and soiled clothing items should be placed in the sallyport. The Clothing Stock Detention Assistant will be notified that clothing exchange is complete.

Mesh Bag

- A. All other units/modules will have the incarcerated person send their clothing to be washed utilizing mesh bags.
- B. Bedsheets and pillowcases will be exchanged weekly.
- C. The Clothing Stock Detention Assistant will place a bin with bedsheets and pillowcases along with a mesh bag for each incarcerated person.
 - 1. Mesh bags will be labels by the cell number.

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2. For cells with two incarcerated persons, a mesh bag will be provided for each incarcerated person.
 - D. The Unit Deputy will hand out mesh bags to each incarcerated person and complete a one-for-one exchange for bedsheets and pillowcases.
 - E. The Unit Deputy will instruct incarcerated persons to place the clothing they wish to be laundered into their mesh bag.
 - F. The Unit Deputy will collect the mesh bags in the clothing bin, place the bin in the sallyport and notify the Clothing Stock Detention Assistant.
 - G. The mesh bags will be taken to NCDF by the Clothing Stock Detention Assistant to be laundered.
 - H. Once laundered, the Clothing Stock Detention Assistant will return the mesh bag to the unit sallyport.
 - I. The Unit Deputy will distribute the bags and have the incarcerated person collect their laundered clothing.
 - J. The Unit Deputy will collect the empty mesh bags and place them in the sallyport to be picked up by the Clothing Stock Detention Assistant.

CHANGE OF CLOTHING SIZE/REQUEST FOR NEW ITEMS

- A. Incarcerated persons who would like to change their clothing size should be instructed to complete a Request Form to Clothing.
- B. The Unit Deputy will ensure the size of the clothing requested is adequate to the incarcerated person's build and forward the request to Clothing.
- C. The Clothing Stock Detention Assistant will notate the size change in the computer system and prepare a clothing bundle with the new size.
- D. The Clothing Stock Detention Assistant will deliver the bundle to the unit.
- E. Incarcerated persons may request the Unit Deputy to reasonably exchange damaged, worn out or soiled clothing or bedding items.
 1. The Unit Deputy will contact the Clothing Stock Detention Assistant and request the required clothing to be delivered to the unit.
 2. If the incarcerated person was found to have intentionally damaged any clothing or bedding item, they may be subject to disciplinary sanctions.

KITCHEN WORKERS

- A. Incarcerated persons assigned to work in the kitchen will receive the following items of clothing/linen each day they work:
 1. One white kitchen shirt
 2. One pair of white kitchen pants
 3. One pair of underwear (panties for females)
 4. One T-shirt
 5. One pair of socks
 6. One towel

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7. One bra (females)
 - B. Incarcerated persons will receive a new kitchen bundle at the end of their shift.
 - C. Unit deputies should ensure all soiled kitchen clothing be placed in the Module's soiled clothing bin.
 - D. Incarcerated persons are not to keep more than one bundle of kitchen clothing in their cell.

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COMMISSARY – ORDERING AND DELIVERY

GENERAL COMMISSARY RESTRICTIONS

An incarcerated person may purchase merchandise up to a pre-set commissary spending limit, including sales tax, not to exceed the amount of money in the incarcerated person's account (jogger shoes, phone minutes, and Commissary Care Packs do not count toward the commissary spending limit).

Incarcerated persons on Disciplinary Separation status are only permitted to purchase personal hygiene items and writing materials. Administrative Separation incarcerated persons may only order pre-approved items that have been reviewed for safety/security.

Mental Health Units will not have razors. Electric razors will be available for incarcerated persons to use.

If an incarcerated person's commissary needs to be restricted for any non-disciplinary reasons, it must be approved by a Lieutenant.

COMMISSARY DELIVERY

Incarcerated persons will use the module Kiosks to place their commissary orders. Orders must be submitted before Sunday at 2100 hours to be included in the next delivery.

If an incarcerated person is not present in the module/unit at delivery time, the order will be set aside and secured. The Deputy will deliver the order when the incarcerated person returns.

The Detention Assistant will use the Commissary Receipt to verify each item listed is delivered to the incarcerated person. If there are items missing that appear on the receipt, the Detention Assistant will make note and issue the incarcerated person credit.

The Detention Assistant will initial the Receipt of Commissary Purchase and have the incarcerated person sign it. The signed forms will be filed in the Commissary Office.

COMMISSARY DELIVERY FOR RELEASED INCARCERATED PERSONS

If an incarcerated person is released prior to receiving their order, the Detention Assistant will issue credit back to their account.

RAZORS

Razors will not be issued in any module where Administrative Separation individuals or incarcerated persons with an internal behavior code (IBC) are housed. These units will have electric face shavers available for use during an incarcerated person's OCA.

Incarcerated persons who order razors in ineligible modules will be refunded.

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In Administrative Separation units with no individuals with IBC, incarcerated person razors will be stored in a secure area and issued to the incarcerated persons during razor pass only. Razors will be inspected for damage before and after issuing them for use.

All incarcerated persons who purchase a razor in eligible units will turn in their razor to the Detention Assistant before a replacement razor may be issued. If an incarcerated person does not have a razor to exchange, the Detention Assistant will confirm with the Module/Unit Deputy if the incarcerated person is eligible to receive the razor without an exchange.

If an incarcerated person is not allowed to keep their razor, the razor will be placed on the incarcerated person's property.

Any used razors must be disposed of in a designated sharps container located in the Clothing Room.

REFERENCES:

Custody Policy - Commissary Services

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CONSOLE OPERATIONS

Module consoles shall be operated with care and shall be used to operate the module.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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CONSULATE NOTIFICATION

GENERAL INFORMATION

- A. Any issue or questions from Consular Officials should be directed to the Administrative Lieutenant (MADF) or the Watch Commander (NCDF).
- B. If consulate notification is made by phone and only a message is left on an answering machine, follow-up will be made during normal business hours to ensure that the notification was received.
- C. Incarcerated persons may use regular incarcerated persons phones to contact Consular Officials, if a consulate is not willing to accept collect calls, and the incarcerated person cannot use their phone credits, the incarcerated person may send a Request form to the Administrative Lieutenant or Watch Commander to arrange access to contact their consulate.

BOOKING-MADF

- A. If any arresting officer knows or suspects that an arrestee is a foreign national, the officer will complete the Consulate Notification form. The Booking Deputy will complete the Consulate Notification form for any arrestee known or suspected to be a foreign national if the incarcerated person is transported from another county/agency, is a court remand or is a self-commitment.
- B. The Booking Detention Specialist will review the Consulate Notification form.
 1. If the incarcerated person was informed of their rights and the consulate needs to be notified, the Booking Detention Specialist will forward the form to the Records Detention Specialist for required notification.
 2. If the incarcerated person was not informed of their rights (arrestee intoxicated, uncooperative, etc.) the form will be completed when the incarcerated person is notified of their charges and eligibility for bail.
 3. Either the Correctional Deputy or the Booking Detention Specialist will complete the form, along with any other needed paperwork.
 - i. If a consulate notification is required, the form will be flagged and sent to the Records Detention Specialist, who will make the notification.
 - ii. Consulate notification should be completed by fax, phone notifications may be used if no fax numbers are available for the consulate.
 - iii. The fax transmittal verification will be placed in the incarcerated person's D-file.
 4. A copy of the Consulate Notification form will be given to the Supervising Detention Specialist whenever a consulate has been or needs to be contacted. This is to ensure correct notification occurs.

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BOOKING-NCDF

- A. The NCDF Detention Specialist will complete the Consulate Notification form for any arrestee known or suspected to be a foreign national if the incarcerated person is returned to custody from any detention facility, jail alternative program or is a self-commitment.
 - 1. If the incarcerated person was informed of their rights and the consulate needs to be notified, the NCDF Detention Specialist will complete the required notifications.
 - 2. If the incarcerated person was not informed of their rights upon arrival, the form will be completed at the first available opportunity.
 - 3. If the consulate was not notified, or only a message was left on an answering machine, the Sergeant will be informed.
 - 4. The Consulate Notification form will remain with the NCDF Detention Specialist until the consulate can be contacted.

POST HOUSING REQUESTS

- A. A foreign national incarcerated person may request contact with their consulate at any time. The incarcerated person may request this by submitted a Request form to the Supervising Detention Specialist or Sergeant (MADF) or Watch Commander (NCDF).
- B. A Correctional Deputy will accept the Request Form and arrange delivery to the designated person.
 - 1. The Supervising Detention Specialist, Sergeant or Watch Commander will ensure the incarcerated person's D-file is reviewed to determine if the consulate notice was previously given.
 - 2. The Supervising Detention Specialist, Sergeant or Watch Commander will ensure the appropriate consulate is notified by phone or fax and will document the manner of contact.

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COUNTS

GENERAL INFORMATION

FORMAL COUNTS IN MODULES/UNITS

- A. During pre-designated times, incarcerated persons will be locked down or instructed to remain on their bunk for count.
- B. Incarcerated persons who are in visiting booths, interview rooms or medical offices will remain there.
- C. Out of Cell Activity may continue running during count with the designated Sergeant's approval.
- D. The Module/Unit Deputy will use the Module/Unit tank sheet to check off incarcerated persons who are present, in the proper cell/bunk, and that they have their razor, spoon and ID if applicable.
- E. If an incarcerated person is out of the module/unit (e.g., in dental), the Module/Unit Deputy will notate where the incarcerated person is on their tank sheet.
- F. During this round, the Module/Unit Deputy will verify the welfare of each incarcerated person by either observing them to be active or by requesting a verbal response by the incarcerated person.
 - 1. If the Module/Unit Deputy is unable to see an incarcerated person who is sleeping or covered by a blanket, they will attempt to wake the incarcerated person from outside the cell.
 - 2. If the Module/Unit Deputy is unable to get a response from outside the cell, they will radio Central/401 Control for assistance.
- G. Count will be called into the Custody Sergeant (MADF) or Watch Commander (NCDF).
- H. Normal operations may resume in a Module/Unit when the Central/401 Control Deputy has announced via radio that count has cleared.

SCHEDULED COUNTS-OTHER AREAS

- A. Upon request, Kitchen Staff and on-site educational instructors shall physically count and identify incarcerated persons under their supervision.
- B. Support services, program and contact visiting area staff shall keep incarcerated persons in place until the Central/401 Control Deputy announces count is clear.
- C. A Booking Deputy shall verify all incarcerated persons are accounted for in their assigned location. The Booking Sergeant shall be notified of any discrepancy.

UNSCHEDULED COUNTS

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- A. Deputies supervising incarcerated persons may conduct informal, unscheduled counts. They will ensure all incarcerated persons are accounted for and verify their well-being. This should be documented in the Activity Log.
- B. Support Services Staff supervising incarcerated person workers may conduct unscheduled counts at irregular intervals by utilizing the work crew list and the incarcerated persons' IDs to verify the presence of each incarcerated person. Any discrepancies will be reported to the designated Sergeant.

COUNT RECONCILIATION

- A. The designated Sergeant or designee will be responsible for the reconciliation of each formal count.
- B. After all areas have phoned in their count, the Sergeant shall verify the count against the Population Summary and document the total facility count in the Supervisor's Activity Log.
- C. At the direction of the Sergeant, the Central/401 Deputy will announce that count is clear.

COUNT DISCREPANCIES

- A. Prior to reporting a count discrepancy, the Staff Member will:
 - 1. Conduct a recount
 - 2. Review the Activity Log
 - 3. Verify the presence of incarcerated persons outside the Module/Unit by contacting that area
- B. When a discrepancy exists in the count, the Sergeant will use the following procedures to reconcile the count:
 - 1. Check the Movement function in the computer system
 - 2. Order a physical recount
 - 3. Verify the number and named of incarcerated persons in the area by using the In/Out Count Sheet, Temporary Release Sheet and/or the Movement Report as appropriate.
- C. If the count can still not be reconciled, a recount and reconciliation will be conducted.
- D. If the count still cannot be reconciled, the Sergeant will notify the Watch Commander or NCDF Facility Manager.
- E. All activity and movement will stop during emergency facility counts, including booking intakes and releases.

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DISABILITY- ACCOMMODATIONS

GENERAL INFORMATION

A third party such as an inmate's family member or friend may request an accommodation on behalf of the inmate.

Inmate interpreters, inmate readers, or other types of inmate assistants will not be used except in limited circumstances where an extended delay in obtaining an effective interpreter could compromise the inmate's safety, the performance of first-responders duties or the investigation of the inmate's allegations.

When a disabled inmate is the subject of a disciplinary process that could deprive him/her of any privilege or right afforded to all other inmates, the Disciplinary Grievance Officer will ensure that the inmate understands the charges against him.

Temporary disability conditions are generally not covered by ADA and certain conditions are expressly excluded from ADA coverage. Medical staff in accordance with ADA policy and procedures and the ADA representative will make this determination.

INMATE DISABILITY EVALUATION FORM

The Disability Tracking Form will be used by booking staff to track inmates who have a physical impairment or disability and to ensure that the appropriate accommodations are provided. This form will be distributed to Medical Staff and the ADA Coordinator.

The ADA Request for Accommodation Form may be used by an inmate to formally request accommodation for a Disability. The inmate must sign the form at the bottom and turn it in to custody staff. After review of the form, medical staff must sign the form and determine if the inmate is eligible for an accommodation. The inmate will fill out Sections A and B. Medical Staff will fill out Section C, if necessary.

The ADA Coordinator will use the ADA Coordinator Review Form when an inmate accommodation has been denied, a grievance has been filed, an alternate accommodation is proposed, a safety and security issue exists related to the accommodation request, or there is a financial or administrative issue.

The Record of Contact Form will be filed in the ADA Coordinator's Inmate files. The form will be used to document interaction or discussions the ADA Coordinator has with the inmate, staff or visitors regarding accommodations and ADA issues.

The Accommodations for Hearing Impaired Form will be given to every inmate who is hearing

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impaired. This form is a general information form that is used to inform the inmate of his/her rights and services that are available to them while incarcerated. The inmate will sign the form and receive a copy, a copy will be forwarded to the ADA Coordinator and the original form will be placed in the inmate's D# File.

The Pre-Booking Medical/Mental Health Screening Form will be used to evaluate medical condition, mental health status, and to evaluate an arrestee's need for any special accommodations as a result of a disability. This screening will be conducted at intake to ascertain whether the individual will be accepted into custody; to determine if they are in need of immediate medical or mental health treatment; and to provide medical and/or mental health information relating to housing, classification, and the handling of inmates.

The Hearing Impaired Inmate Services Form is an addendum to the Pre-Booking Medical/Mental Health Screening Form and will be used to document information that will be useful and/or important to medical, classification staff, and the ADA Coordinator, and to provide immediate accommodations for hearing impaired inmates.

IDENTIFYING DISABLED INMATES DURING BOOKING PROCESS

The medical screening process during intake, gives the office the ability to identify most disabilities and the need for accommodations prior to the housing of the inmate.

It is the responsibility of booking and medical staff to assess inmates upon admission for evidence of a disability or special management need. This assessment information will be entered on the Pre-Booking Medical/Mental Health Screening Form, the Inmate Disability Evaluation Form, and if applicable, on the Classification Health Services Input Form.

1. The inmate's prior custody or medical records may indicate previous accommodations or requests.
2. Custody or medical staff may observe and report what appears to be a disability that would:
 - a. Impact the inmate's housing;
 - b. Affect the inmate's program access; orPresent a safety or security concern for the inmate or others.

It is the responsibility of custody staff to immediately advise a supervisor when an inmate appears to meet the criteria of a disabled person for the purposes of ADA.

It is the responsibility of medical staff to sign and verify the Inmate Disability Evaluation Form, and forward a copy to Classification. Medical staff will note on the form if the disability impacts the inmate's housing.

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Medical staff will document when an inmate requests an accommodation that is not granted and the reasons why the accommodation was not granted.

BOOKING PROCESS FOR DISABLED INMATES

The Booking Sergeant will assign a Booking Deputy to track the inmate through the booking process until the inmate is released or housed. It is the responsibility of the Booking Deputy to initiate and ensure the completion of all the required disability forms for an inmate who has been identified as disabled.

Classification staff will be notified of an inmate's disability upon commitment and housing at the North County Detention Facility.

Medical and Custody Staff will ensure the inmate is able to effectively communicate his information.

Medical staff will provide or recommend the necessary equipment for disabled inmates.

Booking staff will notify the ADA Coordinator and Classification staff, when a disabled inmate is going to be housed in the facility.

IDENTIFYING DISABILITY ON HOUSED INMATES

For those inmates with disabilities that were not identified at intake booking or processing, there are Americans with Disabilities Act Notices posted in the housing units that inform inmates how to get information regarding an ADA issue or how to request accommodation.

Custody and Medical staff will attempt to identify inmates who may require an ADA accommodation based upon personal observation of the inmate, an oral statement by the inmate, or a written request by the inmate. Any observation, oral statement, or written request will be forwarded immediately to the ADA Coordinator.

When Medical staff becomes aware of an inmate with a disability or request for disability accommodation; medical staff will complete the Inmate Disability Evaluation Form, forward a copy to Classification and notify the ADA Coordinator. Medical Staff will note on the form when a disability impacts an inmate's housing.

ACCOMODATIONS FOR INMATES IDENTIFIED AS DISABLED

Detention staff will make every attempt to ensure hearing and sight impaired inmates are provided with the equipment and/or services necessary to achieve effective communication.

1. Every effort will be made to provide blind and deaf inmates with a tactile

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interpreter when necessary to communicate effectively.

2. When detention staff is unable to communicate with an inmate who is blind and deaf, the following will be notified in a timely manner: the on-duty Watch Commander, the ADA Representative and the Facility Manager.

Detention staff will ensure that hearing impaired inmates will be provided with any equipment necessary to communicate effectively.

1. A portable TTY/TDD machine is available upon request in booking at the MADF and in central at the NCDF; every module/unit has a TTY/TDD phone available for use during OCA time.
2. Each module/unit has an amplified telephone available for use.
3. A written record will be maintained for the use of the portable TTY/TDD machines.

Staff may communicate with hearing-impaired inmates for simple daily interactions in the method most effective for the situation including but not limited to:

1. Every module will have placards in the information binders. Placards are written instructions used to communicate with hearing impaired inmates.
2. Custody staff will allow hearing impaired inmates to utilize a pad and writing implement as a means of communication; however, such items may be temporarily removed when the safety and security of the inmate, other inmates or staff is at risk.
3. Custody staff will document in the Inmate's Management Notes and notify the ADA Coordinator when writing materials are taken from a deaf or hearing-impaired inmate due to safety and security concerns.
4. Custody staff will notify the ADA Coordinator and return the writing materials to the inmate as soon as possible after the safety or security concerns are resolved.
5. A sign language interpreter may be utilized when it is necessary.
6. All modules housing hearing impaired inmates will have closed-captioned televisions.

Staff will ensure there is a process for all disabled inmates to be notified of emergencies, interviews, appointments, court appearances, meals, medical assessments, medication times, visiting and other announcements and information regarding inmate services by the most effective means possible.

Visual and Audible alarms are utilized at each facility; however, notification of an emergency evacuation will be done individually, when appropriate, contacting the disabled inmates in the facility and ensuring the inmates are assisted in their evacuation.

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MEDICAL STAFF RESPONSIBILITIES

All requests for disability verification or accommodation are forwarded to medical staff for review. It is the responsibility of medical staff to verify an inmate's disability and provide custody and classification staff with housing recommendations.

Medical staff may inform disabled inmates that they may request accommodations.

Medical Staff will document on the ADA Request for Accommodations form if the request is not granted and the reasons why the request was not granted.

Medical Staff will follow up on all Classification/Health Service Inputs and file in the inmates medical records related to ADA.

CLASSIFICATION STAFF RESPONSIBILITY

Classification staff is responsible for reviewing and signing all Inmate Disability Evaluation Forms and ensuring the inmate is housed in a protective environment, if deemed necessary, appropriately based on the inmate's disability, and classification plan. In the absence of the ADA Coordinator, Classification staff will be responsible for notifying the courts of any accommodations necessary for the inmate.

Classification staff will be responsible for entering disability flags in the computer system.

Classification staff will notify the ADA Coordinator and medical staff when an inmate is to be transferred to another facility.

1. If the inmate is transferring between MADF and NCDF, the ADA Coordinator, Classification or Sergeant will ensure the receiving facility is made aware of the inmate's need for an accommodation.

PROGRAM STAFF RESPONSIBILITIES

Inmates with Disabilities will be afforded access to all services, programs, and activities for which they meet eligibility criteria.

1. The ADA Coordinator will forward to the Programs Deputy any requests by inmates who need accommodations to participate in services, programs, or activities.
2. Program staff will consult with the ADA Coordinator in all cases where accommodations are granted or denied for disabled inmates.

Special Education classes will be provided to inmates who qualify under the IDEA Act of 2004

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and eligibility will be determined by the Inmate Services Coordinator or his designee.

Disabled inmates may be refused participation in services, programs, or activities at a facility they may otherwise be entitled to if there is a safety and security concern to themselves, other inmates, public, staff, or the facility.

1. If an inmate is refused participation due to a safety and security concern, the Facility Manager will be notified.

Program staff will inform disabled volunteers that they may request an accommodation.

COURT MOVEMENT RESPONSIBILITY

Court movement will review the court lists each day and check the inmate's disability code, in order to identify any special accommodations that are necessary.

Court movement will contact the disabled inmate's housing unit and/or medical staff to determine if special arrangements are needed for the inmate's transportation to court.

When circumstances prevent the Court Movement Team's ability to transport the inmate to court, Court Movement will immediately notify the bailiff in the courtroom, an on duty Sergeant, and the ADA Coordinator. The Court Movement Deputies will also document the incident in the court activity log.

DISABLED VISITOR ACCOMMODATION

The Sonoma County Sheriff's Office will make every possible effort to ensure accommodations are available to disabled visitors.

A visiting booth with an amplified phone is available for hearing impaired visitors. The visiting booth is located in the Contact Visiting area at the Main Adult Detention Facility.

A staff member, if necessary, will escort vision-impaired visitors to the designated visiting area.

Visitors with a disability may request assistance getting to their designated visiting area.

Service animals may accompany an inmate visitor into the facility during their visit.

- A. Examples of service animals may include, but are not limited to, alerting persons with hearing impairments to sounds, pulling wheelchairs or carrying and picking up things for persons with mobility impairments, or assisting persons with mobility impairments with balance.

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1. If they meet this definition, animals are considered service animals under the ADA regardless of whether they have been licensed or certified by a state or local government.
- B. Visitors may be asked if their animal is a service animal and required because of a disability and what tasks the animal has been trained to perform, but verification is not required and no inquiry into the visitor's disability may be made.
- C. The care and supervision of a service animal is solely the responsibility of their owner and they may not be segregated from each other.
- D. A visitor with a disability cannot be asked to remove their service animal unless:
 1. The animal is out of control and the animal's owner does not take effective action to control the animal.
 2. The animal poses a direct threat to the health or safety of others.

Legal Processors assigned to the lobby will inform disabled visitors that they may request an accommodation.

GRIEVANCE PROCESS

Inmates will use the standard Inmate Grievance Form to submit grievances regarding ADA issues.

If the inmate is in custody for a State Parole hold only (3056 P.C.) and submits a disability-based grievance, the following shall apply:

1. Correctional staff shall provide an initial response to the inmate within one week from the receipt of the grievance.
2. The grievance process shall be expedited if the grievance or the appeal of a grievance alleges a condition which is an imminent threat to the parolee's health and safety.

All other grievances will be handled according to the grievance process as outline in policy.

REMOVAL FROM ADA STATUS LISTING

If an inmate no longer wishes to be listed as an ADA inmate, they can fill out and submit an Inmate Request Form to the ADA Coordinator.

The ADA Coordinator will document in the inmates ADA file they no longer wish to have an ADA listing.

The request will be evaluated by the Office ADA Representative who will respond back to the

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inmate.

The ADA Coordinator can remove an inmate from ADA status if the inmate no longer requires accommodation.

References:

Custody Policy 209- Accessibility- Facility and Equipment

Custody Policy 602- Inmates with Disabilities

Custody Policy 714- Aids to Impairment

ADA Coordination Review Form

REVISION HISTORY

10/06/2021

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DISCIPLINARY SEPARATION PROCEDURES

PLACEMENT PROCEDURES

When the inmate is to begin disciplinary separation the Module/Unit Deputy will:

- Inform the inmate that they will be placed on disciplinary separation status;
- Inform the inmate of expected behavior while on disciplinary separation;
- Explain the Behavior Modification Program;

The Deputy will have the inmate sign the Disciplinary Separation Information form, give the inmate a copy and place the original in the inmate's Disciplinary Separation File;

The Deputy will bag and label the inmate's personal property, except those items allowed while on Disciplinary Separation (below), and store the bag in a secure area in the module/unit

Inmates housed in disciplinary separation will be allowed only the following items in their cell:

- All issued facility clothing and linens.
- Personal hygiene items as follows:
 - One bar of soap
 - One toothbrush and toothbrush holder
 - One tube of toothpaste
 - One razor
 - One comb/one hairbrush
 - One bottle/packet of shampoo
 - One deodorant
- One pair of shower shoes
- One (1) Bible or other religious book.
- Legal papers that will fit in a 15" x 18" X 10" space unless more are approved by the Facility Manager or his designee.
- Correspondence materials, paper, envelopes, and up to 4 (four) pencils or pens from their personal property.

The Module/Unit Deputy will add a disciplinary code of 03 to the inmate's classification in the SCADS system when the inmate is placed in disciplinary separation status. The 03 will be removed by the Module/Unit Deputy when the inmate's disciplinary separation is complete.

Generally, dayroom and recreation yard access will be scheduled by the Grave Shift Deputy in module where the inmate is serving disciplinary separation.

Inmates will not be allowed access to television, newspapers, games, or other recreational equipment while on disciplinary separation.

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Inmates in disciplinary separation will not be allowed access to commissary except for the purchase of personal care items as outlined in Title 15, Section 1265 and stationary and envelopes. Inmates may also request an assistance bag if they qualify.

Inmates housed in disciplinary separation are not eligible for inspection rewards.

BEHAVIOR MODIFICATION PROGRAM

The program allows an inmate to earn back privileges based on good behavior. Privileges that may be earned back include:

- A telephone call;
- A visit;
- Access to reading materials.

Inmates will be limited to no more privileges than that which would normally be available to them in their original housing assignment.

Earned privileges will be scheduled for inmates at a time convenient for the Module/Unit Deputy.

Inmates may not earn back more than three (3) privileges, i.e. after three days of good behavior they may have all three of the privileges listed above. Privileges may not be substituted or stacked e.g. two phone calls in lieu of a visit, etc.

The Module Deputy will check the Disciplinary Separation File to determine if the inmate is eligible or is currently participating in the Behavior Modification Program.

The Module Deputy will meet with the eligible inmate and ask the inmate which privilege they would like returned to them that day and arrange for the inmate to receive the privilege.

The Module/Unit Deputy will fully document all earned and completed privileges on the Behavior Observations form in the inmate's Disciplinary Separation File.

DISCIPLINARY SEPARATION FILE

Module Deputies on all shifts will be responsible for fully documenting all aspects of the inmate's behavior on the Behavior Observations form. These observations will include:

- Any minor or major rule violations;
- Any problems the inmate may be experiencing; and/or
- Participation in the Behavior Modification Program, including privileges earned.

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When the inmate is released from disciplinary separation the contents of the Disciplinary Separation File will be sent to the DGO who will break the file down for inclusion in the inmate's Classification file.

References:

Custody Policy 601 – Disciplinary Separation

Custody Policy 909 – Disciplinary Separation Diet

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INMATE DISCIPLINE

MINOR RULE VIOLATIONS

If a Deputy believes that a minor violation has been committed, they shall:

- Determine if informal disciplinary action should be taken.
- If the Deputy decides that counseling is sufficient, they will note in the Inmate Management Notes the inmate was counseled and the reason.
- If the Deputy decides to issue a minor rule violation, they will notify the inmate that they will be receiving informal disciplinary action and complete a Minor Rule Violation Report.

If the Inmate wishes to appeal the disciplinary action, they must immediately complete the appeal section on the Minor Rule Violation Report, sign and return it to the Deputy.

If the inmate does appeal:

- The Deputy shall forward the Minor Rule Violation Report to the Supervising Sergeant.
- The Sergeant shall review the information and complete the form.
- The Deputy shall notify the inmate of the Sergeant's decision, take appropriate action, and document the action in the Inmate Management Notes.

The Deputy shall forward the completed Minor Rule Violation report to the DGO for record keeping.

CRIMINAL AND MAJOR RULE VIOLATIONS

If a Correctional Deputy believes a criminal or major violation has been committed, they shall:

- Take appropriate action to secure the area, the inmate, and evidence, if any.
- Notify the Supervising Sergeant.
- Complete an Incident Report as directed.
- Complete a Crime report, if applicable, at the direction of the Sergeant.

The Supervising Sergeant shall:

- Determine if there is sufficient cause to suspect that a crime or major violation has been committed.
- Arrange for a crime report to be taken, if needed.
- Review and approve the Incident Report.
 - If incident is only a major rule violation, the incident report will be forwarded directly to the DGO
- Review and approve the Crime report.
 - Prior to approving the Crime report in RMS, the Supervising Sergeant will consult with the Watch Commander.

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If the incident involved a criminal act, the Watch Commander shall:

- Review the Incident Report and forward it to the DGO.
- Review and approve the Crime Report prior to the Supervising Sergeants approval in I-Leads.

The DGO shall review the Incident Report, and process criminal violations as a major violation.

DISCIPLINARY HEARINGS FOR CRIMINAL AND MAJOR RULE VIOLATIONS

Formal disciplinary hearings shall be conducted for all criminal and major rule violations, in accordance with the Inmate Discipline policy.

Disciplinary hearing locations will be determined by the DRB based on the inmate's housing and classification.

The DGO will prepare all paperwork and copies of the reports/evidence for the hearing.

If the inmate notifies the DGO that they wish to plead guilty when they receive the Disciplinary Hearing Notice, the DGO shall:

- Complete the waiver portion of the Disciplinary Hearing Notice indicating that the inmate has waived their right to a hearing.
- Indicate what punitive action is to be taken.
- Sign and date the Disciplinary Hearing Notice and have the inmate sign and date both forms.
- Inform the inmate of their ability to appeal.

If the inmate pleads guilty at the disciplinary hearing the DGO shall:

- Indicate on the Disciplinary Hearing Disposition form the inmate pled guilty.
- Indicate the DRB's findings as guilty on the Disciplinary Hearing Disposition form and punitive action to be taken.
- Advise the inmate of the punitive action to be taken and have the inmate sign the Disciplinary Hearing Disposition form.
- Inform the inmate of their ability to appeal.

If the inmate pleads not guilty at the disciplinary hearing, the DGO shall:

- Indicate on the Disciplinary Hearing Disposition form that the inmate has plead not guilty.
- Request that the inmate present his defense.

The Inmate may provide testimony, call witnesses, and/or present evidence according to this policy.

Inmates may be excluded from a hearing during the testimony of any inmate whose testimony must be given in confidence.

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An inmate accused of a rule violation has no right to face their accusers, be they other inmates or correctional staff.

Based on the testimony and evidence presented, the DRB shall confer and render a verdict.

- If the verdict is not guilty, the DGO will indicate it on the form and conclude the hearing.
 - Whenever a finding of "not guilty" is entered as a disposition for a Disciplinary Hearing, the DGO will notify the Inmate Programs Sergeant why the inmate was found not guilty on each charge.
- If the verdict is guilty the DRB will notify the inmate of the punitive action that will be taken.

The DGO will inform the inmate of his ability to appeal the verdict and explain the appeal process.

- If the inmate declines the appeal, the DGO will so indicate on the Disciplinary Hearing Disposition form.
- If the inmate wants to appeal, the DGO will give the inmate a Request for Disciplinary Hearing Appeal form.

The Inmate will sign the Disciplinary Hearing Disposition form and the hearing will be concluded.

IMPOSING PUNITIVE ACTION

At the conclusion of a hearing where an inmate has been found guilty, the inmate will be notified verbally and in writing by the DRB of the recommended punitive action, the evidence relied upon and the reasons for the disciplinary action. All punitive action shall be commensurate with the nature and circumstances of the offense, the inmate's disciplinary history, and the discipline imposed for comparable offenses by other inmates with similar histories.

The DRB will take into consideration when recommending punitive action, the inmate's mental disabilities or mental illness that may have contributed to his behavior when determining punitive action.

The DRB may with the consent of the Facility Manager require inmates found guilty of a PREA related offense to participate in therapy, counseling or other interventions designed to address and correct underlying reasons or motivations for the offense. An inmate may be denied access to programming or other benefits if he refuses to participate in such interventions.

The Inmate Programs Sergeant will review the results of the disciplinary hearing and either approve or change the results.

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If the Inmate Programs Sergeant makes a change that affects the verdict or the punitive action the DGO will notify the inmate of the change, in person, in writing and give the inmate the ability to appeal the decision.

If the Inmate Programs Sergeant approves the decision of the DRB, they will sign the Disciplinary Hearing Disposition form and return it to the DGO.

The DGO will notify the appropriate staff members in writing on the Disciplinary Hearing Disposition form of the punitive action to be taken and a copy of the record shall be maintained pursuant to Penal Code Section 4019.5.

The DGO will record the type of punitive action to be imposed in the Disciplinary Hearing Log and in the inmate's management notes.

REMOVAL OF GOOD/WORK TIME CREDITS

The DRB can rule that inmates sentenced to county time who are found guilty of a major rule violation may lose good/work time credits.

When the DRB uses loss of good time as punitive action the DGO will:

- Add the new release date to reflect the loss of good time credits on the computation form;
- Enter the date, IR number and sign the form;
- Enter in the computer the inmate's new release date for each case that the inmate has been sentenced on; and
- Place a copy of the Disciplinary Hearing Disposition form in the inmate's D file.

The DRB can rule that inmates sentenced to county time who are found guilty of refusing to work can have work time credits removed as punitive action.

The adjustment of the inmate's release date and any loss of work time credits will be handled by the DGO.

DISCIPLINARY APPEALS PROCESS

Upon completion of the disciplinary hearing and a finding of guilty by the DRB, the DGO will read the inmate their ability to appeal the DRB's decision and explain the process.

If the inmate declines to appeal, punitive action will be imposed, and the process completed after approval.

If the inmate wants to appeal, the DGO shall give them a Request for Disciplinary Hearing Appeal form and instruct the inmate to complete their portion of the form and return it to the Deputy within 24 hours. The Deputy will route the form to the DGO for processing.

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The DGO shall advise the inmate that failure to comply with the appeal process and timelines will result in a denial of the appeal and the imposition of punitive action after review and approval.

The DGO shall log all dispositions awaiting appeal in the Disciplinary Hearing Log.

If after 24 hours no appeal form is received from the inmate, the DGO will:

- Forward the Disciplinary Hearing Disposition forms to the Inmate Programs Sergeant for approval.
- Log "Not Received" in the Disciplinary Hearing Log.

If an appeal is filed by the inmate within 24 hours, the DGO will attach the Request for Disciplinary Appeal form to the Disciplinary Hearing Disposition form and forward it to the Inmate Programs Sergeant for review.

Upon receipt of the Request for Disciplinary Appeal form the Inmate Programs Sergeant will investigate the appeal and document their decision and the reason on the form.

If the Inmate Programs Sergeant affirms the decision of the DRB, the appeal will be denied and punitive action imposed.

If the Inmate Programs Sergeant modifies the decision of the DRB, the changes will be indicated on the appeal form and returned to the DGO who will document the change on the Disciplinary Hearing Disposition form and in the Disciplinary Hearing Log.

The DGO will distribute the Request for Disciplinary Appeal form as follows:

- Classification
- DGO file
- Original form will go to the inmate

References:

Custody Policy 600 – Inmate Discipline

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DRUG AND ALCOHOL TESTING

GENERAL INFORMATION

The use of random drug and alcohol testing helps to eliminate the presence and use of contraband drugs in the jail and to monitor inmate compliance with drug-use conditions, rules and laws. Testing routinely is critical because inmates under the influence of a contraband drug may cause serious harm to staff, other inmates, the public, themselves, or property.

Inmates who refuse to submit to a drug and/or alcohol test within three (3) hours of the original request are subject to disciplinary actions.

Inmates may be given urine tests randomly, or anytime a Deputy believes them to be under the influence of any intoxicating substance.

Urine tests will only be administered to inmates by Deputies of the same sex.

If the viewing of an inmate's genitalia is necessary while collecting a urine sample, Deputies will adhere to proper procedures to obtain the evidence.

Medical staff shall be notified when an inmate tests positive for indicators of being under the influence of a controlled substance while in custody and a Classification/Health Services Input submitted.

PROCESSING URINE SAMPLES

When it becomes necessary to obtain a urine specimen, the Deputy observing the specimen collection will make sure all necessary information is printed on the urine sample's label and "Chain of Custody", before the bottle is given to the inmate.

At the MADF, the sealed "Drug and Alcohol Test Kit" (evidence) will be processed as follows:

1. Contact the testing laboratory by telephone and advise them that there is a specimen to be picked up; and
2. Deliver the specimen to the Urine Sample Evidence Box located outside the Cashier booth at the MADF.
3. Write an incident report if applicable.

At NCDF the sealed "Drug and Alcohol Test Kit" will be processed as follows:

1. Log the specimen in the Bio-Tec database;
2. If the specimen is being tested, place the specimen in the Urine Sample Evidence Box located in the Central 400 building.

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3. Write an incident report if applicable.

FOLLOW-UP PROCEDURES FOR TEST RESULTS AT THE MADF/NCDF

When the lab results are ready, the DGO will obtain the official results.

All results will be logged.

If the results are positive, the DGO will:

1. Review and attach the test results to the incident report.
2. If the test was taken as a result of a temporary release from custody, and the inmate signed the Terms of 4018.6/Temporary Release Form agreeing to the conditions of release, the Booking/On-Duty Sergeant will be notified to call for a Deputy to take a crime report.
3. Forward the Incident Report through the procedures outlined in Incident Reports, and hold a hearing for a major rule violation.

References:
None.

REVISION HISTORY

09/30/2021

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EMERGENCIES- NOTIFICATION PROCEDURES

GENERAL INFORMATION

- A. The Watch Commander shall notify certain Department Staff in the event of an emergency involving either incarcerated persons or Detention Division Staff.
- B. Under serious emergency conditions, or conditions which might adversely impact the Detention Division and/or the Sheriff's Office, notification procedures shall be implemented immediately.
- C. If the first person in the notification chain of command cannot be reached, the Watch Commander shall contact the next highest person in the chain.
- D. The Facility Manager may make direct notification of command staff of a higher rank than them, and as appropriate, direct the notification of the Internal Affairs Lieutenant.
- E. Emergency situations which require notification of specific Departmental Staff include, but are not limited to:
 - 1. Major injury or death of an employee or incarcerated person
 - 2. Evacuation of Modules/Units
 - 3. Evacuation out of the facility
 - 4. Any real or possible criminal activity/incidents involving Staff or Contract Employees assigned to the Sheriff's Office
 - 5. Any arrests of Staff or Contract Employees assigned to the Sheriff's Office
 - 6. Any intelligence situations wherein there is an immediate threat to security of the facility, or information relative to pending escape plots, hostage situations, or an incarcerated person's use of weapons and/or force
 - 7. Any situation in which the Department's integrity, security, or safety is at immediate risk
 - 8. The escape of an incarcerated person
 - 9. Incarcerated persons who are unable to be located
- F. Emergencies which require suspension of Title 15 regulations for more than three days require that the Board of State and Community Corrections be notified.

PROCEDURES

- A. The Watch Commander shall notify the Facility Manager of all emergent situations.
- B. The Watch Commander shall also notify Sheriff's Dispatch in the following emergent situations:
 - 1. Evacuation of Modules/Units to other areas of the facility (to request fire department assistance, ambulances, etc.)
 - 2. Evacuation out of the facility

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- i. When the evacuation of incarcerated persons to the outside of the facility is required, the Watch Commander shall also notify the Patrol Watch Commander)
3. Incarcerated persons who have escaped or are unable to be located (to request BOLO, broadcasts, etc.)

SUSPENSION OF TITLE 15 STANDARDS

- A. When an emergency occurs which requires the suspension of Title 15 regulations for more than three days, the Detention Assistant Sheriff or their designee shall notify BSCC in writing.
- B. When an emergency suspension of Title 15 regulations exceeds 15 days, the Detention Assistant Sheriff or their designee must notify, prior to the fifteenth day, the Chairman of the BSCC for approval of continued suspensions of Title 15 regulations.

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Emergencies - Bomb Threats

GENERAL INFORMATION

A. During any bomb threat, all staff should restrict the use of portable radios and cell phones, as the use of these frequencies could detonate an explosive device. Staff shall communicate via telephone or intercom, whenever possible, until the emergency situation has been terminated.

B. Staff shall leave portable radios on, as Central Control may transmit emergency information via base station.

PROCEDURES

A. The Central Control Deputy shall announce a Code 10B via base station and direct all staff not to use their portable radios.

B. The Watch Commander/Assistant Facility Manager will order an emergency lockdown of the facility, for a count to be conducted, and for the evacuation of all visitors and nonessential staff.

C. In the event of an evacuation, staff should follow the standard evacuation procedure.

D. During an emergency the Watch Commander/Assistant Facility Manager or his designee will initiate Notification Procedures.

E. In the event of an explosion or discovery of a suspicious object or bomb, the Central Control Deputy, at the direction of the Watch Commander/Assistant Facility Manager, shall call Sheriff's Dispatch to request assistance from:

1. The Bomb Disposal Unit
2. The Patrol Division
3. The Fire Department
4. An ambulance to be on standby

F. The Watch Commander/Assistant Facility Manager shall establish a command post until the emergency is terminated.

G. Incident/Civilian Incident reports will be submitted by all involved staff members.

H. Following the termination of an emergency, the Watch Commander/Assistant Facility Manager will initiate the Post Emergency Critique process.

TELEPHONE BOMB THREAT

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A. Any Staff Member who receives a bomb threat over the telephone shall proceed as follows:

1. If possible, pick up a Bomb Threat Information Sheets, or paper to take notes.
2. Obtain as much information from the caller as possible regarding the bomb, including:
 - a. Location of the device
 - b. Time set for detonation
 - c. Description of the device
 - d. Reason for the call or threat
 - e. Time of the call
 - f. Exactly what the caller says, sex of the caller, estimated age, any accents or unusual voice characteristics and any background noises or other voices.
3. Notify the Central Control Deputy by phone or intercom.
4. If possible, fully complete the Bomb Threat Information Sheets.

B. The Central Control Deputy shall:

1. Notify the Watch Commander/Assistant Facility Manager, or the Sergeant.
2. Inform the Watch Commander/Assistant Facility Manager of the name, location, and phone number of the staff member who received the threat and all other pertinent information regarding the threat.

C. Following an evaluation of the situation, the Watch Commander/Assistant Facility Manager will initially respond to the emergency by proceeding with the following:

1. Contact the Facility Manager.
2. Contact the Patrol Watch Commander.

BOMB THREATS BY MAIL

A. Any Staff Member, or other person receiving a bomb threat in the mail shall:

1. Notify the Watch Commander/Assistant Facility Manager.
2. Maintain the evidence

B. The Watch Commander/Assistant Facility Manager shall review the evidence to determine what action will be taken.

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C. If evacuation procedures are not initiated, the Watch Commander/Assistant Facility Manager will initiate notification procedures, telephone Dispatch, and a crime report be taken.

DISCOVERY OF A SUSPICIOUS OBJECT OR BOMB

A. Any Staff Member discovering a "suspicious object" shall contact the Central Control Deputy to relay the location and description of the object.

B. Staff Members shall not touch the object.

C. The Central Control Deputy shall begin notification of other affected areas; e.g. courts, Hall of Justice, 201, 101, if so directed by the Watch Commander/Assistant Facility Manager.

D. The Sergeant (responsible for the area where the object was found), on direction from the Watch Commander/Assistant Facility Manager, shall instruct staff at the scene to:

1. Evacuate the area
2. Be ready to assist the Bomb Disposal Unit, if needed.

E. The Sergeant will keep the Watch Commander/Assistant Facility Manager and Central Control informed of all activities and conditions.

F. All Correctional Staff will maintain security in their areas per instruction from the Watch Commander/Assistant Facility Manager and/or Sergeant.

G. The Watch Commander/Assistant Facility Manager shall notify staff when they may reenter evacuated areas and resume normal activities.

BOMB THREATS - COURTROOM HOLDING AREAS

A. The Staff Member receiving the bomb threat shall follow the same procedure as for bomb threats at the MADF/NCDF.

B. Under the direction of the Watch Commander, the Central Control Deputy shall notify Court Security.

C. The Watch Commander will contact the Patrol Watch Commander and the Court Security Lieutenant.

D. If a search is to be conducted, the Sergeant, coordinating with the Patrol Watch Commander, shall ensure that all incarcerated persons are evacuated from the area.

E. Court Movement Deputies will return all incarcerated persons in the court staging areas to their housing modules, if directed to do so by the Sergeant.

EXPLOSIONS

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- A. Following an explosion, Staff shall immediately begin lockdown and/or evacuation procedures.
- B. Responding staff should look for and be conscious of secondary explosive devices intended to target emergency personnel responding to the affected areas.
- C. The Watch Commander/Assistant Facility Manager, or the highest ranking deputy available, will establish a command post.
- D. Following an explosion the following shall be notified as soon as practical:
1. The Fire Department
 2. The EOD/Bomb Squad
 3. The Patrol Division
- E. All Sergeants On-Duty, and other available staff, shall tour the area and determine the extent of damage, and if any injuries have occurred. Staff should not attempt to enter any areas that appear to be structurally unsafe.
- F. The Sergeant shall report all information to the Watch Commander/Assistant Facility Manager and request medical response, if necessary.
- G. Medical Staff will respond to the emergency area and determine the seriousness of injuries and take the appropriate actions.
- H. If any visitors or civilian staff have been injured, Medical Staff will administer first aid and, if necessary, request an ambulance.
- I. After medical emergencies have been addressed, Correctional Staff in the affected area shall secure the area by locking all doors and preventing any access or egress except for emergency personnel.
- J. Correctional staff shall make every effort to prevent any disturbance of the scene of the explosion to facilitate subsequent investigation.
- K. The Sergeant shall ensure that power and/or water are shut off in the area, as instructed by emergency personnel or the Watch Commander/Assistant Facility Manager.
- L. If a module/unit is damaged to such an extent that incarcerated persons cannot be housed in the area, the Watch Commander/Assistant Facility Manager shall coordinate alternative housing.

References:

Custody Policy 400.11-Bomb Threats

SCSO Policy 408-Response to Bomb Calls

Detention Division Procedure Manual

1/3/2023

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EMERGENCIES-ESCAPE/ATTEMPTED ESCAPE

Staff Members will be constantly diligent to prevent the escape of incarcerated persons from custody. When an escape occurs, the first priority will be community safety; the second priority will be the apprehension of the escapee.

GENERAL INFORMATION

- A. Any incarcerated person who is returned to custody after escaping or attempts to escape may be charged criminally and administratively.
- B. Any incarcerated person who is returned to custody after escaping and/or attempting to escape will be assessed by a Classification Deputy and/or Sergeant to determine an appropriate housing assignment.
- C. All Deputies involved in the discovery of an escape and/or attempted escape shall complete, as directed, an Incident Report and a Crime Report.
 - 1. The Sergeant is responsible for ensuring a Crime Report is taken for all escapes and attempted escapes.
- D. Any Civilian Staff Member involved in the discovery of an escape and/or attempted escape shall complete a Civilian Incident Report.
- E. The following documents must be attached to every Crime Report and/or Incident Report, as applicable. The escaped incarcerated person's:
 - 1. Pre-booking sheet
 - 2. Booking sheet
 - 3. Court commitment order
 - 4. Court release order
 - 5. Temporary release agreement - 4018.6 PC
 - 6. Temporary Release Form
 - 7. Incarcerated person Count Sheet (Tank Sheet)
 - 8. Incarcerated person Alpha Sheet
 - 9. Movement history
 - 10. Waiver of Extradition Form (if one is in the D-File)
 - 11. Escape/Walk Away Form.

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- F. An incarcerated person who fails to return from a temporary release at the designated date and time may be charged criminally and processed as an escape. A Crime Report may be taken and will be submitted to the District Attorney's Office for prosecution.
- G. The location of the escape and/or attempted escape will be determined as soon as possible. Maintenance staff, when determined to be necessary, will be contacted to review the structural integrity of the location of the escape and/or attempted escape. Any repairs and/or modifications necessary to prevent future escapes or attempts will be made.

PROCEDURES

DISCOVERY OF AN ESCAPE IN PROGRESS

- A. When a Staff Member discovers an escape in progress, he or she will order the incarcerated person(s) to stop, use their radio to broadcast a request for assistance and immediately notify the responsible Sergeant.
 - 1. If a staff member does not have a radio, he or she will utilize any other communication method at their disposal.
- B. As soon as is practicable, the Sergeant shall notify the Watch Commander.
- C. The facility shall be placed on lockdown, a mandatory count shall be conducted and a Code 33 broadcast on the primary radio channel. Radio traffic not related to the incident should be transmitted on a secondary channel.
- D. The Sergeant shall use his or her discretion to determine if Sheriff's Dispatch requires immediate notification.
 - 1. If deemed necessary, Patrol Deputies may be asked to secure the facility perimeter.
 - 2. If the incarcerated person has breached the secure perimeter, Sheriff's Dispatch will be provided with the following information if known:
 - a. The incarcerated person's name and clothing worn
 - b. The method of escape
 - c. The direction of travel
 - d. A physical description of the incarcerated person
 - e. The incarcerated person's charges
 - f. Any other relevant information.

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- E. Deputies may use reasonable force to prevent any incarcerated person from escaping.
 - 1. Civilian staff will not assist in the apprehension and restraint of an incarcerated person.
 - 2. Correctional Deputies will cease efforts to apprehend an incarcerated person when the incarcerated person is no longer on facility grounds.
 - 3. Correctional Deputies will not attempt to apprehend or restrain an incarcerated person who has a weapon (Refer to: SERT Policy)
- F. The Sergeant will evaluate whether or not it is necessary to evacuate and search all public and program areas, (making sure to correctly identify all individuals) to ensure any involved incarcerated person(s) are not among them.
- G. The Sergeant will evaluate whether or not it is necessary to turn off all incarcerated person phones. The four phone master switches are located in the first floor Main Data Terminal Room.
- H. The Sergeant will assign a Staff Member to begin a log of events.
- I. Sergeant will ensure a Crime Report is written, if necessary.
- J. The Watch Commander shall ensure notification of the Chain of Command as necessary. (Refer to: Office Wide Policy 329-Major Incident Notification).
- K. When an attempted escape has been resolved, medical staff will provide any necessary medical treatment.
- L. Any incarcerated person who participates in an escape attempt shall be strip searched and body scanned for weapons, contraband, and/or evidence.
- M. If deemed necessary, the Watch Commander shall begin the post emergency critique process (Refer to Emergencies-Post Emergency Critique Procedure).
- N. If deemed necessary, all involved staff may be required to participate in a debriefing.

DISCOVERY OF AN ESCAPE/POST INCIDENT

- A. When a Deputy discovers a possible escape and cannot locate the missing incarcerated person, he or she will immediately notify the responsible Sergeant.

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- B. The facility shall be placed on lockdown, a mandatory facility count shall be conducted, a Code 33 broadcast on the primary radio channel and the Sergeant shall immediately notify the Watch Commander.
- C. All staff will be advised of the name of the missing incarcerated person via a radio broadcast.
- D. The Deputy will search the escapee's cell/bunk area for any evidence which may assist in apprehending the escapee or may be relevant to the escape.
- E. The Sergeant will evaluate whether or not it is necessary to evacuate and search all public and program areas, (making sure to correctly identify all individuals) to ensure any involved incarcerated person(s) are not amongst them.
- F. Sheriff's Dispatch shall be notified of the escape and be provided with the following information:
 - 1. The escapee's full name, aliases and age
 - 2. A physical description of the escapee, including clothing, identifying marks, scars, and/or tattoo.
 - 3. The estimated time of the escape and location of the escape
 - 4. The charge(s) for which the incarcerated person was in custody
 - 5. The names and addresses of any relatives and/or associates
 - 6. Any other relevant information.
- G. Patrol Deputies will search the facilities perimeter and surrounding areas.
- H. The Watch Commander shall ensure notification of the Chain of Command. Each level of the Chain of Command shall be notified, as necessary.
- I. The Sergeant will ensure all reports to include a Crime Report is taken.
- J. When an escape is confirmed, the escapee's bunk, cell and/or locker area will be secured to protect anything of evidentiary or investigative value and will be documented in an Incident Report and/or Crime Report.
- K. The Sergeant will advise the Records Detention Specialist to process the incarcerated person's D-file as required in the "Releases-Escape" Procedure.
- L. An incarcerated person's perishable property will be disposed of, and the disposal will be documented in an Incident Report.

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- M. An incarcerated person's personal property and valuables will be processed following the procedures in the "Property-Incarcerated person Unclaimed" Procedure.

ESCAPE FROM OFF-SITE WORK CREW

- A. The Off-Site work crew Supervisor shall:

1. Notify Sheriff's Dispatch of any in progress escape attempt with the following information:
 - a. The incarcerated person's name and clothing worn
 - b. Physical description of the incarcerated person
 - c. The method of escape
 - d. The direction of travel
 - e. Information from the incarcerated person's identification card
 - f. Any other relevant information.
2. Notify the responsible Sergeant of the escape
3. Notify their own Supervisor
4. Return the remaining work crew back to the jail
5. Complete a Civilian Incident Report.

- B. The escape will be processed according to the procedures outlined in the "Discovery of an Escape/Post Incident" section.

ESCAPE REVIEW COMMITTEE

- A. The Facility Commander will form an internal escape review committee for any escape or attempted escape within 72 hours.
1. An internal escape review is not required for an off-site work crew, escape, but may occur, if determined to be necessary by the Facility Commander.
- B. The committee shall be composed of at least three (3) Office members, one of which shall be the Facility Manager.
- C. The scope of the review shall include, but is not limited to the following:
1. Review of reports submitted in conjunction with the escape and/or attempted escape.

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2. Review of the escape and/or attempted escape scene noting safety factors, equipment failures, procedural steps, security breaks, staffing levels, etc.
 3. Review of applicable policy and procedures, previous training and current training needs and/or evaluate appropriateness of procedural steps, notification, etc.
 4. At the discretion of the Facility Manager, the investigation may be deferred to another investigative body.
- D. Upon completion of the review, the committee shall adopt a finding consistent with one of the following dispositions:
1. Preventable, un-preventable or unresolved.
- E. In the event the committee adopts a finding of preventable or unresolved, the committee will recommend what further action may need to be undertaken.
- F. The Facility Commander shall submit the committee's findings and/or recommendations to the Assistant Sheriff.

REFERENCES:

Office Wide Policy 329- Major Incident Notification

Custody Policy 400- Facility Emergencies

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EMERGENCIES-FIRE/FIRE SPRINKLERS

Detention staff members shall be trained in fire suppression techniques, the use of fire suppression equipment, emergency response, and facility evacuation routes. Training updates shall be given to each staff member a minimum of once every two years. Routine inspections of the facility and equipment by designated administrative staff shall be conducted to ensure compliance with county, state and federal fire codes. During any emergency, the safety of incarcerated persons and other staff is the primary responsibility of Correctional Staff and Support Services Staff who supervise incarcerated persons.

DEFINITIONS

K Extinguisher- Used in hood fire extinguishing systems where vegetable oils are used for frying.

Fire and Life Safety Deputy- A trained Correctional Deputy who is responsible for maintaining fire and life safety equipment, for conducting fire and life safety drills, and monthly inspections under the direction of the Fire and Life Safety Sergeant.

Halon- A gas used to extinguish a fire by consuming oxygen. Used in computer rooms, as it does not harm circuitry.

Knox-Box - A secure box, attached to an exterior wall, which holds keys for fire department use.

P.I.V.- Post Indicator Valve - The valves which control water flow to the sprinkler system.

Ansel System- A fire extinguishing system built into the hoods that hang above the kitchen cooking surfaces. When subjected to extreme heat, the system expels a K extinguishing agent to suppress the fire.

Portable Fire Extinguisher- A portable pressurized cylinder containing one of many fire extinguishing agents.

Smoke Ejector - A fan used to remove smoke from an area by means of pressurization.

Sprinkler System- A network of piping and sprinkler heads charged with water. When the heads are subjected extreme heat, they will activate and spray water to put out a fire.

Standpipe System- A system of pipes that run throughout the building and have fire hose outlets. Standpipe will be either wet or dry. The dry standpipe system requires an outside water supply, either fire hydrant or fire engine. The wet standpipe system has water in the pipes but can be supplemented with water from a hydrant or fire engine.

Four Stages of Fire – 1. Ignition, 2. Growth, 3. Fully Developed, 4. Decay.

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GENERAL INFORMATION

A. In the event of the need to conduct an evacuation and any subsequent sweeps of a module/unit for incarcerated persons, the Supervisor in charge of the incident area shall determine if it is safe for Correctional Staff to enter.

FIRE EMERGENCY TRAINING

A. All Staff will be given emergency operations training. Correctional Staff will receive training during their orientation and jail training phases and once every other year thereafter. Support Staff will be trained during their orientation.

B. All Correctional Staff shall receive training in fire suppression techniques, the use of fire suppression equipment, the location of fire suppression equipment, emergency response and facility evacuation routes.

C. Fire drills shall be conducted monthly by the Fire and Life Safety Deputies on each shift. All drills and training sessions shall be conducted in accordance with the Training/Scenarios and Drills chapter.

FIRE SUPPRESSION (EQUIPMENT/SPRINKLERS/RESPONSIBILITIES)

A. It is the responsibility of the Fire Department to combat fires too large to be extinguished by a fire extinguisher.

B. A Halon extinguishing system is installed in the computer room located in the Administration Building at the NCDF.

C. There shall be at least one person on duty at all times who meets the training standards established by the Corrections Standards Authority for general Fire and Life Safety.

D. During emergencies, the Watch Commander or designee shall be responsible for any decisions made which affect the security of the facility, unless relieved by higher authority.

E. At the NCDF, Post Indicator Valves (P.I.V.'s) are located in the following areas:

1. The 100 building sprinklers are served by the P.I.V. located in front of the 101 Unit.
2. The 200 building sprinklers are served by the P.I.V. located on the north end of the 201 Unit, outside of the 201 recreation room door.
3. The 300 building sprinklers are served by the P.I.V. located next to the 301 Unit back entrance gates.
4. The 400 building and the ROP Auto Body Paint Shop sprinklers are served by the P.I.V. located north of the lobby entrance doors.

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5. The 500 building sprinklers are served by the P.I.V. located outside of the program rooms at the west end of the building.
- F. At the NCDF, fire sprinkler stand pipes and control valves are located outside of the buildings they serve and are located in locked cages. The key for the padlock to the cage door in each area is located on each Correctional Deputy's key set.
- G. At the NCDF, a fire sprinkler valve can be shut off by lifting the lever and turning it counter clockwise to the closed position.
1. The fire sprinkler valves may be shut off by correctional staff only if an actual fire condition is not the cause for the sprinkler activation.
 2. The fire sprinkler valves which have been turned off shall only be turned back on by Facilities Operations staff, in conjunction with the Fire Department.
- H. Portable fire extinguishers come in several different types and include:
1. ABC Extinguisher: A dry chemical powder extinguishing agent used for type A, B, and C fires. This multi-purpose extinguisher can be used on all common types of fires.
 2. K Extinguisher: Contains a potassium acetate based extinguishing agent used for type B and C fires. This extinguisher is used primarily on kitchen grease fires.
 3. Halon Extinguisher: A halogenated gas agent used primarily to put out fires in an area with sensitive electrical equipment such as computers.
- I. Portable Fire extinguisher locations:
1. ABC Dry Chemical extinguishers will be stored in the fire extinguisher cabinets located throughout the modules/units and the corridors.
 2. K extinguishers will be located in the kitchen fire extinguisher cabinets. (ABC extinguishers should not be used in the kitchen, due to the possibility of residue from the extinguisher contaminating stored food products.)
 3. Halon extinguishers will be located in Central Control.
- J. Smoke ejector fans are located in the second floor MADF Fire and Life Safety closets.
- K. The MADF sprinkler system is separated into several zones. The valves which control water flow to the sprinkler heads are located in the following areas:

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1. R Module sprinklers are served by the valve in the R Module's janitor's closet located next to the medical exam room.
2. Mental Health Module, I Module and the Clinic sprinklers are served by the valve in the janitor's closet behind the servery in the Mental Health Module.
3. Program Room and Law Library sprinklers are served by the valve in the downstairs janitor's closet in Male Administrative Segregation East.
4. F Module and the Male Special Module sprinklers are served by the valve in the F Module mezzanine janitor's closet, across from cell #40.
5. A and B Module sprinklers are served by the valve in the B Module mezzanine janitor's closet across from cell #26.
6. C and D Module sprinklers are served by the valve in the D Module mezzanine janitor's closet across from cell #26.
7. E and G Module sprinklers and the west wing second floor visiting area sprinklers are served by the valve in the first floor riser room in the main corridor near E Module.
8. H and J Module sprinklers and the west wing fourth floor visiting area sprinklers are served by the valve in the third floor riser room in the 3rd floor public corridor near the elevator.
9. Third floor court holding and fourth floor tunnel sprinklers are served by the valve located in the third floor motor control room.
10. Booking, the kitchen, the laundry, commissary and the facilities operation shop are served by the valve located in the facilities operations shop.
11. Detention Administration, the lobby, Records, first floor court holding and the first floor visiting corridor are served by the valve located in the pump room located across from Room #9 in the Detention Administration area.
12. Custody Administration, Central Control, Contact Visiting, and second floor court holding are served by the valve in the janitor's closet in Custody Administration, next to the men's locker room.

L. The fire sprinkler control valves located in the MADF janitor's closets accessible to incarcerated persons are locked in cages. The key for the padlock to the cage door in each module is located on the Deputy's key set.

M. The MADF fire sprinkler valve is shut off by turning the round valve handle clockwise until stopped. In order to release the water pressure, the straight handled lever must be placed in the "open" position, releasing water from the pipes into the mop sink.

1. Fire sprinkler valves which have been turned off shall only be turned back on by Facilities Operations staff. If the valve was originally turned off due to sprinkler activation as the result of a fire, it may only be turned on in conjunction with the Fire Department.

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N. There are wet standpipes and fire hoses located in the MADF west wing module plumbing chases and stair 11. Locations are marked with "fire hose" signs on the door at each location. To charge the fire hose, (in sequence) the hose reel must be extended out fully from the chase or cabinet, the water valve must be turned on, and the tip on the fire hose must be turned clockwise to spray water. The remainder of the facility is serviced only by a dry standpipe system which requires the Fire Department to use their hoses. Fire hose connections may be supplemented with fire hose stored in the first and second floor Fire and Life Safety Closets.

MISCELLANEOUS INFORMATION

A. Emergency evacuation routes shall be posted in all modules/units, publicly accessed areas, classrooms, and other areas occupied by staff or incarcerated persons.

B. Emergency exit lights shall be installed at all emergency exit doors within the facility. All emergency exits are distinctly marked and shall be kept clear of all obstructions.

C. Medical emergencies which are the result of a fire emergency shall be handled in accordance with policy.

D. 

E. If a module/unit is being evacuated and has no-mix incarcerated persons, the Deputy shall make every reasonable effort to maintain the separation of incarcerated persons as required for safety and security.

F. Fire prevention inspections shall be conducted by facility staff at least once each month. The inspection records shall be retained for two years.

PROCEDURES

A. Upon discovery of a fire, the Deputy or Other Staff Member shall:

1. Immediately notify the Central/401 Control Deputy and advise of a fire, the stage of the fire and location.
2. Move anyone near the area away from the fire and prepare to evacuate if necessary.

B. Upon notification of a fire, the Central/401 Control Deputy shall:

1. Silence the Fire Alarm System, if the alarm has sounded.

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2. Confirm the severity and location of the fire.
 3. Notify the Sergeant and available Staff to respond to the location of the fire.
 4. At the request of the Sergeant, notify the Fire Department via Sheriff's Dispatch.
 5. Announce a facility-wide lockdown.
- C. Responding Correctional Staff shall each:
1. Respond to the affected area (using stairwells, not the elevators).
 2. Receive directions from the Deputy in charge of the area.
- D. After the fire has been extinguished, the Discovering Deputy or Staff Member shall:
1. Document their observations and actions in an Incident Report.
 - a. If the discovering Staff Member is not a Deputy, they shall document their observations and actions on a Civilian Incident Report form and submit it to the Sergeant. The Sergeant shall designate a Deputy to write an Incident Report.
 2. Contact the Fire and Life Safety Deputy and request a replacement for the expended extinguisher.
- E. The Sergeant shall:
1. Assign a Staff Member to Central/401 Control to take over the log documenting the events, and to assist as needed.
 2. Respond to the area in which the emergency is occurring.
- F. The Sergeant shall initiate notification procedures, if necessary.
- G. All Correctional Staff Members involved in the incident shall submit Incident Report documenting their observations and the role they played in the emergency.

FIRE EMERGENCY – MINOR/MAJOR FIRES (STAGE ONE, TWO AND/OR THREE)

- A. Upon discovery of a stage one fire, the Deputy or Other Staff Member shall:
1. Notify the Central/401 Control Deputy.
 2. Extinguish the fire using a fire extinguisher.
 3. Advise the Central/401 Control Deputy if the fire becomes unmanageable or progresses into a stage two or three fire.

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B. In addition to the steps for a stage one fire, upon discovery of a stage two or stage three fire, the Deputy or Staff Member shall:

1. Prepare to evacuate.
2. Delegate assignments to responding Deputies.
 - a. (If safe to do so) extinguish the fire.
 - b. (When safe to do so) request an Emergency All-Door Release, via radio, from the Central Control Deputy.
 - c. Assist in escorting the incarcerated persons to the evacuation area.
 - d. Follow evacuation procedures

C. The Central /401 Control Deputy shall:

1. Use the Emergency All Door Release to open evacuation doors.
2. Begin a log documenting the sequence of events.

D. The Sergeant shall designate a Staff Member to await in Booking/NCDF entrance for the Fire Department.

1. The Staff Member sent to await the arrival of the Fire Department shall direct them to the designated staging area.

E. The Sergeant shall respond to the area in which the emergency is occurring and coordinate evacuation of the affected areas.

F. Medical Staff shall respond to the designate evacuation area and provide medical treatment as needed.

TURNING OFF FIRE SPRINKLERS

A. Any Staff Member who finds water flowing from a sprinkler head which is damaged or broken shall first ensure no fire or smoke conditions exists and notify the Sergeant.

B. If a fire or smoke conditions exists, the Sergeant shall initiate the procedures spelled out in the "Fire Emergency-Minor/Major Fires" section of this chapter.

C. If no smoke condition exists, the Sergeant shall direct the staff member to turn the valve off and go to the affected area to determine the damage.

1. If the staff member reporting the flowing sprinkler is not a Correctional Deputy, the Sergeant shall direct a Deputy to turn off the sprinkler valve.

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2. If valve control is not in the same module/unit as the Staff Member who identified the flowing sprinkler, the Sergeant shall direct a Deputy to turn off the corresponding sprinkler valve.

REFERENCES:

Custody Policy 402 - Fire Safety

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EMERGENCIES – HOSTAGES

The Sonoma County Detention Facilities are “no hostage” facilities. Negotiations may occur during a hostage situation. A hostage taker will not be released from custody nor will any hostages be recognized for bargaining purposes. If a hostage is taken, the Watch Commander in charge of the facility at the time of occurrence shall work to contain the incident.

DEFINITIONS

Call-Out - The summoning of personnel for duty related to a particular activity or incident.

C.N.T.- “Crisis Negotiations Team” comprised of Correctional Staff.

Code 10H- Radio Code used to report a hostage situation.

Code 33- A radio code that alerts staff that an emergency is in progress and to turn to an emergency channel for further instructions.

Hostage-Any person held against their will as security for the fulfillment of certain conditions, terms or promises.

Negotiations- To attempt to successfully settle a matter through communication, discussion and compromise without the use of force.

Negotiator - Member of the Sonoma County Sheriff's Office trained in crisis negotiations.

SERT - "Specialized Emergency Response Team" comprised of Correctional Deputies trained in self-defense, cell extraction, use of specialized equipment and crowd control techniques.

SOU- “Special Operations Unit” comprised of SWAT (Special Weapons and Tactics Team), Explosive Ordinance Detail Unit, Technical Team and the Tactical Dispatch Unit.

H.N.T.” Hostage Negotiations Team” comprised of Deputy Sheriff personnel and Psychologist.

Watch Commander -The Watch Commander referenced in this procedure refers to the Detention Division’s Watch Commander responsible for a facility.

GENERAL INFORMATION

- A. When a hostage situation is discovered, an SOU callout is initiated.
- B. The facility shall be placed on lockdown, a mandatory count shall be conducted and a code 33 broadcast on the primary radio channel. Radio traffic not related to the incident should be transmitted on a secondary channel.

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- C. All public and program areas shall be evacuated (making sure to correctly identify all individuals) to ensure the safety of the public and to ensure any involved incarcerated persons are not among them.
- D. Incarcerated person telephones may be turned off using the four master switches (located in the first floor Main Data Terminal Room).
- E. The SOU Commander, upon arrival, shall assume responsibility for the incident (Incident Commander) and will coordinate with Detention Command Staff and/or the Watch Commander to resolve the incident.
- F. The Watch Commander shall retain control of the facility not affected by the hostage taking.
- G. SERT's primary responsibility during a hostage situation is to assist SOU as necessary.
- H. The MADF Watch Commander or designee shall request Sheriff's Dispatch to teletype all Sonoma County Police Agencies with notification that new arrestees will not be accepted until the emergency has ended, and the lockdown order is lifted.
- I. No person, regardless of rank, has any authority while being held as a hostage.
- J. If a riot or other disturbance accompanies the taking of hostages, refer to the appropriate riot procedures.
- K. Every attempt will be made to ensure negotiations with hostage takers will only be conducted by Office personnel trained in negotiations.
- L. Every attempt will be made to prevent the removal of a hostage(s) from the secure perimeter of the facility.
- M. Involved Staff Members will document their observations and actions in an Incident Report, Crime Report, or as instructed by the Watch Commander.

PROCEDURES

- A. Correctional Staff will escort all visitors out of the facility, including program areas, checking ID cards to ensure they are registered visitors.

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- B. Patrol and Correctional Staff shall work collaboratively to ensure all avenues of escape are sealed within the facility.
- C. Patrol Deputies shall secure the facility perimeter.
- D. The Watch Commander shall ensure notification of the Chain of Command, per policy.
- E. The Watch Commander shall:
 - 1. Establish a command post.
 - 2. Assign a Correctional staff member to begin a log of events.
 - 3. Initiate a SERT/CNT call-out.
 - 4. Notify the Patrol Watch Commander of the situation and request a SOU response.
 - 5. If possible, video record the incident.
 - 6. Review the situation and ensure an adequate number of personnel are deployed to completely isolate the area and remove personnel not assigned to contain the area.
 - 7. Establish a communications network and request communications restrictions if necessary.
 - 8. Request and/or assemble life support equipment and ambulance response.
 - 9. Upon arrival SOU Commander shall:
 - a. Meet with the Watch Commander for a briefing on the situation.
 - b. Coordinate their activities and responsibilities.
 - c. Apprise Command Staff of their decisions.
 - d. Brief their staff and assign responsibilities.
- F. The MADF Watch Commander or designee shall advise medical staff /mental health staff to stand by in a designated/safe location.
- G. All weapons shall be inventoried for accountability by a designated SOU member prior to entering and leaving the facility.

DISCOVERY OF A HOSTAGE SITUATION

- A. Upon discovery of a hostage situation, a Staff Member shall immediately notify their Sergeant and close off the area by shutting and locking doors within their control.
- B. The Staff Member shall notify the responsible Sergeant of the following:

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1. Location of hostages.
 2. Number of hostages.
 3. Identity of hostages.
 4. Number of hostage takers and identities.
 5. Demands of hostage takers, if known.
 6. Any weapons or devices involved.
 7. All other relevant information.
- C. If possible, the Staff Member discovering the hostage situation shall report to the designated Command Post to brief the Watch Commander.
- D. Correctional Staff at the hostage area, if possible, shall lock down all non-involved incarcerated persons, remove power to the control panel, attempt to isolate the hostage takers to prevent movement of and/or the taking of additional hostages.
1. MADF Central Control shall take power away from a module's control panel if staff were not able to do so.
- E. The Custody and Booking Sergeants (the Watch Commander and Movement Deputies at the NCDF), with backup deputies, as appropriate, shall report to the perimeter of the hostage area and proceed as follows:
1. No attempt shall be made to enter the hostage area.
 2. Attempt to make contact with the hostage takers to determine the condition of the hostages, identities of the hostage takers and hostages, if the hostage takers have weapons and any demands.
 3. Allow CNT to establish contact when safe to do so to begin negotiations.
 4. All information shall be forwarded to the Watch Commander and/or the SOU Incident Commander.
- F. The Watch Commander shall direct the appropriate Staff to assemble all available information (including pertinent information regarding recent activities in the housing areas) on the hostage takers and, if the hostages are other incarcerated persons, on the hostages.
- G. The Watch Commander shall notify the Facility Manager and the Detention Assistant Sheriff of the situation.
- H. The Watch Commander shall not initiate any rescue attempts.

RESCUE PROCEDURES

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- A. The SOU Commander, or designee, will report to the designated Command post for a briefing by Detention Command Staff and/or the Watch Commander.
- B. The designated SOU negotiator will be briefed by the SOU Commander, or designee, and, if possible, will begin the negotiation process.
- C. The SOU Commander is responsible for all actions and efforts to rescue the hostages and shall do so in compliance with Sonoma County Sheriff's Office policy.
- D. SERT's primary responsibility is to assist SOU as necessary.

POST EMERGENCY PROCEDURES

- A. When rescue or surrender is accomplished, medical staff will administer emergency medical treatment when safe to do so.
- B. Correctional Staff will:
 - 1. Separate and isolate hostage takers and any other involved incarcerated persons.
 - 2. Submit Incident Reports or Crime Reports (as directed), logs and any other written documents relating to the incident to their Supervising Sergeant.
 - 3. Resume normal operations only when safe to do so, at the discretion of the Watch Commander.
- C. Correctional Staff shall not attempt to question incarcerated persons or hostage takers involved in the incident.
- D. Incarcerated persons involved in the taking of a hostage(s) shall be separated from other incarcerated persons.
- E. All incarcerated persons involved and/or suspected to be involved in the taking of a hostage shall be strip searched for weapons, contraband and/or evidence, prior to being separated from other incarcerated persons.
- F. Injured incarcerated persons shall receive non emergent medical/mental health treatment as necessary.
- G. Correctional Staff shall make the appropriate temporary housing re-assignments.

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- H. Classification Staff or an on-duty Sergeant shall make the appropriate housing assignments.
- I. The Watch Commander shall begin the post emergency critique process.
- J. All involved Staff will participate in a debriefing.
- K. Sheriff's Dispatch shall be notified when an incident has been resolved, and request a teletype be sent to all Sonoma County Police Agencies with notification that arrestees can be accepted for booking.

INSPECTION OF HOSTAGE AREA

- A. Custody staff will maintain the area for Patrol. The crime scene will undergo a process for evidence collection and will later be released to resume normal operations by the SOU Commander or Watch Commander.
 - 1. The chain of custody shall be maintained for all evidence.
- B. The Watch Commander shall designate a search team to conduct a search of the incident area.
- C. Search Team Members shall:
 - 1. Supervise the re-opening of the affected housing area(s).
 - 2. Complete work orders for any items damaged during the incident.
- D. The Watch Commander shall inspect the area to ensure it is safe for incarcerated person occupancy.
 - 1. If the area may be used, the incarcerated persons may be returned for housing.
 - 2. If the area cannot be used, other housing arrangements will be made.

REFERENCES

Custody Policy 400- Facility Emergencies

Office Wide Policy 407-Hostage and Barricade Incidents

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EMERGENCY/NON-EMERGENCY COURT ORDERED MEDICATION

EMERGENCY/NON-EMERGENCY COURT ORDERED MEDICATION PROCEDURES

When a court order is issued for the administration of psychiatric medication to an inmate, the following notification requirements apply:

1. The court desk will forward a copy to the Detention Administrative Lieutenant, MADF Watch Commander, Mental Health Sergeant and the contracted Mental Health Program Manager;
2. The MADF Watch Commander and/or Administrative Lieutenant will review and approve the order from the Court;
3. The MADF Watch Commander and/or Administrative Lieutenant will notify custody staff of the court order.

Detention staff shall coordinate with contracted mental health staff to make a reasonable effort to obtain the inmate's voluntary informed consent to take medication and custody staff shall document all such efforts taken in an incident report.

If an inmate continues to refuse to take the prescribed medication after entry of a court order authorizing the involuntary administration of such medication, and contract mental health staff continues to authorize the administration of such medication, the Booking Sergeant or his/her designee will organize a team of Correctional Deputies to conduct a cell removal.

1. The inmate will be removed from his/her cell and placed in a safe environment, at which time mental health or medical staff will administer the medications.
2. The Booking Sergeant or his/her designee, contract medical staff and contract mental health staff will consult to determine the appropriate housing for the inmate.

Contract medical and mental health staff will monitor the inmate after the administration of medications per their policies.

The Booking Sergeant will designate a Correctional Deputy to write an incident report on the cell removal and administration of medication.

References:

Custody Policy 730 – Informed Consent and Right to Refuse Medical

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FACILITY EVACUATION PLAN

GENERAL INFORMATION

In the event of an evacuation, the primary sweep of a Module/Unit will be the sole responsibility of the responding Fire Service Agency.

Primary and secondary inmate evacuation routes require that inmates be moved and relocated to another area of the facility, still within the secure perimeter.

Elevators shall not be used during emergency evacuations which occur as a result of fire or facility damage.

"In any case in which an emergency endangering the lives of inmates of a state, county, or city penal or correctional institutions has occurred or is imminent, the person in charge of the institution may remove the inmates from the institution. He shall, if possible, remove them to a safe and convenient place and there confine them as long as may be necessary to avoid the danger, or, if that is not possible, may release them. Such person shall not be held liable, civilly or criminally, for acts performed pursuant to this section." (California Government Code Section 8658)

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References:

Custody Policy 404 – Evacuations

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FACILITY INSPECTIONS AND MAINTENANCE

INFORMAL INSPECTION RESPONSIBILITIES

The Module/Unit Deputies will inspect their respective Modules/Units, including all cells and bunk areas during each shift.

Sergeants will conduct informal inspections of all Modules/Units and all other areas under their supervision on a regular basis.

The Booking Deputies will inspect the booking/intake area during each shift.

The Booking Sergeant will conduct an informal inspection of the first floor Modules, booking area, and clothing storage room under his supervision on a regular basis.

The Chef, or in the absence of the Chef, a Cook will inspect the MADF and NCDF kitchens and staff servery.

The Medical Vendor's Nursing Supervisor at the MADF and NCDF will inspect the Medical Clinic and Dental Office (only at the MADF) at least once a day.

A Supervising Detention Assistant at the MADF will inspect the Warehouse and Laundry Room at least once each day.

All Detention Assistant and Detention Specialist work areas at the NCDF will be inspected once each day by the NCDF Watch Commander.

A Supervising Detention Specialist at the MADF will inspect the MADF Records Area at least once each day.

The Custody West Sergeant will inspect the Court Holding Cells on the first, second and third floors of the MADF, and in the Hall Of Justice on a regular basis.

All Sergeants are responsible to inspect those areas maintained by the janitorial services contractor within the Detention Division at least once per week.

FORMAL WEEKLY INSPECTIONS

The facilities will be formally inspected by designated Staff Members one time a week and the results of these inspections will be reported on the Quality Assurance Report Form. A Day Shift Watch Commander at the MADF and the NCDF Watch Commander at the NCDF will be responsible for preparing the Quality Assurance Reports for each team.

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All Modules/Units will be scored with a Pass or Fail rating.

- Modules/Units passing inspection, will receive an inspection award.
- Modules/Units failing an inspection will not be eligible for an inspection reward.
 - In Modules/Units that fail an inspection, the inmates will be required to correct all deficiencies.
 - Inmates who have cells which fail an inspection will be required to correct all deficiencies, will not be provided an inspection reward and may be subject to disciplinary action.
 - The Swing Shift Watch Commander at the MADF and the NCDF Watch Commander at the NCDF is responsible for re-inspecting Modules/Units, cells, bunk areas or any other areas which failed an inspection to ensure they have been cleaned appropriately.

The Detention Division Assistant Sheriff will inspect the facility quarterly.

MANDATED INSPECTIONS

The Facilities will be inspected biennially by the Board of State and Community Corrections as directed in Penal Code 6031.

The Facilities will be inspected annually by the County Public Health Department as directed in the Health and Safety Code 459.

REPORTING/RESPONDING TO MAINTENANCE ISSUES

The Staff Member reporting a maintenance problem shall complete a Work Order Request. The reported problem should be described in as detailed a manner as possible.

- If the repair requested is an emergency request, the Staff Member shall also call his supervisor to report the problem, who will report to the affected area and evaluate the problem. If he agrees the problem is an emergency, the Supervisor will contact the on-call Facilities Operations Staff Member.

Facilities Operations personnel assigned to the Detention Division are responsible for the maintenance, repair, routine inspection of equipment, and the control and accountability for all of their tools.

Whenever a Facilities Operations Staff Member or Contractor comes into the Module or the Booking Area, he will first contact the Correctional Deputy and advise him of the repairs that are to be done or the work that will be taking place. The Correctional Deputy will be responsible for announcing, as appropriate, that the work area is off limits.

The Facilities Operations Staff Member or Contractor will mark off the work area with stanchions, and the Correctional Deputy will monitor the inmates as needed to ensure they don't enter the work area. If an inmate enters the work area (either the Correctional Deputy personally observes the

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entry or the Facilities Operations Staff Member/Contractor reports it), the Correctional Deputy will take immediate action.

If the work being done requires a Module/Unit to be locked down, the Sergeant or a Lieutenant will need to give the final authorization.

When the work is complete, or the Facilities Operations Staff Member/Contractor has to leave the area, he will secure or remove all tools, refuse, and equipment, and will advise the Correctional Deputy. The Correctional Deputy will inspect the work area to ensure the area is free of debris and tools and can again be accessed by inmates.

The Research and Planning Lieutenant will be the Detention Division liaison with Facility Operations and will follow-up on any unresolved work orders.

References:

Custody Policy 800 – Sanitation Inspections

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FACILITY INSPECTIONS AND MAINTENANCE

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The Custody West Sergeant will inspect the Court Holding Cells on the first, second and third floors of the MADF, and in the Hall Of Justice on a regular basis.

All Sergeants are responsible to inspect those areas maintained by the janitorial services contractor within the Detention Division at least once per week.

FORMAL WEEKLY INSPECTIONS

The facilities will be formally inspected by designated Staff Members one time a week and the results of these inspections will be reported on the Quality Assurance Report Form. A Day Shift Watch Commander at the MADF and the NCDF Watch Commander at the NCDF will be responsible for preparing the Quality Assurance Reports for each team.

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The Research and Planning Lieutenant will be the Detention Division liaison with Facility Operations and will follow-up on any unresolved work orders.

References:

Custody Policy 800 – Sanitation Inspections

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Facility Lockdowns

Incarcerated persons shall be locked down at predetermined times for count, shift change, meal service, clean-up, lights-out, and certain emergencies. Facilities may be locked down for the movement of high-profile incarcerated persons, to prevent disease exposure or at the discretion of the Sergeant or Watch Commander.

GENERAL INFORMATION

- A. Unless otherwise specified, court movement shall continue during periods when the facility is on lockdown.
- B. Facility operations and incarcerated person movement may be restricted during a facility-wide lockdown.
 - 1. There shall be no releases processed during a facility-wide lockdown unless approved by a Sergeant.
 - 2. During a lockdown due to a facility emergency, radio traffic should be restricted to essential communication only. Deputies assigned to non-fixed post positions should check with the area Sergeant to see where they are needed.
- C. Any incarcerated person placed on administrative lockdown shall be done in accordance with Classification Procedures.

PROCEDURES

SCHEDULED LOCKDOWNS

- A. The Central/401 Control Deputy shall be responsible for announcing when scheduled facility-wide lockdowns are completed.
- B. Scheduled lockdowns shall occur during, but are not limited to:
 - 1. Counts (scheduled and unscheduled)
 - 2. Prior to/following meal service
 - 3. Shift change

FACILITY WIDE LOCKDOWNS

- A. Facility operations and incarcerated person movement shall be restricted during emergency lockdowns.
- B. Depending on the nature of the emergency and the extent of damage to the facility, the emergency lockdown may only affect a portion of the facility or may require a partial or full facility evacuation.
- C. Central/401 Control shall be responsible for announcing lockdowns during emergency situations.
 - 1. This should be done via the radio and facility paging system.
- D. Staff should ensure the following once a facility wide lockdown is announced:

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1. Booking Deputies shall secure all incarcerated persons in Booking.
2. In the laundry area at NCDF, the responsible Detention Assistant(s) shall secure the incarcerated person workers in the laundry room.
3. In the clinic area, medical staff should move incarcerated persons from exam rooms to staging areas.
4. Movement deputies should escort incarcerated persons from the classrooms back to their modules depending on the type and location of the emergency. If the emergency is in a module, the incarcerated persons who are assigned to the module may be left in the program areas or taken to court holding.
5. Apart from modules/units being evacuated, Module/Unit Deputies shall ensure that all incarcerated persons are locked in their cells or on their assigned bunks.
6. In the contact visiting area, the Contact Visiting Deputy shall terminate any visits being conducted, evacuate the visitors via the elevator or stairwell, and escort the incarcerated persons to the second-floor court holding cells.
7. In the public non-contact visiting corridor, movement deputies shall evacuate the visitors via the public elevators or stairwells.
8. When the emergency has ended, Central/401 Control shall announce the end of the lockdown over the radio.

SECURITY MOVEMENT LOCKDOWN

- A. Classification staff is responsible for determining incarcerated persons' classification and special handling. The determination for high security or high-profile custody incarcerated persons to require a security movement lockdown while being transferred throughout the facility is decided by Classification. The Watch Commander or a Sergeant may make the determination to implement a security movement lockdown due to an incarcerated person's behavior, charges, or medical status.
- B. Prior to moving a high security or high-profile incarcerated person, the deputy responsible for moving the incarcerated person shall notify Central/401 Control of the lockdown and the approximate time it will take.
- C. Central/401 Control will announce the lockdown over the radio and paging system.
- D. Appropriate staff will ensure the hallways are clear. Deputies will be assigned to monitor movement in the hallways during a security movement lockdown. They shall be responsible for advising individuals that a lockdown is occurring and clearing all non-authorized individuals from the hallways.
- E. If the lockdown is on the first floor, deputies assigned to the first floor will ensure the hall door to Booking is closed.
- F. If the lockdown is on the second floor, deputies shall ensure all classroom doors are secured.
- G. Depending on the type and/or floor of the lockdown, civilians and incarcerated persons will not be let in or out of the secure perimeter of the facility or modules with the exception of the incarcerated person for whom the lockdown is being conducted.

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- H. Once the security movement lockdown is complete, Central/401 Control will announce the end of the lockdown once completed.

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Facility Rounds

DEFINITIONS

Rounds - Periodic safety and welfare checks of all incarcerated persons occupied areas to include the Modules/Units Holding Cells, Safety Cells, Observations Cells and bathrooms, exam rooms, visiting and program areas. Rounds are conducted to observe incarcerated persons behavior, welfare, conduct counts and to identify maintenance and/or any safety and security breaches.

Inmate Observation Record- A form used to document rounds of occupied Safety, and Observation Cells.

Record of Rounds - A form used to document rounds of a specified area.

RATS - Rounds Automated Tracking System

Patrol Tour Stations - Magnetic key operated stations located in various locations in each Module.

Guard One – Rounds system at North County Detention Facility that uses a rounds tracking tool to record checks.

GENERAL INFORMATION

- A. Patrol tour stations within the facilities serve two purposes:
1. Recording the results of rounds via an automated log entry that includes the time and key set used to complete the round.
 2. At the MADF, activating a duress alarm alerting Central Control that a staff member is in duress.
- B. Rounds shall be conducted a minimum of twice every hour, but no sooner than 10 minutes after the last round, in all modules/units and areas that house incarcerated persons. There should be no more than 60 minutes elapsed between rounds.
- C. A safety check on incarcerated persons in a Safety Cell consists of direct visual observation that is sufficient to assess the individual's well-being. The deputy shall document the individual's behavior, responsiveness, any visual movements and food/water intake. This shall occur at least twice every 30 minutes. The intervals of the checks within the 30 minutes should vary, be no greater than 15 minutes apart and should not be on a routine schedule the incarcerated person can predict. Each safety check shall include the actual time

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of the observations, with any pertinent observation of the incarcerated person's behavior and recorded on the Inmate Observation Record by the staff member when making the check.

- D. Intermittent direct visual observation rounds of incarcerated persons held in Observation Cells shall be completed by Correctional Staff two times every 30 minutes, with rounds being completed at least 10 minutes apart.
- E. A safety check on incarcerated persons in a Sobering Cell consisting of direct visual observation that is sufficient to assess the person's well-being and behavior shall occur at least twice every 30 minutes on an irregular schedule, with rounds being completed at least 10 minutes apart. Each visual observation of the incarcerated person by staff shall be documented. Supervisors shall check the logs for completeness at the end of each shift and document this action on the Sobering Cell Monitoring Log.
- F. Anytime a round is missed, the reason and the fact that it was missed shall be documented in the appropriate Activity Log or rounds log.
- G. Deputies at the NCDF will download their rounds data no less than once every three (3) hours.
- H. The Movement II Deputy at NCDF is responsible for rounds of the 401 Unit, 401 Holding Cell, 401 Dress Bath, and anywhere an Inmate Observation Record form or Record or Rounds Conducted is posted.
- I. Rounds of the NCDF facility perimeter shall be conducted a minimum of twice per shift by Movement Deputies. This includes the Jail Industries agricultural areas, staff and public parking areas, the fenced perimeter and the 401-building perimeter.
- J. To ensure rounds are being conducted as required, the Booking Sergeant shall:
 - 1. Review the Record of Rounds Conducted forms used in the Booking Area and any other areas where round forms were posted.
- K. To ensure rounds are being conducted as required, the Custody Sergeant/NCDF Watch Commander shall:
 - 1. Review all automated rounds systems.
 - 2. Review any posted Classroom Record of Rounds.
- L. When making rounds in the modules/units, Sergeants will check the module/unit for cleanliness and maintenance issues as well as module/unit activities and noise levels. They may also check any of the following items:

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1. Inmate Management Cards (to ensure housing locations are up to date),
2. Cell/bunk Check-in/Check-out forms,
3. Out-of-Cell Activity Logs,
4. Showers for Mental Health incarcerated persons (documented on the OCA Log),
5. Yard access
6. Visual inspection of cells.

PROCEDURES

- A. Deputies shall visually check each bunk/cell, shower, bathroom areas, and recreation areas ensuring the incarcerated person(s) can be seen and nothing appears out of the ordinary.
- B. Deputies will ensure incarcerated people are able to shower, perform bodily functions, and change clothing without staff of the opposite gender viewing their breasts, buttocks, or genitalia except in exigent circumstances or when such viewing is incidental to routine cell checks.
- C. Where patrol tour stations are not active or installed, Deputies will initial and write the time the round was completed on each Record of Rounds Conducted form, after completing the rounds in that area.
- D. In the Booking area, deputies shall make mandatory rounds a minimum of twice every hour, but no sooner than 10 minutes after the last round. No more than 60 minutes should elapse between rounds.
- E. Rounds in the Court holding areas, when used for booking overflow, shall be conducted at least two times an hour with no more than 60 minutes elapsing between rounds.
 1. In addition to the mandatory rounds, Deputies shall make unscheduled random rounds of the entire booking area, and as appropriate, the court holding areas.

SAFETY/ SECURITY ROUNDS

- A. At the beginning and end of each shift, Deputies shall conduct a visual and physical check of their module/unit and surrounding area (i.e.; doors, gates, fences, lights) to ensure the module/unit and surrounding area is safe and secure and document it in the Activity Log.
- B. Any issues will be noted in the activity log.
 1. Upon discovery of an item needing repair, Deputies shall document the information in the Activity Log, and complete a Work Order Request.

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2. The Sergeant shall review Activity Logs daily to confirm the safety rounds are documented.

C. Any breach in security shall be immediately reported to the Sergeant.

ROUNDS IN THE PROGRAM AREAS

A. Anytime a program area is in use and incarcerated persons are present in the area, Correctional Deputies shall make unscheduled random rounds in the program areas, as well as mandatory rounds.

1. A rounds sheet shall be posted in the main hallway for the classrooms to document the rounds made in the program areas.

REVIEW OF "RECORD OF ROUNDS CONDUCTED" FORMS

A. Record of Rounds Conducted forms used to document normal rounds booking, court holding, and other holding areas shall be forwarded to the Booking Sergeant:

B. Record of Rounds Conducted forms used to document normal rounds in module/units, and other holding areas shall be forwarded to the Custody/NCDF Sergeant.

C. The Sergeants will:

1. Review the forms to ensure rounds were conducted as required, noting any rounds that were missed.
2. Discuss any missed rounds with the Deputies responsible for rounds and note on the form that the problem was addressed.
3. Sign the forms, including his ID number, and forward the forms to the Administration Secretary for filing.

D. If an Inmate Observation Record was used, the Sergeant shall forward it to Classification for filing in the incarcerated person's classification file.

E. If a Record of Rounds Conducted form was used, the form shall be forwarded to the Administration Secretary for filing.

REVIEW OF RATS INSPECTION LOG

A. Throughout their shifts, the Sergeants will periodically check any posted rounds forms to ensure that they are being completed appropriately.

B. Once per shift (preferably towards the end of the shift), the designated Sergeant will:

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1. Review the Automated Rounds System and confirm that the necessary number of rounds are being completed.
2. Address any issues with recorded rounds with the appropriate Custody Staff member(s) responsible.
3. Document their findings on the Inspection Log.
4. Contact all modules/units with insufficient rounds and instruct the Module/Unit Deputies to document the reason for the missed rounds in the Activity Log.
5. If rounds are missed due to a system failure, notify the Watch Commander/NCDF Assistant Facility Manager.
6. Note the modules/units contacted and any other comments in the Inspection Log.
7. When the quality control check is complete, sign and date the appropriate space on the Inspection Log.
8. On the first of each month, the Sergeant shall remove the previous month's Inspection Logs from the binder and forward them to the Lieutenant for review and follow-up as needed.
9. When the review is complete, the designated Lieutenant shall forward the forms to the Administration Secretary for filing.

REFERENCES:

513 Use of Restraints, 520 Safety and Sobering Cells, 202.3 Supervision of Inmates – Minimum Requirements/Supervision of Inmates

SCSO Detention Division

Fentanyl Exposure and Decontamination

In the event of a fentanyl exposure, contact the contracted company for cleanup and disposal. Contact information can be located in the Watch Commander or Sergeant's offices. If the contracted company is unavailable, Sheriff's Office staff may follow the procedures below.

The purpose of decontamination is to make an individual and/or their equipment safe by physically removing toxic substances quickly and effectively.

General Practices

- I. Staff shall notify a supervisor and all involved staff if suspected fentanyl hazards
- II. Staff should never work alone in an area containing suspected fentanyl or during a possible exposure
- III. Naloxone shall be present in all areas where suspected fentanyl hazards occur
- IV. Staff will not touch face while working in an area with suspected fentanyl
- V. Safety shall always take precedence over everything else. If staff ever feel unsafe and/or have questions regarding their safety, they should contact their supervisor

Evidence Handling

- I. No field testing of suspected fentanyl will be conducted.
- II. Fentanyl shall be collected into a sturdy sealed container.
- III. Evidence suspected of containing (or otherwise potentially containing) fentanyl must have clear and easily identifiable warning labels applied.

Definitions

- **Fentanyl:** Fentanyl is a powerful synthetic drug that is similar to morphine and heroin but is 50 to 100 times more potent. Fentanyl acts quickly to depress the central nervous system and respiratory function.
- **Naloxone (Narcan):** is a drug that can temporarily stop many of the life-threatening effects of overdoses from opioids. Naloxone can help restore breathing and reverse the sedation and unconsciousness that are common during an opioid overdose.
- **P100 Respirator filter:** highest for personal respiratory protection. P100 filter will block 99.9% of particles .3 microns or larger.

SCSO Detention Division

Fentanyl Exposure and Decontamination

Levels of Exposure

- **Minimal Exposure:** suspected that fentanyl may be present, but none visible
- **Moderate Exposure:** small amounts of suspected fentanyl visible
- **High Exposure:** large amounts of suspected fentanyl are visible

Exposure Risk	Operational Functions	Minimum Recommended PPE	Decontamination Recommendations
Minimal	Response to a suspected fentanyl overdose, but not visible	Standard duty uniform, eye protection and gloves	<ul style="list-style-type: none"> •People: wash with soap and water •Surface: Peracetic acid, hydrogen peroxide, or dichloroisocyanuric acid solutions
Moderate	Response to an overdose where small amounts of suspected fentanyl are visible	Standard duty uniform with long sleeves or sleeve covers, gloves, P100 respirator, eye protection *P100 full-face piece if higher protection required	<ul style="list-style-type: none"> •People: wash with soap and water •Surface: Peracetic acid, hydrogen peroxide, or dichloroisocyanuric acid solutions
High	Response to large amounts of suspected fentanyl are visible	Entry not recommended **Supervisor will be notified before entering high-risk areas**	<ul style="list-style-type: none"> •People: wash with soap and water •Surface: Peracetic acid, hydrogen peroxide, or dichloroisocyanuric acid solutions

Do not use hand sanitizer or bleach after an exposure

SCSO Detention Division

Fentanyl Exposure and Decontamination

Fentanyl Decontamination

- I. Staff shall properly and thoroughly perform clean-up and disposal after being involved with a suspected fentanyl hazard
- II. Naloxone shall be present during a suspected fentanyl clean-up/decontamination
- III. Staff should never work alone in an area containing suspected fentanyl to include the clean-up process
- IV. Before removing PPE, ensure there is no visible contamination present
- V. PPE shall be removed in a manner that causes minimal splashing or exposure
- VI. Contaminated PPE shall be placed in a plastic bag and labeled.

Supervisors will determine the level of clean up needed to provide based on the level of exposure. (i.e. surface cleaning only, and/or required ventilation system to be cleaned)

All staff entering an area to perform clean-up duties for a suspected fentanyl exposure must adhere to the guidelines below:

Exposure Risk	Minimum PPE Required
Minimal	Eye protection, P100 respirator, gloves, long sleeves or sleeve covers.
Moderate	Eye protection, P100 respirator, gloves, Tyvek coveralls.
High	**Staff will no enter until approved by a supervisor**

SCSO Detention Division

Fentanyl Exposure and Decontamination

Fentanyl Disposal

Once the contaminated items have been placed in a plastic bag and labeled “Fentanyl”, the items will be sent to Property and Evidence for destruction. Contact a member of the Crime Report team for assistance on completing a Property for Destruction report. All contaminated items will be placed in the evidence lockers located at the Sheriff’s Office Main building. If the items are large and unable to be secured in the lockers provided, they shall be placed behind the secure gate next to the Property and Evidence entrance. Notify the Property and Evidence technicians, 565-3119.

First Aide

Eyes

- Immediately remove the victim from the source of exposure
- Immediately wash eyes with large amounts of tepid water for at least 15 minutes
- Seek medical attention immediately

Ingestion

- Immediately remove the victim from the source of exposure
- Ensure that the victim has an unobstructed airway
- Do not induce vomiting
- Administer naloxone
- Seek medical attention immediately

Inhalation

- Immediately remove the victim from the source of exposure
- Evaluate respiratory function and pulse
- Ensure that the victim has an unobstructed airway
- If shortness of breath occurs or breathing is difficult, administer oxygen
- Assist ventilation as required. Always use a barrier or bag-valve- mask device
- Seek medical attention immediately

Skin

- Immediately remove the victim from the source of exposure
- Monitor the victim for signs of whole-body effects
- If signs of whole-body poisoning appear, see the Ingestion section for treatment recommendations
- Seek medical attention immediately

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Fire & Life Safety Equipment Inspection/Maintenance

To ensure the facility's compliance with municipal, county, state, and federal fire regulations, the Fire and Life Safety (FLS) Sergeant and/or a designated FLS Deputy will conduct monthly fire and life safety inspections.

DEFINITIONS

M.S.D.S. (Material Safety Data Sheet): Consumer information regarding product information, proper usage, and safety information for hazardous materials.

GENERAL INFORMATION

- A. The FLS Deputies at the MADF and NCDF are required to enter all monthly fire and life safety inspections into the computer system. The FLS Sergeants shall conduct reviews of these files to ensure fire and life safety inspections are being completed correctly and entered into the computer system as required. The Detention Division's Safety Coordinator has the overall responsibility to ensure the above-mentioned tasks are completed.
- B. Monthly facility fire and life safety inspections to include inspections on all automated external defibrillators shall be conducted by the FLS Sergeant and/or by the designated FLS Deputies. All fire and life safety inspection files will be retained for a period of two years.
- C. The FLS Manager shall ensure that the State Fire Marshall, or the State Fire Marshal's authorized representative, inspects the MADF and NCDF at least once every two years for the purpose of enforcing the regulations adopted by the State Fire Marshal, pursuant to Health and Safety Code 13143.
- D. All FLS Deputies will receive training in the proper method of conducting fire and life safety inspections.
- E. The FLS Sergeants will prepare a formal schedule for fire and life safety inspections and will assign staff to perform these inspections. A copy of the schedule will be provided to the FLS Manager.
- F. Facility Operations conducts their own monthly fire and life safety Inspections. The completed reports are forwarded to the FLS Manager.

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- G. When a fire extinguisher is not properly charged, or has been used, it will be taken offline and replaced by a fully charged extinguisher.
- H. An assigned FLS Deputy will be responsible for coordinating the recharging of expended fire extinguishers at the MADF and NCDF.
- I. All spare fire and life safety equipment shall be stored in the MADF second floor equipment room designated for that purpose and in the NCDF storeroom outside the staff lounge in the Administration Building.
- J. All employees assigned to the MADF and the NCDF have the responsibility of immediately reporting any malfunctions involving fire and life safety equipment.
- K. As they are received, Material Safety Data Sheets (M.S.D.S.) will be kept in a binder and shall be stored in Central Control and the medical clinic at the MADF, and in the Watch Commander's Office at the NCDF.
- L. The MADF Central Control Deputy and the applicable Watch Commander shall be notified in advance of any testing of fire alarm systems at the MADF or NCDF.
- M. The monthly fire and life safety equipment inspections are independent of the inspections conducted by the Santa Rosa Fire Department, Rincon Valley Fire Department or the State Fire Marshal.
- N. When inspecting the kitchen, the Chef or his/her designee shall be present and/or shall participate in the inspection.
- O. The FLS Sergeants will select and appoint Deputies as FLS Deputies who will have the following responsibilities:
 - 1. Conduct fire and life safety inspections as outlined in the Monthly Fire and Safety Inspection Report.
 - 2. Conduct training of staff as required in the use of all fire and life safety equipment, and evacuation procedures.
- P. The Santa Rosa City Fire Department at the MADF or the Rincon Valley Fire Department at the NCDF will:

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1. Provide fire protection for the facility.
2. Will test fire equipment/systems
3. Will inspect the facility annually for compliance with appropriate regulations.

PROCEDURES

FACILITY INSPECTION

- A. Utilizing the Monthly Fire and Safety Inspection Report the FLS Sergeant and/or a designated FLS Deputies will inspect all areas of the facility on a monthly basis.
- B. Any deficiencies noted with any of the fire and life safety equipment will be documented on the Monthly Fire and Safety Inspection Report, with recommended action for correction(s) and a time frame for when the corrections will be completed, if possible.
- C. The FLS Sergeant shall complete a Maintenance Work Order for any equipment identified as needing repair.
- D. The FLS Sergeant will sign the report when it has been completed and submit copies to the FLS Manager.

Reference: Custody Policy- 402 Fire Safety

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GRIEVANCES

GENERAL INFORMATION

Grievances that contain profanity and/or other offensive material will be returned to the incarcerated person for correction. Exceptions will be made for incarcerated persons with mental health disorders that due to their level of mental health disability are not able to follow and/or understand directions and/or facility rules.

If an incarcerated person is released from custody during the grievance process, the last step that is being investigated shall be completed. It is the released incarcerated person's responsibility to follow up on the disposition of the grievance.

Grievances should be personally handed to the assigned floor Sergeant and should not be placed into the floor Sergeant's mailbox.

TIME LIMITS

Failure to adhere to the time limits in the Grievance Procedure will cause the grievance to proceed to the next step if the time limits were not met by Correctional Staff. If time limits are not met by the incarcerated person, the grievance will be considered resolved.

If at any point during this process, timelines can't be met, staff time limits may be extended by forwarding a memo to the incarcerated person informing them of the need for an extension to investigate their complaint/issue by the following:

1. Area Sergeant/Supervisor
2. Disciplinary Grievance Officer
3. Lieutenant
4. Medical Staff

Time limits are the maximum time allowed. All grievances should be resolved or forwarded as quickly as possible. No grievance should be detained simply because time limits allow for such a delay.

DEPUTY PROCEDURES

- A. When an incarcerated person wishes to file a grievance, they should be encouraged to discuss the problem with the Deputy before filing a formal grievance.
- B. The Deputy will attempt to resolve the complaint by investigating solutions and providing a verbal answer to their complaint.

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- C. If the Deputy is unable to resolve the complaint or the incarcerated person is unwilling to speak with staff, the Deputy will issue a grievance form.
- D. Once the incarcerated person turns in a completed grievance form, the Deputy will sign the "Receiving Deputy Signature/ID" and give the incarcerated person the pink copy. If the grievance is inappropriate (language, disrespectful, etc.) or has multiple unrelated issues, the Deputy will return the grievance to the incarcerated person to re-write and re-submit.
- E. If the incarcerated person submits a grievance alleging staff misconduct, the Deputy will sign the "Receiving Deputy Signature/ID" and give the incarcerated person the pink copy and forward the grievance (white and yellow copy) to the assigned floor sergeant. The floor sergeant will review the grievance form and forward to the DGO for tracking.
 - a. The DGO will forward the grievance to the Classification Lieutenant.
 - b. The Classification Lieutenant will determine if the grievance warrants a formal investigation (complaint) or if it can be addressed through the grievance process.
 - c. The Classification Lieutenant will assign the grievance or complaint to the appropriate supervisor for investigation.
- F. If the incarcerated person submits a grievance addressing Medical or Mental Health care, the Deputy will sign the "Receiving Deputy Signature/ID" and give the incarcerated person the pink copy and submit the grievance (white and yellow copy) to the assigned floor Sergeant. The floor sergeant will review the grievance form and forward to the DGO.
- G. The Deputy has two (2) working days to meet with the incarcerated person and two (2) working days to respond to all other grievances in writing.
- H. The Deputy will deliver the original white copy (with answer) to the incarcerated person and forward the yellow copy to the DGO.
- I. If the incarcerated person does not agree with the Deputy response, they have two (2) days to sign and date Step II of the grievance and return it to any Correctional Deputy.
- J. The receiving Deputy will collect the grievance and forward it to the DGO.

DGO PROCEDURES

- A. The DGO will assign all grievances a number. Upon receipt of the yellow copy, the DGO will document it in the grievance log, and file it.

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- B. Upon receiving a Step II grievance (white copy), the DGO will pair up the white and yellow copies of the grievance and ensure they have the correct/matching grievance numbers and update the information in the grievance log.
- C. The DGO will forward the grievance to the appropriate Sergeant/Support Services Supervisor for a response. The Sergeant/Supervisor will have 14 working days to answer the grievance in writing.
- D. The DGO will make a copy of the response and issue it to the incarcerated person with the original white copy. The yellow copy with the Sergeants/Supervisors response will be filed.
- E. If the incarcerated person disagrees with the Sergeant/Supervisor's response, they have two (2) days to sign, date and return the original with copy to any Correctional Deputy.
- F. Upon receipt of a Step III grievance, the DGO will have five (5) working days to meet with the incarcerated person (if needed) and an additional five (5) days to respond in writing. The DGO will update the grievance log and note the advance to the next step. Once the DGO's response is approved by a supervisor, they will attach the response to the original white copy and return it to the incarcerated person. The DGO will attach their signed/approved response (marked "copy") to the yellow copy of the grievance and file it.
- G. If the incarcerated person disagrees with the DGO's response, they have two (2) days to sign, date and complete the appeal section of the grievance and return the original white copy to any Correctional Deputy.
- H. On receipt of the appeal, the DGO will make copies of the grievance, any supplemental pages and all responses given to the incarcerated person then forward that packet to the Watch Commander who was on duty on the original date of the grievance. The DGO will document the advance of the grievance in the log. The Lieutenant has ten (10) working days to respond in writing.
- I. The Lieutenant will give their response to the DGO who will make a copy of it, attach it to the original white copy of the grievance, and return it to the incarcerated person. The DGO will attach the Lieutenant's response (marked "copy") to the yellow copy of the grievance and file it. The DGO will note the final disposition of the grievance in the grievance log.

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- J. Medical grievances received by the DGO from an assigned/floor Sergeant will be processed by:
1. Assigning the grievance, a Medical Grievance number then copy/scan the grievance and forward it to the appropriate medical staff.
 2. Noting the grievance in the grievance log and filing the yellow and white copies together until Medical Staff responds.
 3. Medical staff will have five (5) working days to respond in writing.
 4. Upon receipt, the DGO will make copies of the medical response and attach them to the white and yellow copies of the grievance. The original white copy and response will be forwarded to the Incarcerated Person and the yellow copy with medical response (marked "copy") will be filed. The DGO will note the grievance advancing to the next step in the grievance log. The Medical response will be noted under the "DGO's response".
 5. If the incarcerated person disagrees with the DGO(Medical) response, they have two (2) days to sign, date and complete the appeal section of the grievance and return it to a Correctional Deputy.
 6. The Correctional Deputy will forward the appeal to the DGO.
 7. On receipt of the appeal, the DGO will make copies of the grievance, any supplemental pages and all responses given to the incarcerated person then forward that packet to the Watch Commander who was on duty on the original date of the grievance. The DGO will document the advance of the grievance in the log. The Lieutenant has ten (10) working days to respond in writing.
 8. The Lieutenant will give their response to the DGO who will make a copy of it, attach it to the original white copy of the grievance, and return it to the incarcerated person. The DGO will attach the Lieutenant's response (marked "copy") to the yellow copy of the grievance and file it. The DGO will note the final disposition of the grievance in the grievance log.

SERGEANT PROCEDURES

- A. The Sergeant/Supervisor assigned the day of the incident will receive a grievance from the DGO.
- B. The Sergeant/Supervisor will have 14 working days to answer the grievance in writing.

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- C. The Sergeant/Support Services Supervisor will forward the original white copy of the grievance and their response to the DGO to document and return to the incarcerated person.
- D. If the incarcerated person does not agree with the Sergeant's response, they have two (2) days to sign/date Step III and turn in the original white copy to the DGO.
- E. Staff misconduct grievances will first go to the DGO to assign a grievance number and to log before being assigned to a Sergeant/Supervisor.
- F. Sergeants will review and forward Medical grievances received from Deputies and forward to the DGO to assign a Medical grievance number and logged before the DGO forwards it to Medical.

LIEUTENANT PROCEDURES

- A. The Lieutenant assigned as Watch Commander on the original date of the grievance will receive a grievance with all supporting documents attached, from the DGO.
- B. The Lieutenant has ten (10) working days to respond in writing.
- C. The Lieutenant will submit their response to the DGO to document, process and file accordingly.

REFERENCES:

Custody Policy 608 – Incarcerated person Grievances

Incarcerated person Grievance Form

Incarcerated person Rules and Information Handbook

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Hair Care Services - Incarcerated Persons

Incarcerated persons, except those who may not shave for reasons of identification in court, shall be allowed to shave daily and receive hair care services at least once a month. The facility manager may suspend this requirement in relation to incarcerated persons who are a danger to themselves or to others.

USE OF BARBER EQUIPMENT

- A. The barber equipment shall be inventoried, logged in the Activity Log at the beginning and end of a shift and kept in a locked drawer at the Deputy's Station when not in use.
- B. A Deputy at the MADF, upon request, will provide incarcerated persons with barber equipment in a manner consistent with sound safety and security practices on **Wednesdays, Saturdays and Sundays**. Incarcerated persons at the NCDF may be permitted to cut hair **any** day of the week.
- C. An incarcerated person may request permission to use the barber equipment during their Out of Cell Activity or otherwise approved programming. (e.g. Male Special operations).
- D. The Module/Unit Deputy shall inventory the equipment and issue it to the incarcerated person and give clear instructions concerning where the haircut is to be conducted, clean-up and returning the equipment.
- E. The Module/Unit Deputy is responsible for ensuring that all barber equipment is maintained in good condition, and for ensuring that enough disinfectant is always available. Detention Assistants are responsible for the replacement of any barber equipment.
- F. If a Module/Unit Deputy discovers any missing or damaged barber equipment, they shall investigate and document their findings in an incident report.
- G. Incarcerated persons have the option of cutting each other's hair or, if they desire, using the professional services of a Contract Barber.

DISINFECTING BARBER EQUIPMENT

- A. Detention Assistants will replenish the disinfecting solution in the Modules/Units.
- B. When use of the barber equipment is finished, an incarcerated person will turn in all equipment previously checked out to them for the Deputy inventory and secure.

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- C. The Deputy will spray the equipment before and after each use with the disinfectant spray provided.

REPLACING BROKEN/DAMAGED BARBER EQUIPMENT

- A. When a Module/Unit Deputy finds a piece of broken or damaged barber equipment, he will call a Detention Assistant and request a replacement.

CONTRACT BARBER SERVICES

- A. A Contract Barber will be required to qualify for escort access to the secure perimeter of the facility. The Program Deputy or designee will escort the Contract Barber for all haircuts.
- B. Incarcerated persons who elect to use the services of a Contract Barber will be required to pay for such services in advance.
- C. The Contract Barber will follow a schedule established by the Program Deputy. The Program Deputy will inform custody staff and incarcerated persons in advance concerning the Contract Barber's schedule.
- D. MADF incarcerated persons who desire to use the services of the Contract Barber will complete an Inmate Request Form and submit it to the Program Deputy no later than 24 hours prior to the barber's scheduled visit.
- E. In some instances, it may be desirable, or necessary, to provide haircuts for incarcerated persons who are indigent or otherwise unable to pay for them. Examples include incarcerated persons who are the subject of a Court Order for a haircut, incarcerated persons who are involved in special work training/ placement programs, health care reasons, etc. The fees paid to the Contract Barber for haircuts are intended to cover the cost of a limited number of these types of haircuts
- F. Incarcerated persons who have insufficient funds in their account to pay for the services of the Contract Barber will request haircuts as follows:
 - 1. An incarcerated person may request a free haircut from the Contract Barber by submitting an Inmate Request Form to the Program Deputy. Custody staff or medical staff may also recommend to the Program Deputy that an incarcerated person be provided with a haircut.

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2. The Program Deputy will review all incarcerated person requests and custodial staff recommendations for free haircuts to verify if incarcerated person is indigent or otherwise unable to pay for a haircut, and his in-custody behavior is appropriate. If such is the case, the Program Deputy will schedule the incarcerated person to receive a free haircut.
 3. The Program Deputy will schedule free incarcerated person haircuts based on the amount of time available during the Contract Barber's visit. Priority for scheduling haircuts will be given to those incarcerated persons who have paid for haircuts, and those who are to receive Court Ordered haircuts. Incarcerated persons who are to receive free haircuts will be scheduled during any time remaining.
 4. To ensure the Contract Barber is properly compensated, limits will be placed on the number of free incarcerated person haircuts, which will be managed by the Program Deputy. This does not apply to Court ordered haircuts.
- G. The Program Deputy will check the balance in the account of each incarcerated person who submits an Inmate Request Form for a haircut to ensure the incarcerated person has sufficient funds to pay for a haircut.
1. If the incarcerated person does have sufficient funds in his account to pay for a haircut or has withdrawn sufficient funds to pay for a haircut within a recent period, the Program Deputy will note this on the Inmate Request Form and return it to the incarcerated person.
- H. The Program Deputy will complete an Inmate Request Forms for non-indigent incarcerated persons requesting haircuts and have the incarcerated person sign the form prior to receiving their haircut. When the haircuts are complete, deliver the Inmate Property Release Form to the Cashier.
- I. The Cashier will withdraw the cost of the hair cut from the account of each incarcerated person who submitted an Inmate Property Release form and give these monies to the Program Deputy who in turn will pay the Contract Barber.

DENYING HAIR CARE SERVICES

- A. The District Attorney's Office must notify a Program Deputy in writing to prevent an incarcerated person from using the barber equipment or the services of the Contract Barber.
- B. The Program Deputy will:

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1. Notify the Module/Unit Deputy that the incarcerated person is not allowed to use the barber equipment or the services of a Contract Barber.
2. Have a Detention Specialist place the District Attorney's letter in their "D" file.

C. The Module/Unit Deputy will:

1. Note the fact that the incarcerated person may not use the barber equipment or other hair care services on the Inmate Management Card and in the incarcerated person's management notes.
2. Inform the incarcerated person of the direction received from the District Attorney's Office.

D. The incarcerated person may appeal the decision by sending an Inmate Request Form to the District Attorney's Office.

1. The District Attorney's Office may change their direction by notifying the Program Deputy, in writing, that the restriction is lifted.
2. The Program Deputy will notify the Module/Unit Deputy and ask the Detention Specialist to file the newest direction from the District Attorney's Office in the incarcerated person's "D" file.
3. The Module/Unit Deputy will erase the notation previously made on the Inmate Management Card and enter the new direction issued by the District Attorney's Office in their Inmate Management Notes.

REFERENCES:

607 Grooming/Hair Care Services

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HOUSEKEEPING- TRASH AND WASTE DISPOSAL

GENERAL INFORMATION

Trash pick-up at the MADF will be conducted at least three times daily in most areas serviced by the Detention Division Janitorial Staff. Trash pick-up at the NCDF will be conducted by assigned incarcerated persons during regular clean-up in all Units.

The trash compactor will be emptied at least once each week. The compactor will be picked up by the disposal company, removed for disposal, and returned within two hours. Incarcerated persons are not permitted under any circumstances to operate the trash compactor.

Medical staff will be responsible for the proper disposal of all medical refuse in accordance with medical waste disposal laws.

Leftover food items from meals will be returned to the Kitchen for disposal and will not be disposed of in the Modules/Units.

AREAS OF RESPONSIBILITY AT THE MADF

Contract janitors at the MADF:

1. The Contract Janitors are responsible for emptying trash containers and removing the refuse from the following areas outside of the secure perimeter:
 - a. Detention Administration offices, all conference rooms, and restrooms on the first floor.
 - b. The Public Lobby, restrooms, adjacent workspaces and non-contact visiting rooms.
 - c. Custody Administration offices, locker rooms, and the employee lounge on second floor.

MADF Detention Division Janitors:

1. Detention Division Janitors are responsible for emptying trash containers and removing the refuse from the following areas inside the secure perimeter:
 - a. Cashier and Records Offices.
 - b. Medical Clinic.
 - c. Clothing Room.
 - d. Transportation Offices.
 - e. Warehouse and Commissary workspaces.
 - f. Central Control.

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- g. Classification.
- h. Court holding cells on all three floors.
- i. The Court Sergeant's office.
- j. Contact visiting, adjacent interview rooms and the line-up room.
- k. Program rooms; adjacent offices and the conference room.
- l. The non-contact visiting rooms on 3rd floor.
- m. The Hall of Justice court holding cells.
- n. Staff restrooms in the staff dining area and program area.
- o. Loading dock.

Clothing Stock/Jail Stores Detention Assistant:

1. The Detention Assistant assigned to Clothing Stock/Jail Stores operation is responsible for directing incarcerated persons to empty trash containers and remove refuse from the clothing stock room and warehouse.

AREAS OF RESPONSIBILITY AT THE NCDF

Assigned Clean-up Personnel:

1. Each housing Unit will assign incarcerated person workers to clean. Depending on the housing Unit, they may be assigned on either a daily or permanent basis.
2. Workers will be assigned to clean the Administration building. There will be an incarcerated person crew assigned to each shift. These workers will be supervised by a Movement Deputy. Incarcerated persons are required to clean all areas as directed by staff.
3. An incarcerated person work crew will be assigned to maintain the facility grounds. They will be responsible for all the NCDF grounds, including cleanliness, watering, mowing and other related duties.
4. The 201 Unit will be responsible for the cleaning of the 202/203 hallway, public side of the visiting booths and sallyport. The 201 Unit will be responsible for the 201 patios and walkway from the 201 Unit to the dining hall entrance door.
5. The 101 Unit will be responsible for the cleaning of the 101-patio area.
6. The 501/502 Unit will be responsible for the cleaning of the 502-patio area.
7. Incarcerated persons from all Units will be expected to clean as instructed.

Laundry Detention Assistant:

1. The Detention Assistant assigned to the Laundry operation is responsible for directing incarcerated persons to empty trash containers and remove refuse from the laundry storage room.

KITCHEN TRASH AND WASTE DISPOSAL

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Kitchen Staff will ensure all kitchen refuse is disposed of on an "as needed" basis from the MADF and NCDF kitchens, staff dining area at the MADF and from the dining hall at the NCDF. At no time shall any kitchen trash receptacle be filled to overflowing.

Kitchen staff at the NCDF will supervise incarcerated person workers in the collection and disposal of kitchen refuse into the trash compactor.

NCDF UNIT TRASH AND WASTE DISPOSAL

Unit Responsibility:

1. Lockdown Units 202/203 will be responsible for moving all trash to the 202/203 sallyport and notifying the 201 Unit. This will be done after each meal, or as needed. The 201 Unit will move this trash to the 201 patio trash bins and then to the facility compactor as needed.
2. The 301 Unit will place all trash between the 301 front walk-through gates. The 201 Unit will move this trash to the 201 patio trash bins and then to the facility compactor as needed.
3. The 101/501/502 Units will move their trash to the trash bins located on the 201 patio. A 201 Unit Deputy will supervise the incarcerated person workers responsible for placing trash bags in the compactor and keeping the compactor clean at all times.

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Hunger Strikes

Incarcerated people who refuse to eat and declare that they are on a "hunger strike" will be monitored closely by Medical, Mental Health and Correctional staff. Every effort will be made to quickly resolve the situation which has caused the individual to refuse food.

GENERAL INFORMATION

- A. When an incarcerated person refuses a meal, the Deputy or Correctional staff member will attempt to determine the reason for the refusal.
- B. Incarcerated persons who refuse to eat and have declared that they are on a hunger strike will be weighed by Medical Staff, as directed by the medical provider.
- C. Incarcerated people will be permitted to order food items from Commissary.
- D. Module/Unit deputies will document, in the Activity Log and in the incarcerated person's Management Notes, each time they refuse a meal.
- E. If a Deputy observes an incarcerated person eating who has said they are on a hunger strike, the Deputy will submit a [Classification/Health Services Input](#) to Medical Staff and note it in the Activity Log.

PROCEDURE

DOCUMENTING HUNGER STRIKES

- A. When an incarcerated person refuses a meal, the Deputy will ask the individual why they are refusing the meal.
- B. If an incarcerated person states that they are on a hunger strike, the Deputy will obtain as much information as possible from the individual about the reason for the hunger strike.
- C. The Deputy will make an attempt to resolve the problem, if the problem is something that is within the Deputy's control.
- D. If the Deputy is unable to resolve the problem, they will immediately contact a medical staff member to advise them of the situation, and complete a

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Classification/Health Services Input and process it according to the procedures in the Classification/Health Services Input chapter.

- E. The Deputy will notify the Sergeant and complete an incident report.
- F. The Sergeant will review the report for correctness and completeness.
- G. The Sergeant will notify the following in writing:
 - 1. Medical Staff
 - 2. Mental Health
 - 3. Classification Sergeant
- H. The Sergeant will submit the report to the Watch Commander at the MADF and the Assistant Facility Manager at the NCDF.
- I. A Medical Staff Member will weigh the incarcerated person.
- J. Medical Staff will document the incarcerated person's weight and medically monitor the individual throughout the hunger strike.
- K. The Module/Unit Deputy will note that the incarcerated person has been weighed in the individual's management notes.
- L. The Module/Unit Deputy will closely monitor the incarcerated person during the hunger strike and document in a [Supplemental Incident Report](#), any changes in the individual's behavior or any other significant occurrences which relate to the hunger strike.
- M. If, after 48-hours, the incarcerated person has still not eaten, the Module/Unit Deputy will advise the Sergeant.
- N. The Sergeant will interview the incarcerated person and attempt to resolve the problem, and will complete a Supplemental Incident Report documenting their efforts.
- O. If the Sergeant is unable to resolve the problem, they will consult with Classification, Mental Health and Medical Staff regarding the re-housing of the individual for the purpose of providing closer access to medical and mental health services.
- P. When the hunger strike is over, the Watch Commander will notify:
 - 1. Medical Staff

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2. Mental Health Staff
3. Classification Sergeant

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INMATE HYGIENE

MISCELLANEOUS INFORMATION

When an inmate refuses to clean himself and presents a health and safety risk to himself and others, (e.g. urine, feces, scabies, lice, etc.). Module Deputies shall make an initial determination as to whether the inmate may have a mental health issue, and take appropriate steps to ensure proper evaluation.

Specific Hygiene Issues:

1. Fingernails
2. Hair Cutting

CUTTING FINGERNAILS

Inmates shall keep their fingernails at a moderate length and shall not sharpen them to a point where they present a safety and security risk to staff or other inmates. If the Module Deputy determines that an inmate's fingernails present a danger to others because they are too long or too sharp, the Deputy shall direct the inmate to cut them. If the inmate refuses to cut his nails, the refusal shall be treated as a rule violation.

If the Module Deputy and the Sergeant agree the threat from the nails is significant, the inmate will be locked down and Classification Staff will be notified.

The Sergeant will notify the Watch Commander. The Watch Commander will determine a course of action.

CUTTING HAIR DUE TO LICE OR OTHER HYGIENE CONCERNS

The following is a written plan developed by the facility physician for the control and treatment of vermin- infested inmates, which consists of medical protocols developed pursuant to standard medical practice and as required by California Administrative Code, Title 15, Section 1212.

1. Inmates who have at least one louse or other type of vermin residing in their hair shall be treated by medical and jail staff to rid them of the infestation, including application of a topical lice treatment, necessary cleaning, and exchange of clothing and linen. Appropriate housing shall be maintained to prevent or limit spread of the infestation to other inmates and jail staff.
2. If medical staff has determined that such methods of eradicating an infestation of lice or other vermin have been unsuccessful after two attempts, then medical staff shall determine whether cutting and/or shaving an inmate's hair are necessary to rid the inmate of the infestation

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3. If the inmate refuses to have his/her hair cut and/or shaved, the facility physician shall make a written determination as to whether such eradication efforts are reasonably necessary to rid the inmate of the vermin infestation based on the surrounding circumstances. If a determination is made to cut and/or shave an inmate's hair, the facility physician shall draft a written order to jail staff requiring such eradication action. The order shall specify the previous eradication efforts taken, the reasons underlying the order, and the precise eradication action to be taken (e.g., whether cutting or shaving, length to which hair will be cut, locations of cutting/shaving upon the head or body, etc.).

The Watch Commander shall specify the personnel who shall carry out the order of the medical director, and make the arrangements.

If an inmate resists the hair cutting and/or shaving required in the order of the facility physician, jail staff is authorized to use reasonable force.

If the facility physician determines that cutting or shaving an inmate's underarm or pubic hair is required, and the inmate refuses to do so him or herself, jail staff shall contact County Counsel to request an order approving such eradication action from the Superior Court. Upon receipt of such an order, the inmate shall be transported to the hospital to perform the eradication action

References:

Custody Policy 805- Inmate Hygiene

Inmate Rules and Information Handbook

REVISION HISTORY

07/26/2021

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KEY CONTROL

DEFINITIONS

Interior Emergency Set: Key sets which will unlock module sallyport doors located on the main corridors, interior stairwell doors, and at the NCDF, housing units and interior gates.

Exterior Emergency Key Sets: Key Sets which will unlock sallyport doors leading out of the secure perimeter and exterior doors/gates leading out of the secure perimeter.

Security Keys: Any key which will open a cell, holding cell or any other secure area.

Identification (ID) Tag: A tag which with a staff member's name, used to identify keys issued to staff.

GENERAL INFORMATION

- A. Interior and exterior emergency key sets shall be stored in a key lock box in Central/401 Control. At the MADF, key sets and/or single keys which are checked out from Central Control on a regular basis shall be kept in a small key lock box.
- B. One set of interior and one set of exterior emergency keys shall be kept in the Sheriff's Office Patrol Division key lock box.
- C. The removal of keys from a lock box may only be authorized by the Watch Commander or Sergeant or in Central/401 Control, by the Central/401 Control Deputy.
- D. Only correctional deputies, and higher ranks, are allowed to unlock any of the key lock boxes.
- E. All keys that open any doors within the facility shall be marked with unique identification codes that will allow for quick inventory. Keys that are bundled together as a set shall be numbered or coded with a tag to identify that set. The identifying numbers or code on keys shall not correspond to numbers/codes on locks.
- F. A matrix of assigned key sets, key numbers and the locks they service will be kept by the Planning and Research Lieutenant/NCDF Assistant Facility Manager.
- G. Key sets shall be secured in a lock box until issued.
- H. Two deputies must be present any time exterior key sets are issued and taken outside of Central/401 Control. Exterior door keys shall not be permitted inside the facility except during an emergency requiring access to the exterior doors or with authorization from the Watch Commander.

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- I. Interior emergency key sets may be carried in the building with only one deputy present, however, anytime the key sets are taken into a module/unit, two deputies must be present.
- J. The armory key shall not be permitted inside the secure perimeter.
- K. All security rings shall be welded shut.
- L. Work orders shall be completed and submitted to facility Operations to repair or replace any broken keys or key sets.
- M. Completed Emergency Key Set Tracking Log forms shall be forwarded to the Administrative Secretary.
- N. All security perimeter entrances, doors and cell doors shall be kept locked, except when used for admission or exit of employees, incarcerated persons, or visitors, and in an emergency. Operators of sallyports shall ensure that only one of the doors of a sallyport is opened at any time for entry or exit purposes, except where the entry or exit of emergency personnel requires the operator to override the doors and allow for paid entry or exit. Any sallyport override for nonemergent reasons must be approved by a supervisor.

PROCEDURES

CHECKING OUT/IN KEYS

- A. ID tags shall be completed for staff members' assigned keys to carry.
- B. When the staff member has completed their shift, they will return the keys to the appropriate lock box or, if being relieved, turned them over to their relief.

CHECKING OUT/IN KEYS FROM CENTRAL/401 CONTROL

- A. Authorized staff members can check out spare security keys through the designated sergeant. Emergency key sets may be checked out through the Central/401 Control Deputy by authorized staff.
- B. All emergency key sets checked out will be logged in the Emergency Key Set Tracking Log located in Central/401 Control.
- C. An ID tag will be completed and placed on the corresponding hook of any key set or individual security key checked out.
- D. When keys are returned to Central/401 Control, the Central/401 Control Deputy will log the date and time the keys were returned and initial the entry.
- E. Supervisors shall, at the beginning and end of their respective shifts, inventory the key boxes located in the custody sergeants' office and the NCDF sergeants' office and its contents. All keys must be accounted for before the supervisor may end their shift.

MISPLACED OR LOST SECURITY KEYS

- A. Any staff member who discovers that a key or keyset is missing shall immediately make a verbal report to a supervisor.

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- B. The supervisor shall immediately order a lockdown and initiate a search for the missing key. All incarcerated persons shall be locked in their cells/housing unit.
- C. A methodical and thorough search of the entire facility will be made by the on-duty staff. Additional staff may be called to assist with the search.
- D. Incarcerated persons shall not be allowed to pass into or out of the facility without being thoroughly searched for the missing key.
- E. The staff member shall submit an incident report prior to going off shift.
- F. The supervisor shall, as soon as practicable, notify the Watch Commander regarding the loss of the key, when it was discovered, and the circumstances involved.
- G. If, after a thorough search, the key or keyset is not located, the Watch Commander will determine whether to re-key any locks that may have been compromised and whether this should be done immediately.
- H. The supervisor shall document the missing key set in the Supervisor's Log.
- I. The Watch Commander shall initiate an investigation into the disappearance of the keys to reexamine the procedures for key control and shall notify the Facility Manager of their findings. Based upon the findings of the investigation and any recommendations, the procedures may be amended.

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LAUNDRY OPERATING PROCEDURES

GENERAL INFORMATION

- A. The Supervising Detention Assistant will be responsible for ordering institutional clothing and monitoring inventory levels.
- B. Unserviceable items will be removed from in-service stock and evaluated for possible repair, or for discard and replacement. All unserviceable items which may be appropriate for use as cleaning rags, such as towels, will be placed into service as such rather than being thrown away. Cleaning rags will be provided as available for janitorial services and food services. All instructions for maintenance and operation of equipment used for washing and drying must be strictly enforced and adhered to. The Laundry Detention Assistant will perform daily inspections and servicing to all lint filters and chemical dispensing systems.
- C. The Laundry Detention Assistant will be responsible for training, instructing and monitoring the Incarcerated Person Workers while in clothing stock or laundry. They are responsible for maintaining safety and sanitation standards in the laundry and for enforcing security guidelines as appropriate.
- D. All maintenance and repair needs will be reported by the Laundry Detention Assistant to Facility Operations or to the chemical services representative.
- E. All incarcerated person workers or staff who handle soiled laundry shall wear protective gloves.

PROCEDURES

Laundering Contaminated Clothing

- A. When an incarcerated person comes into custody to be housed and has contaminated clothing, all clothing to be washed will be listed on a DD 628 Authorization to Launder Personal Clothing form and signed by the incarcerated person.
- B. The contaminated clothing will be collected by the Booking Deputy and placed in a yellow "contaminated linen" bag. The bag will be secured with a zip tie.
- C. The form and soiled clothing will be given to the Clothing Room Detention Assistant.
- D. All clothing and bulk property items will be entered into the computer system, including those sent to be laundered.
- E. The clothing will be laundered and placed onto the incarcerated persons' bulk property or clothing bag.

Inventory Control

Physical inventories will be conducted quarterly as directed by the Supervising Detention Assistant of all MADF/NCDF clothing in the storerooms. Physical inventories will be compared to computer inventory records.

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LINE-UP ROOM

MADF staff shall assist law enforcement agencies with scheduling line-ups as needed.

DEFINITIONS

Line-up: A procedure which allows victims and witnesses to view several individuals who may resemble the person who committed a crime.

GENERAL INFORMATION

- A. Requests to conduct line-ups at the MADF shall be made by contacting the Contact Visiting Deputy. In the Contact Visiting Deputy's absence, the day shift Custody Sergeant shall assume responsibility for line-up coordination.
- B. The Detention Division will not conduct line-ups for out-of-custody suspects.
- C. Normally, three working days advance notice must be given to the Contact Visiting Deputy to prepare a line-up.
- D. Agencies requiring incarcerated persons participating in the line-up to wear clothing, other than jail clothing, shall provide special clothing or articles for each incarcerated person in the line-up.
- E. Incarcerated persons used as extras in a line-up must volunteer to be in the line-up.
- F. The Contact Visiting Deputy shall arrange for the date and time the line-up will be held and shall coordinate the line-up with requesting agency and Custody Sergeant.
- G. The agency requesting the line-up shall be responsible for providing its own photographer, photographic and/or video equipment.
- H. Juvenile victims/witnesses shall be allowed into the facility when accompanied by the investigating officer or a Deputy District Attorney.
- I. The Contact Visiting Deputy shall provide the Deputy District Attorney and the investigating officer with a complete list including name, date of birth, D-number, height, weight, and hair and eye color of each participant in the line-up.
- J. A line-up shall consist of six persons and include at least one suspect.
- K. Line-ups will generally be conducted Monday through Friday only, between 1300 and 1700 hours.

There may be exigent circumstances which arise where a line-up is absolutely necessary on weekends or holidays. In such cases, the Deputy District Attorney shall contact the MADF Watch Commander and give them as much lead time as necessary to coordinate activities and ensure enough staff are available to maintain security.

- L. Upon being notified of the scheduled date and time for the line-up, the requesting agency shall be responsible for notifying the following:
 1. District Attorney's Office
 2. Suspect's attorney
 3. Any other person required to attend the line-up in any official capacity
 4. Witnesses, victims, etc., who will be viewing the line-up

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- M. If a sufficient number of incarcerated persons meeting the physical appearance requirements of the line-up cannot be found, the Contact Visiting Deputy shall inform the requesting agency.
- N. The Contact Visiting Deputy shall be in charge of conducting the line-up with the assistance of an additional Correctional Deputy.
- O. All witnesses must arrive 30 minutes before the scheduled line-up and will be assemble in the contact visiting room prior to being admitted to the line-up viewing area. The District Attorney's representative, the suspect's attorney and any other official participants must arrive 15 minutes before the scheduled line-up.
- P. The Contact Visiting Deputy shall be responsible for operating all equipment in the line-up room.
- Q. Citizens shall not be allowed to bring any property (purses, etc.) into the facility.
- R. The Contact Visiting Deputy shall provide line-up forms to the requesting agency to use as documentation of the incarcerated persons, witnesses/victims, etc. who participated in the line-up.
- S. Any overtime associated with the line-ups shall be documented as "special duties" and notated with the incarcerated person's name in the payroll system.
- T. If the suspect is classified as a security risk, a video and/or photographic line-up may be conducted. As a result, it may be necessary to bring incarcerated persons into the line-up room one at a time to be photographed or videotaped.
 - 1. While the high-risk incarcerated person is being photographed, the appropriate number of deputies for the incarcerated person's classification will stay in the line-up room staging area with the incarcerated person.
 - 2. If the incarcerated person is wearing restraints, they will generally be photographed in a manner which does not show the restraints.
 - 3. The Contact Visiting Deputy will stay in the line-up room to operate the line-up room equipment and to coordinate with the agencies.

PROCEDURES

ARRANGING A LINE-UP

- A. When an agency contacts the Contact Visiting Deputy to arrange a line-up, they shall obtain the following information and provide it to the Custody Sergeant on day shift.
 - 1. The in-custody suspect's name
 - 2. A physical description of the suspect
 - 3. Any special clothing or equipment provided by the requesting agency
 - 4. The date and time the agency wishes to hold the line-up
- B. The Contact Visiting Deputy shall contact the Support Services Manager or SCADS Department Analyst to give them the suspect's description.
- C. The Support Services Manager or SCADS Department Analyst will:
 - 1. Access the SCADS report function and/or video imaging system and develop a list of incarcerated persons whose descriptions closely resemble the suspect's description.
 - 2. This will be provided to the Contact Visiting Deputy upon completion.

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CONDUCTING A LINE-UP

- A. At approximately 30 minutes prior to the start of the line-up, the Movement Deputies will begin moving participants involved in the line-up into the line-up staging area, where they may be required to put on special clothing.
- B. The Contact Visiting Deputy will instruct the Lobby Detention Specialist to inform those gathered to view the line-up that the line-up is ready to proceed and direct them to the contact visiting room.
- C. During the line-up, the assisting deputy will remain in the staging area to ensure all participants on the custody side of the line-up remain cooperative and follow instructions.
- D. Once a victim or witness has viewed the line-up, the agency representative will escort them back to the contact visiting area and bring the next witness, if any.
- E. The Contact Visiting Deputy will escort the victim/witness to the elevator and notify Central Control to call the elevator. The victim/witness will be instructed to return to the lobby.
- F. Upon completion of the line-up, incarcerated persons will be returned to their modules.

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FACILITY LOCKDOWNS

FACILITY WIDE LOCKDOWNS

Facility operations and inmate movement may be restricted during a facility-wide lockdown.

- There shall be no releases or intakes processed during a facility-wide lockdown unless approved by a Sergeant.
- Radio traffic should be restricted to essential communication only.
- Deputies assigned to non-fixed post positions shall check with the area Sergeant to see where they are needed.

Depending on the nature of the emergency and the extent of damage to the facility, the emergency lockdown may affect only a portion of the facility, or may require a partial or full-facility evacuation.

The Central Control /401 Deputy, at the direction of the Watch Commander or Sergeant, shall announce the Facility Wide Lockdown via the paging system and radio.

In the event of a Facility Wide Lockdown, the following shall happen unless otherwise directed:

- The Booking Deputies shall secure all inmates in booking.
- In the Laundry Area at NCDF, the Detention Assistants shall secure the Inmate Workers in the Laundry Room.
- In the Clinic area, the Medical Staff shall move inmates from the Exam Rooms to the Staging Areas.
- In the Program Areas, Movement Deputies may escort the inmates back to their modules depending on the type and location of the emergency. If the emergency is in a module, the inmates who are assigned to the module may be left in the program areas or taken from the program area to the court holding area.
- With the exception of modules/units being evacuated, Module/Unit Deputies shall ensure that all inmates in the modules are locked in their cells or on their assigned bunks.
- In the contact visiting area, the Contact Visiting Deputy shall terminate any visits being conducted, evacuate the visitors via the elevator or stairwell, and escort the inmates to the second-floor court holding cells.
- In the public non-contact visiting corridor, Movement Deputies shall evacuate the visitors via the public elevator or the stairwells.
- When the emergency has ended, the Central Control /401 Deputy shall announce the end of the lockdown.

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SECURITY MOVEMENT LOCKDOWNS

Prior to moving a high security or high-profile inmate out of their module/unit, the Deputy responsible for moving the inmate shall notify the Central Control/401 Deputy of the lockdown and the approximate time the lockdown shall take place.

When the inmate is ready to be taken from the Module/Unit, the Module/Unit Deputy shall notify the Central Control/401 Deputy.

The Central Control/401 1 Deputy shall announce that the facility is on lockdown via the paging system and radio. The Central Control/401 Deputy shall direct appropriate staff to clear the hallways.

Deputies assigned to monitor movement in the hallways during security movement lockdowns shall be responsible for advising individuals in the hallways that a lockdown will be occurring and for ensuring that inmates do not enter the hallways after the lockdown is announced.

If the lockdown is on the first floor, staff assigned to the first floor will ensure the hall door to booking is secured.

If the lockdown is on the second floor, staff assigned to the second floor will ensure all classrooms are secure.

Depending on the type and or floor of the lockdown, inmates and or civilians will not be let in or out of the secure perimeter of the facility, or Modules, with the exception of the inmate for whom the lockdown is being conducted.

When the facility is clear, the Deputies assigned to move the inmate shall leave the Module and escort the inmate to the appropriate area. Once the inmate has reached the appropriate area, the assigned Deputies shall notify the Central Control/401 Deputy that the lockdown order can be lifted.

The Central Control/401 Deputy shall announce that the lockdown is lifted via the paging system and radio.

References:

Custody Policy 400 – Facility Emergencies

Custody Policy 508- Control of Inmate Movement

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LOGS- INCARCERATED PERSON CHECKOUT

GENERAL INFORMATION

- A. The Incarcerated Person Checkout Log shall be kept in Records.
- B. The Checkout Log shall be used to document the destination of incarcerated persons being transported out of the facility for short periods of time (e.g., detective interviews, medical appointments, etc.)
- C. The Movement Deputy will be responsible for checking out incarcerated persons who leave the facility by ambulance.
- D. Completed logs will be forwarded to the Custody Administration Secretary and kept for one year.

PROCEDURES

- A. Upon arrival, the Transporting Officer/Deputy will be instructed to complete the check-out process with Records.
- B. The Record's Detention Specialist will provide the log to the Transporting Officer/Deputy and have them fill out:
 - 1. The date
 - 2. Time
 - 3. Incarcerated person's name
 - 4. Destination
 - 5. Transporting Officer/Deputy name and agency affiliation
- C. The Record's Detention Specialist will notify the Module/Unit, who will have a Movement Deputy escort the incarcerated person to Booking.
- D. The Transporting Officer/Deputy will take the incarcerated person(s) out of the facility through the vehicle sallyport.

RETURNING AN INCARCERATED PERSON

- A. Upon return to the facility through the vehicular sallyport, the Transporting Officer/Deputy will return the incarcerated person to a Booking Deputy.
- B. The Transporting Officer/Deputy will be instructed to go to Records and document the date and time the incarcerated person was returned.
- C. When returning an incarcerated person through the lobby, the Transporting Officer will bring the incarcerated person to the cashier window.
- D. The Cashier Detention Specialist will notify a Movement Deputy, who will respond and return the incarcerated person to their Module/Unit.
- E. The Cashier Detention Specialist will have the Transporting Officer/Deputy fill out the Checkout Log to check in the person.

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RETURNING AN INCARCERATED PERSON FROM TEMPORARY RELEASE

- A. Incarcerated persons who have been transported to medical/hospital appointments who are unexpectedly admitted, and who are temporarily released will have been logged on the Checkout Log.
- B. When the incarcerated person returns to the facility, the Booking Detention Specialist will notify the Records Detention Specialist of the return.
- C. The Records Detention Specialist will fill in the returned date and time in the Checkout Log.

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MAIL-INCARCERATED PERSON

GENERAL PROCEDURES

DISAPPROVED MAIL

- A. Mail containing contraband is prohibited from being introduced into the Facility. Contraband includes, but is not limited to, the items outlined below:
1. Lipstick markings
 2. Glitter or glitter pen
 3. Carbon Paper
 4. Used books, hardcover books, or books with spiral bindings (even when publisher rules are followed)
 5. Posters, wall calendars or greeting cards
 6. Crayon markings
 7. Paint markings
 8. Bookmarks
 9. White-out
 10. Perfume
 11. Any type of stain
 12. Tape and "Post-it" type notes
 13. Stamps and stickers
 14. Envelopes
 15. Colored paper/envelopes
 16. Greeting cards/Cardstock
 17. Stationary
 18. Code writings (suspected gang writing will be routed to Classification Staff or the Gang Intelligence Deputy for approval before being sent to the incarcerated person)
 19. Bubble packaging
 20. Polaroid pictures, with or without backs
 21. Sexually oriented publications and nudity
 22. Any obscene publications or writings containing information concerning where, how or from whom, such material may be obtained
 23. Any written material which fosters animosity among individuals (e.g., hate mail)
 24. Any sticky substances
 25. Solicited publications not sent directly from the publisher
 26. Legal tender arriving in the mail, which is not intended for deposit to an incarcerated person's account, or which requires more than one signature

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27. Any item other than authorized pictures, legal tender, written correspondence, or official documents or copies of official documents.
- B. Any material the possession or transfer of which is illegal under state or federal law shall be prohibited from being introduced to the Facility.
- C. The introduction of sexually orientated material into the Facility shall be restricted. It may be prohibited if there is a reasonable belief that the material will jeopardize safety, security, rehabilitations, or other legitimate Facility interests or creates a hostile work environment or other violation of Title VII of the 1964 Civil Rights Act.
1. Incarcerated persons may not receive, distribute, or possess inside the Facility, mail containing sexually oriented material. Any sexually oriented material meeting the following criteria will be deemed contraband:
 - i. Depicts violence, sexual contacts (real or feigned) and intimate sexual contacts
 - ii. Depicts a fully unclothed human form in a manner that appeals to the prurient interests
 - iii. Depicts the partially unclothed human form with exposure of the genitalia or the female areola
 2. Sexually oriented materials depicting sadomasochism, rape, or other violent sex acts have a greater likelihood of heightened sexual interest in such acts. It places Correctional Deputies in fear or increased personal risk of assault and/or harassment.
 - i. Regarding nude photos of the human form, the Courts have interpreted Title VII, 1964 Civil Rights Act in a manner that it is unlawful to require staff to be exposed to a hostile work environment. Displaying sexually oriented material in the Facility has been found to create a hostile work environment for staff and incarcerated persons.
 - ii. It is well established that incarcerated persons frequently objectify their victims. By seeing others as objects, it helps the criminal to depersonalize acts of murder, rape, theft, fraud, child molest, or other criminal acts. Providing or allowing incarcerated persons access to sexually oriented materials that portray models as objects for sexual gratification is counterproductive to their appropriate jail conduct.
- D. Any material that is deemed by jail staff to present a risk to the safety and security to the Facility, it's staff or incarcerated persons, or that is detrimental to rehabilitation or other goals of the Facility shall be prohibited from being introduced into the Facility. Such materials include, but are not limited to:
1. Depicts or describes procedures for the construction or use of weapons, ammunition, bombs, or incendiary devices

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2. Depicts, encourages, or describes methods of escape from Correctional Facilities, or contains blueprints, drawings, or similar descriptions of the Facility.
 3. Depicts or describes procedures for the brewing of alcoholic beverages, or the manufacture of drugs
 4. Is written in code
 5. Depicts, describes, or encourages activities which may lead to the use of physical violence or group disruption
 6. Encourages or instructs the commission of criminal activity
 7. Concerns gambling or lotteries
 8. Fosters animosity between individuals
 9. Provides photographs of gang members or affiliates, or any persons wearing gang attire or using gang hand signals
- E. Mail deemed by jail staff to be unsolicited commercial mail shall be prohibited from being introduced into the Facility.
- F. Incarcerated persons are prohibited from operating any business from the Facility. Accordingly, incoming, or outgoing correspondence that relates to or involves the transactions of some business as opposed to personal correspondence will not be mailed out or delivered to incarcerated persons.

SORTING INCOMING MAIL

- A. The Classification Detention Specialist will process incarcerated person mail and separate it into the following categories:
1. Incarcerated person mail
 2. Legal mail
 3. Detention Administration and staff mail
 4. NCDF Administration and staff mail
 5. All other mail
- B. The Classification Detention Specialist or their designee will verify the incarcerated person's information and write the incarcerated person's housing destination on each piece of mail.
- C. The Classification Detention Specialist or their designee will place mail addressed to incarcerated persons who are no longer in custody in the outgoing mail slot after stamping "Return to Sender Not in Custody" on the envelope.
- D. Incoming mail for an incarcerated person temporarily release but scheduled to return in a short period of time, shall have a notation made on their incoming mail and filed in their D-file in Records. Mail that is too large to be placed in an incarcerated person's file will be placed on the incarcerated person's bulk property. Upon return to the facility, the mail will be forwarded to the incarcerated person.
- E. The Classification Detention Specialist will stamp any unopened, unauthorized packages with the "Return to Sender-Appeal Notice" stamp and place the

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packages in the outgoing basket. Incarcerated persons will receive a Notice of Disapproved Mail for mail items which are undeliverable to them.

- F. The Classification Detention Specialist or their designee will open and inspect the contents of all mail, except for privileged mail. Mail shall be opened in such a way to ensure its contents are not damaged. In addition, the Classification Detention Specialist shall cut off all stamps and the gummed back of the envelopes using an automated machine.
- G. The Classification Specialist or designee will group the processed incarcerated person mail and place them in the appropriate Module mail slots.
- H. All mail of specialty-designated incarcerated persons or units, correspondence between two incarcerated persons, mail that present a risk to safety and security, and any mail of a suspicious nature that does not clearly fall within the guidelines set forth will be delivered by the Classification Detention Specialist or designee for processing in accordance with this procedure.

DISTRIBUTING INCARCERATED PERSON MAIL

- A. All Module/Unit Deputies will pick up mail from the mailroom before assuming their post positions. Deputies who remain in the Module/Unit or on overtime basis may request a Movement Deputy to deliver the mail.
- B. Books sent from approved publishers to incarcerated persons will be marked in the incarcerated person's name and placed into the mail slot the incarcerated person is housed in. When the Module/Unit Deputy provides the book- to the incarcerated person, the Deputy shall notate in the incarcerated person's management notes the time and title of the book the incarcerated person was given.

PROCESSING INCOMING PRIVILEGED MAIL

- A. To be considered incoming privileged mail, each piece of mail must be in a sealed envelope with the attorney's or other authorized agency or person's name and return address. The envelope must be clearly stamped as legal mail.
- B. Privileged mail that is hand-delivered and/or received through the County Courier service shall be sent to the mail desk and processed with incoming mail from the U.S. Postal Service.
- C. The Classification Detention Specialist or their designee will not open privileged mail, but instead will attach a Legal Mail Receipt to the envelope and place it in the appropriate Module/Unit mail slot.
- D. When the Module/Unit Deputy delivers the mail, they and the incarcerated person will complete and sign the Legal Mail Receipt. The Module/Unit Deputy will open the envelope in the incarcerated person's presence and inspect it for contraband.

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1. The Deputy will remove all glued labels, paperclips, staples, and any other items the incarcerated person is not allowed to have.
 2. If there are any post-it notes attached to the correspondence, the incarcerated person will be allowed to transfer the information to another piece of paper and the post-it note will be placed on the incarcerated person's property.
- E. If the remaining contents are acceptable, the Module/Unit Deputy will give the envelope and the contents to the incarcerated person and return the legal mail receipt to Records. Records staff will place the form in the incarcerated person's D-File.
1. If the contents are not acceptable, the Module/Unit Deputy will explain to the incarcerated person why they cannot be given the correspondence. The Module/Unit Deputy will write, "Place in Property" on the legal mail receipt, along with an explanation of why the letter is being rejected, seal the envelope with tape and place it in the Classification mailbox. The Classification Detention Specialist will follow the procedures for disapproved mail.

PROCESSING DISAPPROVED MAIL

- A. If incoming incarcerated person mail contains contraband or sexually oriented materials, then it shall be treated as disapproved mail.
1. The Classification Detention Specialist will complete a Notice of Disapproved Mail form specifying the reason for the disapproval, forward it to the incarcerated person whose mail was rejected, and forward a copy of the notice to Records to be placed in the incarcerated person's D-file.
 2. The Classification Detention Specialist will place the disapproved mail in the incarcerated person's property (valuable or bulk). Disapproved legal tender shall be placed in the incarcerated person's valuable property.
- B. For all incoming mail containing illegal materials:
1. The Classification Detention Specialist will place the mail and the illegal materials in an evidence envelope, sign an appropriate chain of custody form and alert the Booking Sergeant.
 2. Upon review, if the Booking Sergeant determines the materials contained in the envelope are illegal, they will:
 - i. Direct the Classification Detention Specialist to record the incident on a Civilian Incident Report
 - ii. Prepare an Incident Report
 - iii. Contact the Patrol Division, provide the materials to the responding deputy and request an investigation and crime report be completed

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3. If the Booking Sergeant determines the items are not illegal, but are contraband, they will return the envelope and its contents to the Classification Detention Specialist for processing as contraband mail.
- C. For all incoming mail that poses a legitimate risk to the safety and security of the Facility:
1. The Classification Detention Specialist will forward all mail without opening to Classification or the designated staff member for any incarcerated person who staff has designated poses a legitimate threat to the safety and security of the Facility.
 2. The Classification Detention Specialist shall also for all other incoming incarcerated person mail that contains materials or correspondence that may pose a threat to the safety and security of the Facility to Classification or a designated staff member.
 3. Upon reviewing the material and included materials, the Classification or designated staff member will determine whether they present a safety and security risk. If they do, the materials shall be returned to the Classification Detention Specialist to be processed as Disapproved Mail. If they do not, then the mail will be returned to the Classification Detention Specialist to be distributed to the incarcerated person.
- D. For all mail that is deemed disapproved privileged mail, the Classification Detention Specialist will staple a copy of the Legal Mail Receipt to the "Notice of Disapproved Mail" form and place the Legal Mail Receipt in the Records mailbox for filing in the incarcerated person's D-file. The disapproved privileged mail shall be placed in the incarcerated person's property.
- E. For all mail deemed to be unsolicited commercial mail or business mail:
1. The Classification Detention Specialist shall stamp such mail "Return to Sender. You may Appeal Decision by call (707) 565-1414" or "Return to Sender Not in Custody" and return the mail to the U.S. Postal Service for delivery. Alternatively, upon consent of the Facility Manager or designee, such mail may be discarded.
 2. Incarcerated persons are not entitled to notice of any mail not delivered on the basis that it was determined to be unsolicited commercial mail or business transactions pursuant to this policy. Solicitations will be denied and placed on the incarcerated person's bulk property.

PROCESSING OUTGOING MAIL

- A. To mail correspondence, the incarcerated person will write their return address and housing location in the upper left-hand corner of the envelope, address the envelope, seal, and stamp it and place it in the Module/Unit's mailbox.
1. In special housing areas where there is no mailbox, the Module/Unit Deputy will collect the mail as needed and place it in a mailbox located in another area of the Module/Unit or keep it at the Deputy's desk.

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2. Incarcerated persons wishing to communicate with the Courts or Judges will send such communication through the U.S. mail. Such mail is considered privileged and will be processed accordingly. Request Forms shall not be sent via the County Courier.
- B. The Classification Detention Specialist will:
1. Review the envelopes to determine they are appropriately stamped and addressed, have an accurate return address, have no gang markings, etc.
 2. For all mail deemed appropriate, placed a rubber band around the mail and return it to the mailbox or storage area
 3. If the mail is deemed inappropriate in some matter, the Classification Detention Specialist will bring it to the attention of the Module/Unit Deputy who will address the matter with the incarcerated person
- C. The Classification Detention Specialist will take the stamped and approved outgoing mail and place it for mailing with the U.S. Postal Service.
- D.

DISAPPROVED MAIL APPEAL PROCESS

- A. Incarcerated persons may appeal certain decisions to disapprove mail, either incoming or outgoing, to the Disciplinary Grievance Deputy through the Grievance process.
- B. Civilians may appeal a decision regarding disapproved mail, which shall be directed to the Classification Detention Specialist, who shall discuss with the civilian the reason for the disapproval.
1. If the civilian is not satisfied with the response given by the Classification Detention Specialist, the Detention Specialist shall refer them to the day shift Supervising Detention Specialist/NCDF Watch Commander.
 2. The day shift Supervising Detention Specialist shall research the complaint and make a final decision about the rejection of the mail.

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MAINTENANCE- INSPECTIONS AND WORK ORDERS

GENERAL INFORMATION

- A. All Staff Members will conduct inspections of their assigned work areas at the beginning of each shift and throughout the day.
- B. Facilities Operations personnel assigned to the Detention Division are responsible for the maintenance, repair, routine inspection of equipment, and the control and accountability for all their tools.
- C. For non-emergency maintenance requests, all work order requests will be submitted by the staff member observing the deficiency through the Isomax Work Order System.
- D. The responsible Sergeant shall determine whether equipment needs emergency repair and whether it is necessary to call out Facilities Operations if the emergency repair is discovered outside of Facility Operation's normal working hours.
 - 1. Normal working hours for Facilities Operations personnel are Monday through Friday 0630-1700 hours, holidays and weekends excluded.
- E. Prior to completing a work order for a clogged toilet, Staff Members must first contact janitorial to see if the toilet can be repaired by janitorial.
 - 1. If janitorial cannot repair the toilet, a work order may be submitted to Facility Operations.

INFORMATION FOR WORK BEING DONE IN INCARCERATED PERSON AREAS

- A. Whenever a Facilities Operations Staff Member or Contractor comes into the Module or the Booking Area, they will first contact the Correctional Deputy and advise them of the repairs that are to be done or the work that will be taking place. The Correctional Deputy will be responsible for announcing, as appropriate, that the work area is off limits.
- B. The Facilities Operations Staff Member or Contractor will mark off the work area with stanchions, and the Correctional Deputy will monitor the incarcerated persons as needed to ensure they don't enter the work area. If an incarcerated person enters the work area (either the Correctional Deputy personally observes the entry or the Facilities Operations Staff Member/Contractor reports it), the Correctional Deputy will take immediate action.
- C. If the work being done requires a Module/Unit to be locked down, the Correctional Deputy will notify the responsible Sergeant.
- D. When the work is complete, or the Facilities Operations Staff Member/Contractor must leave the area, they will secure or remove all tools, refuse, and equipment, and will advise the Correctional Deputy. The Correctional Deputy will inspect the work

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area to ensure the area is free of debris and tools and can again be accessed by incarcerated persons.

INCARCERATED PERSON WELFARE TRUST FUND EQUIPMENT

- A. When Incarcerated Person Welfare Trust Fund equipment needs repair, a Maintenance Work Request will be submitted in the same manner and procedure as followed for other facility equipment. If the item is unrepairable, notice will be given to the Institutional Services Manager for potential replacement.

PROCEDURES

REPORTING MAINTENANCE PROBLEMS

- A. The Staff Member reporting a maintenance problem should complete a work order request. The problem should be described in as detailed manner as possible.
 - 1. An icon is on each Facility computer labeled "Maint. Work Orders".
 - 2. The Staff Member should select the appropriate Facility (MADF or NCDF) and the unit or area the repair is located in.
- B. Once submitted, the Staff Member will log the work order in the area's Work Order Tracking Log.
 - 1. The Staff Member should include the work order number and a brief description of the repair to ensure no duplicates are submitted.
 - 2. The Deputy assigned to the area when the work order is completed will mark the work order as "complete" in the Work Order Tracking Log.
- C. If the repair requested is an emergency request, the Staff Member shall also call his supervisor to report the problem.
- D. The Supervisor will report to the affected area and evaluate the problem. If they agree the problem is an emergency and Facility Operations is off-duty, the Supervisor will contact Dispatch, who will contact the on-call Facilities Operations Staff Member.

REPLACEMENT OF INCARCERATED PERSON WELFARE TRUST FUND EQUIPMENT (TVS)

- A. If the television is broken the Module/Unit Deputy will complete a maintenance work order
- B. If the television cannot be repaired by Facility Operations, the Facilities Staff Member will:
 - 1. Deliver the equipment to the Stores Warehouse Supervisor, noting the problem and location from which the equipment was removed.
 - 2. The Supervising Detention Assistant will supply the Facilities Operations Staff Member with a replacement item to be installed.

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3. The Supervising Detention Assistant will note the information on the Incarcerated Person Welfare Trust Fund log and order a replacement.
4. Facility Operations will discard of the damaged television.

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INMATE MANAGEMENT CARDS

GENERAL INFORMATION

Each Module/Unit Deputy will have an Inmate Management Card on file for each incarcerated person assigned to the module/unit.

The Inmate Management Card shall contain the following information in addition to a picture of the incarcerated person:

1. The incarcerated person's last name, first name and middle initial.
2. The incarcerated person's booking number.
3. The incarcerated person's D-Number.
4. The incarcerated person's date of birth.
5. Checked box confirming if a strip search is authorized or not.
6. Classification and Mental Health status.
7. Documenting if a razor, spoon, or pillow has been issued.
8. PREA education conducted.
9. Body scan conducted.

The Inmate Management Card shall be used to record incarcerated person cell/module or bunk/unit assignments and brief notations regarding incarcerated person behavior which will have a significant effect on module/unit assignments or movement.

Inmate Management Cards will be stored in alphabetical order in a file box kept at the Module/Unit Deputy's Station.

The Inmate Management Card shall not be taken from the module/unit unless the incarcerated person is transferred, released, or during emergencies.

Incarcerated persons shall not be allowed to hold or view their Inmate Management Cards, or the Inmate Management Cards of other incarcerated persons.

The Inmate Management Card may be used as a method of identifying an incarcerated person if the incarcerated person does not have an ID Card in their possession.

The Inmate Management Card shall be used to assist with verifying module/unit counts when the initial count is incorrect.

Each time an incarcerated person is transferred to a new module/unit or staged in a holding area the date and location will be written on the inmate management card.

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Module/Unit Deputies are responsible for ensuring Inmate Management Cards are updated and accounted for on each shift.

ISSUING AN INMATE MANAGEMENT CARD

When an incarcerated person has been booked, fingerprinted and had their picture taken, the Booking Deputy or Movement Deputy (when an Inmate Management Card is being issued at NCDF) will print the Inmate Management Card.

A red sticker will be placed next to the incarcerated person's name if the incarcerated person has charges that are ineligible for citation release. A green sticker will be used for an incarcerated person who is eligible for citation release. This information is determined by the Booking Detention Specialist.

The Booking Deputy/ Movement Deputy will write in the incarcerated person's date and time of arrival. At MADF, the Booking Deputy will also write the booking area or cell in which the incarcerated person has been placed and place the card in the appropriate time slot in the time tracking card holder.

Medical, Mental Health, and Classification staff will notate on the Management Cards.

At MADF, when an incarcerated person has been assigned to a module, the Booking Deputy will deliver the Inmate Management Card to the Detention Assistant in the Clothing Storage Room who will access the incarcerated person's clothing record in the computer.

The Deputy escorting the incarcerated person to their assigned module/unit will give the Inmate Management Card to the Module Deputy/Unit Deputy who will write in the date, module/unit and cell/bunk number assigned to the incarcerated person.

DISPOSITION OF CARD UPON TRANSFER OR RELEASE

When an incarcerated person is transferred out of a module/unit, the Inmate Management Card will be given to the Deputy in the new housing area.

The Module/Unit Deputy will write the date, module/unit name, and cell/bunk to which the incarcerated person is assigned on the Inmate Management Card and file it in the Inmate Management Card File box.

AT MADF, when conducting a final release of an incarcerated person the Inmate Management Card will be given to the Detention Specialist processing the release and the card will be sent to the Classification Detention Specialist.

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At NCDF, The Movement Deputy will process the release and forward the Management Cards to the Central Detention Specialist.

When temporarily releasing an incarcerated person, the Inmate Management Card will be given to the Detention Specialist/Central Detention Specialist processing the temporary release. The Detention Specialist/Central Detention Specialist will write the release information, the date, type of release and destination on the Management Card and place it into the incarcerated person's D-File so it may be reactivated upon the incarcerated person's return.

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MANAGEMENT NOTES

GENERAL INFORMATION

- A. Management Notes are used for tracking behavior. This information shall be used by staff when making decisions regarding discipline, housing assignments and classification.
- B. Management Notes shall not be used in lieu of formal documentation when such documentation is required (e.g., Incident Reports, Classification/Health Services Inputs).
- C. Management Notes shall be continuously updated with behavioral changes exhibited by the incarcerated person throughout their incarceration.
- D. When the incarcerated person is released from custody, Management Notes will automatically print in the Classification Office and purge from the computer system. Classification Staff shall file the printed copy of the Management Notes in the incarcerated person's classification file for retention and storage per policy.
- E. Correctional, support service, medical and mental health staff have access to Management Notes. Management Notes shall be updated throughout an individual's incarceration regarding their behavior, including but not limited to:
 - 1. Rule violations
 - 2. Behavior (unusual, negative, positive, etc.)
 - 3. Medical recommendations (e.g., bedrest for one week)
 - 4. Verbal counseling
 - 5. Court ordered phone calls
 - 6. Special issue items
- F. Deputies shall document in Management Notes and with a Classification/Health Services Input each time an incarcerated person refuses three consecutive meals.
- G. An Incident Report for any incident involving an incarcerated person shall be automatically entered by the computer system in the Management Notes for that individual.
- H. Information entered into the Management Notes shall be worded professionally and consistent with all formal documentation procedures.
- I. The contents of Management Notes are confidential and shall not be discussed with any incarcerated person.

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References:

Custody Policy 507- Classification

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INCARCERATED PERSON MARRIAGES

Incarcerated persons who meet established criteria shall be permitted to marry while in custody. It shall be the responsibility of the Program and Contact Visiting Deputies to determine eligibility and coordinate marriage ceremonies.

GENERAL INFORMATION

- A. Marriages may only take place at the MADF.
 - 1. If an incarcerated person is housed at NCDF, they will be transferred to MADF for the ceremony.
- B. In order to perform an incarcerated person marriage, a member of the Clergy must be on the list of those authorized to enter the secure perimeter.
- C. The intended spouse shall have no outstanding warrants.
- D. Only confidential marriages shall be conducted.
- E. Incarcerated persons who are both in custody shall not be permitted to marry.

PROCEDURES

GENERAL INFORMATION

- A. Arranging Marriages
 - 1. Incarcerated persons will submit a Request form to the Programs Unit requesting assistance in arranging a marriage. The intended spouse must be identified on the form.
 - 2. The Programs Deputy will:
 - i. Grant the request if the incarcerated person and intended spouse meet the criteria.
 - ii. Advise the incarcerated person of Clergy members cleared to perform marriages in the facility.
 - iii. Instruct the incarcerated person to have their intended spouse contact the Programs Unit to schedule a date and time for the marriage.
 - iv. Advise the incarcerated person the intended spouse must contact the Clergy member prior to the ceremony to arrange for payment of fees for services or must be prepared to pay the fees at the ceremony.
 - 3. If the incarcerated person or intended spouse do not desire to use the services of a facility cleared Clergy, the marriage ceremony will be canceled.
 - 4. The Programs Unit will inform the incarcerated person and the intended spouse of the following rules governing the marriage ceremony:
 - i. No guests will be allowed at the ceremony
 - ii. The search policy for visitors
 - iii. No physical contact beyond the exchange of rings
 - iv. The only property allowed at the ceremony are the rings
 - v. An additional visit may be granted after the completion of the ceremony

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- vi. The non-incarcerated person spouse may keep the incarcerated persons' ring, or the ring may be placed in the incarcerated person's valuable property

B. Conducting a Marriage

1. The cleared Clergy member and intended spouse must register upon arrival with the Lobby Detention Specialist, who will direct both parties to proceed to the contact visiting area.
2. If either the intended spouse and/or Clergy member are unable to clear the metal detector, the ceremony may be cancelled.
 - i. The intended spouse and/or Clergy member may be asked to submit to a pat search if the Detention Division has reason to believe than an attempt is being made to enter the facility with items of contraband.
3. The Contact Visiting Deputy will have the incarcerated person sign the required paperwork for the County Clerk's Office.
4. The Clergy member will conduct the marriage ceremony and sign the required paperwork.
5. When the ceremony is complete, the Contact Visiting Deputy will return the incarcerated person's ring to the spouse or place the ring into the incarcerated person's valuable property.
6. At the conclusion of the ceremony, the Contact Visiting Deputy will ensure the incarcerated person is strip searched prior to being returned to their unit.

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MEALS AND MEAL SERVICES

GENERAL INFORMATION

- A. Hot meals delivered to Modules/Units will be served on thermal trays.
- B. No programs or other activities shall be scheduled during meal service.
- C. Food delivered to the Modules/Units will be served within 30 minutes of arrival.
- D. No food items from incarcerated person meals are permitted to be saved in an incarcerated person's cell. This does not include supplemental snacks or special diets, including but not limited to, those provided to diabetic and pregnant incarcerated persons.

MEAL SERVICE AT MADF

- A. Incarcerated persons dressed in for housing will receive a spoon to be used for meals, except for units that house Administrative Separation or Mental Health incarcerated persons.
 - 1. Detention Administration may determine, based on safety and security concerns, to also restrict the issuance of spoons in other housing areas.
- B. Incarcerated persons being held in restraints in Safety Cells shall not be served their meals until the removal of their restraints is cleared by medical or mental health staff, or the responsible sergeant.
- C. Supplemental snacks will be delivered to the Modules with the meal prior to the time the snack is to be consumed. Module Deputies will distribute the snacks to incarcerated persons as appropriate.

MEAL SERVICE AT NCDF

- A. At no time shall an incarcerated person kitchen worker be permitted to enter a lockdown unit.
- B. Generally, all incarcerated persons housed in 101, 201 and 501/502 Units will consume their meals in the Dining Hall. Units may be called to eat separately from one another, which will be determined by evaluating all relevant safety and security considerations.
- C. The method of serving food to 401 incarcerated persons shall be determined by the classification of the incarcerated persons. Any Administrative Separation or Disciplinary Separation incarcerated persons shall not be allowed to mix with other incarcerated persons and will be served their trays through the feeding port. All feeding ports must be closed after the meal tray has been given to the incarcerated person.

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- D. Incarcerated persons in a holding cell will be served their meal in the cell.
- E. Incarcerated persons in the lobby areas during meal service times will be served their meals in 401 holding by a Movement Deputy.
- F. All doors in the Dining Hall shall be secured after meal service has concluded and the Units will be notified the Dining Hall is closed.
- G. Supplemental snacks will be delivered to the lockdown units with the meal prior to the time the snack is to be consumed.
 - 1. General population incarcerated persons will retrieve their supplemental snacks after their meal service, but prior to the time the snack is to be consumed.

MEAL DELIVERY TO MODULES AT MADF

- A. A staff member shall retrieve the cart pushers from their housing module.
- B. When a meal cart has been prepared and the Module count is confirmed, the Staff Member will count the meals on the cart and sign off on the "Meal Count Sheet" verifying the meal count is correct.
- C. The Staff Member will coordinate and supervise the delivery of the meal carts.
- D. When the meal cart arrives at the Module, the Module Deputy will count all the meals and items on the cart to verify the counts are correct.
- E. If the meal count on the cart is incorrect, or if other items are missing or insufficient in number, the Module Deputy will call the kitchen to request the missing items be delivered to the Module. The Module Deputy will then contact a staff member to deliver the item to the Module.

MEAL SERVICE IN MODULES/UNITS

- A. Incarcerated persons who have lost or broken their spoons are required to notify the Module/Unit Deputy immediately.
- B. At the MADF, the Module Deputy will ask the Clothing Room Detention Assistant to provide the incarcerated person with another spoon. At NCDF, the Unit Deputy will provide the incarcerated person with another spoon. The Deputy will then document the loss/breakage in an Incident Report if discipline is to be administered, or an incarcerated persons management notes.
- C. All pieces of a broken spoon must be collected and disposed of outside the Module/Unit.
- D. Modules that incarcerated persons are not issued spoons to keep in their cell will be provided spoons for incarcerated persons to use for that meal service on the meal cart.
 - 1. Spoons must be counted prior to meal service and after tray collection to ensure no unauthorized incarcerated person keeps their spoon.
- E. When the Module Workers are ready to begin meal service, the Module/Unit Deputies will coordinate and supervise the meal service, according to the Module/Units operating procedures.
- F. In general population Modules/Units, the Deputy will check each incarcerated person's ID card when the incarcerated person is given their meal. At the MADF,

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many incarcerated persons are served their meals in their cells with the Module Deputy ensuring every incarcerated person is provided a meal.

- G. The Module/Unit Deputy shall then proceed to each cell/bunk area of each incarcerated person who did not receive a meal and obtain their verbal refusal that they do not want to eat their meal. This will include the cells of incarcerated persons locked down for disciplinary actions, who are on no-mix status, who are ill or who simply did not get up to retrieve their meal. The Deputy will personally gather information as to why the incarcerated person refused their meal and will notate the refusal in the Module/Unit's Activity Log and in the incarcerated person's management note. The Deputy's entry will include the incarcerated person's name, cell or bunk number, and the reason for the refusal. A Classification/Health Services Input form shall be submitted for any incarcerated person who refused three (3) consecutive meals.
- H. The Module/Unit Deputy will return the uneaten meal to the cart.
- I. All extra meals and beverages will be returned to the kitchen with the cart.

AFTER MEAL CLEAN UP IN MODULES/UNITS

- A. When incarcerated persons have completed their meals, they will stack their trays on the food cart, and place their cups, bowls, and other items neatly on the cart.
- B. In special housing areas, the Module/Unit Deputy shall observe each incarcerated person to ensure they return their spoon.
- C. The Module Workers shall place the items neatly on the food cart.
- D. The Module/Unit Deputy will count to verify all items have been returned.
- E. If any items are missing, the Module/Unit Deputy will contact their Supervising Sergeant to determine if the Module/Unit will be searched for the missing item.
- F. The Module/Unit Deputy will supervise the meal service clean up.

BOOKING AREA MEAL SERVICE AT MADF

- A. The kitchen is responsible for contacting Booking to ascertain the number of meals needed for the Booking Area prior to each meal service.
- B. A kitchen staff member will deliver the meals to the Booking Area.
- C. A Booking Deputy will supervise all meal service in the Booking Area.
- D. All incarcerated persons in the Booking Area will be provided a sack meal apart from the incarcerated person booking worker, who will be served the regular incarcerated person housing meal.
- E. Incarcerated persons in the Booking Area, depending on when they arrive, may be provided with less than three meals during their first day of incarceration.
- F. No incarcerated person in the Booking Area shall go more than 14 hours without being offered food.

COURT HOLDING CELL MEAL SERVICE AT MADF

- A. A Court Movement Deputy will contact the kitchen to provide a count of the number of meals required to serve all incarcerated persons in the Court Holding Areas.
- B. A Court Movement Deputy will receive the meals from the kitchen and serve the incarcerated persons their meals.
- C. A Court Movement Deputy shall collect and dispose of all trash.

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NCDF INCARCERATED PERSON OFF-SITE WORKERS

- A. Incarcerated persons who perform work outside the perimeter of the NCDF facility (SAC Crew, ROP) will be provided a sack lunch to take with them prior to their departure. Sack meals for off-site workers will only be provided during lunch meal service and workers shall receive regular incarcerated person meals for breakfast and dinner.

INCARCERATED PERSON KITCHEN WORKERS AT MADF MEAL SERVICE

- A. Incarcerated person kitchen workers will be provided their meals to eat in the worker break room prior to serving meals for the rest of the facility.

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MEDICAL CLINIC OPERATIONS

STAGING, SUPERVISION AND MOVEMENT OF INMATES IN THE CLINIC

A Movement Deputy will escort the inmates to the Clinic and stage them in a staging room.

In the Clinic areas, inmates will be separated by gender, classification, and facility in which they are housed.

Medical Staff will be responsible for the supervision and movement of inmates within the Clinic. Medical Staff will monitor the inmate's behavior and report any transgressions to the Movement or I-Module Deputy.

The I Module Deputy is responsible for rounds in the Clinic area when inmates are present.

If an inmate presents a potential or real threat to the safety and/or security of the facility or staff, the Movement Deputy shall take the inmate directly to the exam room or dental room and stay with the inmate while he is being treated and when finished immediately escort the inmate back to his module.

When an inmate's classification requires they be placed in restraints, that inmate will be escorted in restraints to the Clinic and the restraints will remain on the inmate for his appointment.

Medical Staff shall provide treatment to inmates requiring special handling immediately after their arrival.

When inmates are detained in Staging Room Two in the MADF Clinic for more than 30 minutes, the I-Module or Movement Deputy will inquire if the inmate needs to use the restroom (a restroom is located in Staging Room One).

Medical Staff will obtain permission from a Sergeant, prior to authorizing any special issue items for an inmate.

Upon completion of treatment, Medical Staff will stage the inmate in one of the Clinic Staging Rooms until they can be picked up by a Movement Deputy.

When the inmates have been treated, a Medical Staff Member will contact a Movement Deputy, via Central Control, and request the inmates be returned to their modules or the appropriate holding area.

The Movement Deputy will report to the Clinic, check the inmates I.D.'s, pat search the inmates and escort them back to their module or appropriate holding area.

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MEDICATION ADMINISTRATION

MEDICATION DELIVERY TO THE DETENTION FACILITY LOBBY

Medications and medical supplies being delivered to the detention facilities' lobby shall only be handled by licensed Medical Staff, consistent with policies set forth by the Detention Division and its Medical Services Contractor.

When a vendor or family member/friend of an inmate brings medications or medical supplies to the Lobby, the Receptionist/Cashier on duty will notify Medical Staff and request they respond to the Lobby for a delivery.

The Medical Staff Member will go to the Lobby and accept or refuse the delivery.

If the Medical Staff Member is unable to respond to the Lobby and the individual making the delivery cannot wait, he must take the medications or medical supplies away with him.

NON-PRESCRIPTION (OVER THE COUNTER) MEDICATIONS

Inmates may receive the following OTC medications from Correctional Staff, Food Service Staff and MADF Laundry Detention Assistants who are assigned to supervise them:

1. Tylenol, 325 mg (1 or 2 tablets)
2. Antacid Tablets (1 or 2 tablets)

On duty kitchen/laundry inmates shall not be given OTC medications more than once per shift.

Inmates will not receive OTC medications more than once in a six-hour period.

Staff members will issue OTC medications directly to the inmate requesting them. The Staff Member shall verify the inmate's identification, give the inmate the requested medication, and ensure the inmate swallows the medication in their presence. The Staff Member shall document the date and time, the inmate's name, medication and amount given, and legibly sign the OTC Medication Log.

Inmates who have allergies and/or medical conditions prohibiting them from taking Tylenol or antacid tablets will be identified by the Deputy and/or Nurse during the pre-booking medical/mental health screening process on the Pre-Booking Medical/Mental Health Screening form, and reported to Medical Staff as soon as possible.

The Medical Staff Member shall advise the inmate of the OTC medication he is not to use, and have the inmate sign an acknowledgement of the advisement and shall place the signed advisement form in the inmate's medical file.

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Staff members in each area where OTC medications are given will be responsible for putting the OTC Medication Log into the Medical mailbox on a regular basis. Medical Staff will collect the OTC Medication Logs from the mailroom and review them.

PRESCRIPTION MEDICATION ROUNDS IN THE MODULE

Medication rounds will be conducted three times daily, with an additional medication round conducted on Grave Shift for inmates going to court.

The Module/Unit Deputy shall announce medication pass to the inmates.

The Medical Staff Member will verify identification by checking the photo on an inmate's ID prior to administering medications. If an inmate is not authorized to have possession of his ID, medical staff will confirm the inmate's identity with the Module/Unit Deputy.

Inmates should have a beverage with them when receiving medications, unless the medication is in liquid form. Inmates who do not have a cup will be provided one by the Medic. When the inmate receives his medication, he will swallow it immediately in the presence of the Deputy or Medical Staff Member.

The Module/Unit Deputy will ensure inmates not authorized to exit their cells are issued their medications. The Graveyard Deputy shall escort the medic on medication rounds in a module. The Module/Unit Deputy is responsible for ensuring inmates are woken up to receive their medications.

Inmates out of the module/unit during medication rounds shall have their prescription medications delivered after they return.

PRESCRIPTION MEDICATIONS IN THE BOOKING AREA, NCDF LOBBY, NCDF ADMINISTRATION AREA AND HOLDING CELLS

If there is prescription medications to be administered in the booking area, NCDF lobby, NCDF administration area, and holding cells, the Medical Staff Member will advise a Booking or Movement Deputy.

The Booking or Movement Deputy will verify the identification of the inmate and stand by while the Medical Staff Member administers the medications.

When the inmate receives his medication, he will swallow it immediately in the presence of the Deputy or Medical Staff Member.

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PRESCRIPTION MEDICATION FOR COMMITMENTS

Medications which are brought in to the facility by a commitment inmate must be taken directly to a Medical Staff Member for storage and administering. Medical Staff will evaluate and verify the inmate's need to take the medication while in custody. All prescription bottle labels must contain a current date, name of patient and doctor, name of medication, dose, route, and frequency.

If the Medical Department's physician determines that the inmate does not need to take the medication while in custody, the medication will be placed in the inmate's property box.

If the Medical Department's physician determines that the inmate does need to take the medication and the Medical Department has the medication to administer, the inmate's personal medication will be placed in the inmate's property box. If the Medical Department does not have the medication to administer, they will use the inmate's supply of medications.

References:

Custody Policy 729 – Pharmaceutical Operations

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MOVEMENT OF INCARCERATED PERSONS

ESCORTED INCARCERATION PERSON MOVEMENT

- A. Incarcerated person classification status will dictate the number of Deputies needed to move an incarcerated person.
- B. Incarcerated persons will not be allowed to have food or beverages in their possession during movement.
- C. Incarcerated persons will be fully dressed at all times in their jail issued uniform and shoes during movement.
- D. Incarcerated persons must wear their ID cards on their front uniform pocket during movement.
- E. Unless being moved up or down stairs, incarcerated persons going to court, programs, etc., will keep their hands behind their backs and remain quiet while being moved.
- F. Any approved items brought in or out of Modules/Units will be thoroughly searched.

NCDF INCARCERATED PERSONS TO MADF

- A. Incarcerated persons will be transported to the MADF for court appearances, dental treatment, work crews, transfers to other agencies, disciplinary housing or per classification.
- B. All NCDF incarcerated persons are subject to pat or strip searches upon arrival to the MADF.

SPECIAL HANDLING INCARCERATED PERSONS

- A. Special handling incarcerated persons are those who:
 - 1. Present a threat to the safety and security of the facility
 - 2. Need protective custody
 - 3. Are in custody for civil charges only
 - 4. May be juvenile offenders, and must be moved and kept separate from other incarcerated persons (sight and sound)
- B. Incarcerated persons on no-mix status will be moved and kept separate from other incarcerated persons.
- C. Special handling incarcerated persons will be moved based on their classification.
- D. For incarcerated persons who are security movement lockdowns, refer to Facility Lockdowns prior to movement.

COURT MOVEMENT

- A. Incarcerated persons will be responsible for preparing themselves for court.

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- B. Incarcerated persons shall be returned to their housing modules or to booking holding cells as soon as possible after their court appearance.
- C. Court Movement or Court Holding Deputies will escort hand-off incarcerated persons through the third-floor corridor to the Hall of Justice holding area.
- D. Although Court Security staff have the primary responsibility for supervision of incarcerated persons in the Hall of Justice, Court Movement and Court Holding Deputies will also have responsibility for supervising those areas.
- E. Use of additional restraints, e.g., waist and leg restraints, will be determined by the Deputy moving the incarcerated person except in cases where such restraints are mandatory due to classification.
- F. Court Deputies, Court Movement Deputies and Court Holding Deputies will have an independent radio channel for use during the court movement process.

MOVEMENT TO AND FROM COURT

- A. Court Holding/Movement Deputies will ensure all incarcerated persons scheduled for court are moved according to their classification.
- B. Court Security Deputies will contact Court Holding Deputies when the incarcerated persons are complete with court.

MOVEMENT OF HAND-OFF INCARCERATED PERSONS TO/FROM COURTS IN THE HALL OF JUSTICE

- A. Court Holding Deputies will use the second-floor hand-off sallyport to escort the following types of incarcerated persons to the Court Security Deputies to go to courtrooms in the Hall of Justice.
 - 1. Incarcerated persons in wheelchairs
 - 2. Incarcerated persons with civil charges only
 - 3. Female incarcerated persons
 - 4. Other incarcerated persons as needed

MOVEMENT TO/FROM THE HALL OF JUSTICE HOLDING CELLS

- A. Incarcerated persons picked up by Court Movement Deputies from their modules and escorted to the Hall of Justice holding cells via the third-floor corridor will follow standard movement procedures.
- B. The Court Security Deputies will maintain communication with the Court Movement Deputy, via radio, and inform them when a handoff incarcerated person is complete with court.

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PRO PER INCARCERATED PERSONS

Due to the status Pro Per incarcerated persons have in the eyes of the courts, special procedures will be used to ensure that they have adequate access to information needed to properly prepare their cases.

MISCELLANEOUS INFORMATION

- A. An incarcerated person is responsible for informing the Administrative Lieutenant that the courts have authorized them to act in Pro Per relating to their criminal charges.
- B. An incarcerated person's Pro Per status must be verified before they can benefit from any of the special procedures established for Pro Per incarcerated persons.
- C. A Pro Per incarcerated person may submit an Inmate Request form to the Administrative Lieutenant or Programs Sergeant to request further privileges.
- D. A Pro Per incarcerated person retains or is appointed counsel, or the matter on which he or she was acting in Pro Per is dismissed or settled, the incarcerated person's Pro Per status is no longer valid.
- E. Every Pro Per incarcerated person assigned to or placed in Administrative Separation housing must be afforded due process rights. Pro Per incarcerated persons housed or rehoused to Administrative Separation shall be entitled to an Administrative Separation Placement Hearing prior to initial placement unless a genuine, documentable reason exists for prior placement.
- F. Incarcerated persons housed in Administrative Separation who gain Pro Per status are not entitled to a new Administrative Separation Placement Hearing unless new restrictions are added.
- G. If an incarcerated person misuses supplies or resources, the Deputy will complete an Incident Report and a Disciplinary Hearing will be conducted by the Disciplinary Grievance Deputy.

PRO PER MATERIALS, SUPPLIES AND EQUIPMENT

- A. Pro Per supplies will be provided to incarcerated persons acting as their own counsel upon approval by the Programs Unit and may be limited, based on their classification.

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- B. Pro Per incarcerated persons may obtain Pro Per order forms through the Programs Unit to obtain supplies as needed for legal research and preparing documents. Indigent Pro Per incarcerated persons may receive materials free of charge.
- C. The Programs Unit will be responsible for monitoring the number of materials requested by Pro Per incarcerated persons who are indigent.
- D. The limited Pro Per materials provided to indigent incarcerated persons does not include envelopes. Indigent incarcerated persons who need Pro Per materials/documents mailed may send an Incarcerated person Request form to the MADF Stores Warehouse for this purpose.
- E. Pro Per incarcerated persons may be issued a Pro Per bin by the Module/Unit Deputy when the number of legal materials in their cells exceeds the amount normally permitted by policy. A second bin may be issued when the incarcerated person has accumulated several legal materials more than that which will fit into the Pro Per bin in their cell or storage area. The second Pro Per bin will be stored and secured in the Program area by the Programs Unit.

PRO PER ADMINISTRATIVE SEPERATION PLACEMENTS GENERAL RULES

- A. A Pro Per Incarcerated person has the right to be present at their Administrative Separation Placement Hearing unless they waive their right to a hearing, or their behavior presents a significant risk to the safety and security of the facility.
- B. An incarcerated person will have a minimum of 24 hours' notice prior to the hearing.
- C. The decision to uphold an incarcerated person's placement in Administrative Separation shall be based on the classification review. (See Custody Policy-Classification)
- D. Generally, the Classification Sergeant will conduct all Administrative Separation Pro Per Placement Hearings, however, the Administrative Lieutenant may designate another Sergeant or Lieutenant.
- E. An incarcerated person may be excluded from a hearing during the testimony of any other incarcerated person.
- F. When an incarcerated person is excluded from a hearing, the reason for the incarcerated person's absence must be documented on the Administrative Separation Placement Hearing form.

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- G. The Sergeant or Lieutenant has the responsibility to delay or terminate a hearing if the incarcerated person becomes uncooperative or belligerent or poses a threat to the safety and security of the facility. In this circumstance, the incarcerated person will forfeit the right to another hearing.

PROCEDURES

PRO PER STATUS VERIFICATION/REMOVAL

- A. When an incarcerated person informs the Administrative Lieutenant or Programs Unit that he or she is Pro Per, the Administrative Lieutenant or Programs Staff will confirm the incarcerated person's Pro Per status.
 - 1. If an incarcerated person's Pro Per status relates to a not-in-custody case, an eligible civil matter, a parole violation, or a case being tried in another locality, the incarcerated person is responsible for providing the Administrative Lieutenant with documentation which will verify Pro Per status.
- B. When the Court Detention Specialist reviews court minutes that may indicate an incarcerated person's Pro Per status has been changed, they should advise the Administrative Lieutenant and/or the Programs Staff.
- C. When the Administrative Lieutenant learns an incarcerated person has been granted Pro Per status, or when the incarcerated person is no longer Pro Per, they will inform the Programs Unit, and enter the information in the incarcerated person's Management Notes.
- D. If the Pro Per incarcerated person is a Special Handling or Administrative Separation Incarcerated person, or their change in status will affect existing operating procedures or an operational order, the Module/Unit Deputy will inform the Administrative Lieutenant, the Sergeant, or the Watch Commander if at NCDF.

REQUESTING AND ISSUING PRO PER MATERIALS AND SUPPLIES

- A. Once a Pro Per incarcerated person has received a Pro Per Order form from the Programs Unit, they will complete the form and return it to the Programs Unit.
- B. If the incarcerated person is indigent, only the type/number of items which the Pro Per Order form shows are available to indigent incarcerated persons free of charge will be provided.
- C. The Programs Unit will approve the Pro Per materials and give the form to Jail Stores Staff to fill the order and deliver the materials to the incarcerated person. Jail Stores will maintain fulfillment records.

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- D. The Pro Per incarcerated person may request a Pro Per bin from the Programs Unit and if a valid need exists, the Programs Unit will give the incarcerated person a Pro Per bin from the storage room and will note in the incarcerated person's Management Notes that it was issued.
- E. If a Pro Per incarcerated person is released from custody or transferred to another agency the Module/Unit Deputy will ensure the Pro Per bin is empty and will return it to the storeroom.
- F. If an incarcerated person's Pro Per status is revoked by the Courts, the Module/Unit Deputy will remove the bin and advise the incarcerated person if the materials in his or her possession exceed the storage guidelines the materials will need to be placed on their property.

SERVING THE AD SEP HEARING NOTICE

- A. The following time limits for Administrative Separation Hearing processes will be adhered to unless the placement is the result of a genuine, documentable emergency.
 - 1. The incarcerated person must be served with an Administrative Separation Hearing Notice before being placed in Administrative Separation. (See exception in B. below.)
 - 2. The incarcerated person must have at least 24 hours from the receipt of the Administrative Separation Hearing Notice before the hearing is held. The incarcerated person may consent, in writing, to a waiver of the 24-hour preparation time.
 - 3. The hearing must be conducted no longer than 72 hours after the incarcerated person's receipt of the Hearing Notice unless a written notice of timeline extension is provided to the incarcerated person.
- B. An incarcerated person may be placed in Administrative Separation without a Hearing Notice provided a genuine emergency exists.
 - 1. To meet the genuine emergency criteria, an incarcerated person must present an immediate safety and security threat to the facility.
 - 2. As soon as possible, the notice must be served, and the hearing held. In no case shall the hearing take place more than 72 hours after the incarcerated person's placement in Administrative Separation.
- C. If the Administrative Separation assignment or placement is the result of a Classification Review, or the result of an incident which occurs while Classification Staff are on duty:

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1. The Classification Deputy shall prepare and serve the incarcerated person with an Administrative Separation Hearing Notice.
 2. The Classification Deputy shall thoroughly document the reasons for the assignment or placement in Administrative Separation, advise the Classification Sergeant of the assignment or placement, and provide him with a copy of the completed Notice and supporting documentation.
- D. If the Administrative Separation placement is the result of an incident, and the incarcerated person is placed in Administrative Separation without the authorization of Classification Staff:
1. The Sergeant shall prepare and serve the incarcerated person with an Administrative Separation Hearing Notice.
 2. The Sergeant shall thoroughly document the reasons an immediate placement was required and forward the completed Notice and supporting documents to the Classification Sergeant.

INCARCERATED PERSONS RIGHT TO COUNSEL

- A. An incarcerated person has the right to be represented by another incarcerated person or a person approved by the Classification Sergeant as counsel in an Administrative Separation Placement Hearing based on safety and security considerations within the facility.
- B. The incarcerated person will write their requested counsel's name on the Hearing Notice and the Sergeant or Lieutenant will arrange to have the counsel present at the hearing.
- C. Deputies may not act as counsel for incarcerated persons.
- D. An incarcerated person does not have the right to be represented by an attorney at an Administrative Separation Placement Hearing.
- E. An incarcerated person will be provided counsel or an interpreter in the following cases:
 1. Mental incompetence.
 2. Illiteracy.
 3. Inability to speak, read, or understand English well enough to properly represent themselves.
 4. Upon request.
- F. Counsel will assist the accused incarcerated person in presenting their case before the Sergeant or Lieutenant and Witnessing Deputy.

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CALLING WITNESSES

- A. A Pro Per incarcerated person being assigned to or placed in Administrative Separation may request witnesses to speak on their behalf at their hearing by completing the appropriate section of the Administrative Separation Hearing Notice.
- B. All witnesses will be interviewed and their presence at the hearing shall be at the discretion of the Sergeant or Lieutenant conducting the hearing, based on safety and security considerations within the facility and the relevance of testimony. All exclusions shall be documented on the Administrative Separation Placement Hearing form.
- C. Detention Staff may be called as witnesses if the hearing is conducted during the Staff Member's duty hours.
- D. Members of the public may not be called as witnesses.
- E. The incarcerated person may be excluded during the testimony of a witness whose testimony is confidential in nature. This shall be documented on the Administrative Separation Placement Hearing form.

INCARCERATED PERSON WAIVER OF HEARING

- A. If the incarcerated person notifies the Staff Member serving the Administrative Separation Placement Hearing Notice that they wish to waive the hearing, the Staff Member shall:
 - 1. Complete the "Waiver" portion of the Hearing Notice indicating the incarcerated person has waived his or her right to a hearing.
 - 2. Sign and date the form and have the incarcerated person sign and date the form. If the Incarcerated person refuses to sign the form, the Staff Member shall document the refusal in the "Waiver" section on the incarcerated person's signature line.
 - 3. Forward the Hearing Notice to the Classification Sergeant.
- B. The Classification Deputy will:
 - 1. Meet with the incarcerated person and advise him or her of the Classification review and appeal processes.
 - 2. Fill out an Administrative Separation Placement Hearing form indicating the incarcerated person waived their right to a hearing, and have the incarcerated person sign the form.
 - 3. Sign and date the form.
 - 4. Forward the completed forms to the Administrative Lieutenant for review.

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PLACING A HEARING ON HOLD

- A. A hearing may be placed on hold if necessary to provide additional time to:
 - 1. Interview witnesses who cannot attend the hearing for security reasons.
 - 2. Conduct further investigation.
 - 3. Provide counsel or an interpreter for the incarcerated person.
- B. Hearings may be placed on hold only for the time required to conduct the investigation, interview the witnesses, or obtain counsel.
- C. Placing the hearing on hold, the date and time, and the reasons must be documented on the Administrative Separation Placement Hearing form, with a copy provided to the incarcerated person.
- D. The incarcerated person will be informed of the approximate date and time the hearing will reconvene.
- E. If there is a new Witnessing Deputy when the hearing reconvenes, they will read the documents and be briefed on what transpired during the first part of the hearing.

CONDUCTING AN AD SEP PLACEMENT HEARING

- A. The Sergeant or Lieutenant will explain to the incarcerated person the reasons for his or her placement in Administrative Separation.
- B. The Sergeant or Lieutenant will give the incarcerated person the opportunity to make a statement.
- C. The Sergeant or Lieutenant will also allow hearsay and written statements to be presented by the incarcerated person during this portion of the hearing.
- D. The Sergeant or Lieutenant and the Witnessing Deputy may ask questions during the hearing to provide further information or clarify issues presented by the incarcerated person.
- E. At the conclusion of the hearing, the Sergeant or Lieutenant and Witnessing Deputy will discuss the evidence and render a decision and advise the incarcerated person of their decision.

HEARING RESULTS

- A. If the incarcerated person has no disagreement with the reasons he was assigned to or placed in Administrative Separation, the Sergeant or Lieutenant will:

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1. Indicate the incarcerated person's response on the Administrative Separation Placement Hearing form.
 2. Advise the incarcerated person of the Classification review process.
 3. Sign the form and have the incarcerated person and Witnessing Deputy sign the form.
 4. Complete and submit the Administrative Separation Placement Hearing form and forward it to the Administrative Lieutenant for approval.
- B. If an incarcerated person disagrees with the reasons he was assigned to or placed in Administrative Separation and is dissatisfied with the hearing body's decision, the Sergeant or Lieutenant will:
1. Note the incarcerated person's reason for disagreement or dissatisfaction on the Hearing form.
 2. Advise the incarcerated person of the Classification appeal process.
 3. Sign the form and have the incarcerated person and Witnessing Deputy sign the form.
 4. Complete and submit the Administrative Separation Placement Hearing form and forward it to the Administrative Lieutenant for approval.
 5. File the form in the incarcerated person's Classification File after it is reviewed by the Administrative Lieutenant.

REQUIREMENT TO NOTIFY COURT

- A. A Pro Per incarcerated person who is placed in Administrative Separation is entitled to have their situation brought before the Court. This is necessary so the Court may determine if placement in Administrative Separation restricts the Pro Per incarcerated person's ability to adequately prepare for their defense (i.e., access to items which are more freely available to incarcerated persons housed in General Population).
- B. When a Pro Per incarcerated person is placed in Administrative Separation, the Classification Staff Member or Sergeant making the initial placement shall notify the Administrative Lieutenant.
- C. The Administrative Lieutenant shall notify the courts of the restrictions upon the incarcerated person.

REFERENCES:

Custody Policy 507-Incarcerated person Classification

Custody Policy 603-Incarcerated person Access to Courts

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INMATE PROGRAMS VOLUNTEERS ACCESS

APPROVING ACCESS FOR INMATE PROGRAMS VOLUNTEERS

All organizations wishing to provide volunteer services or programs to inmates must have their services or programs approved by the Inmate Programs Sergeant prior to submitting any volunteer access application packets.

The Inmate Programs Sergeant will review each request for facility access to determine if the volunteer demonstrates a valid need to enter the secure perimeter of the facility.

- If the Inmate Programs Sergeant determines that inmate contact is not necessary to provide the offered service the volunteer will be instructed to utilize the non-contact visiting areas.
- If the Inmate Programs Sergeant determines that inmate contact will be necessary to perform the service intended he will direct the volunteer to the Sheriff's Office Personnel Services Bureau.

The Volunteer will make an appointment with the Personnel Services Bureau to submit the completed background investigation forms.

The Volunteer will go through a department mandated background check.

Applicants from AA and NA will not be granted interim clearances. Personnel Services will not grant access into the secure perimeter until responses have been received to the teletype/warrant check and DOJ/FBI fingerprint check.

The Administrative Lieutenant and Inmate Programs Sergeant will determine whether to grant clearance to a volunteer on an interim basis.

- If a volunteer has been granted an interim clearance, the Inmate Programs Sergeant will schedule the volunteer for the appropriate facility orientations.

When responses are received concerning the volunteer's teletype/warrant check and DOJ/FBI fingerprint check, the Personnel Services staff will take appropriate action based on the results as follows:

- If the results indicate that clearance should not be granted, the Personnel Services Deputy will review the volunteer's file and terminate any further clearance processing. The Personnel Services Sergeant will notify the Inmate Programs Sergeant that a clearance will not be granted.
- If the results of the checks indicated that a clearance can be granted, the Personnel Services Sergeant will add the volunteer's name to the list of approved volunteers. The Personnel Services Sergeant will notify the Inmate Programs Sergeant that clearance has been granted.

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The Inmate Programs Sergeant and Personnel Services will maintain a current list of volunteers, the organizations they represent, and the dates on which their passes expire. The Personnel Services Bureau will ensure that a quarterly updated list of approved volunteers is provided to the Inmate Programs Sergeant.

RENEWING ACCESS FOR INMATE PROGRAMS VOLUNTEERS

Narcotic/Alcohol Anonymous passes expire one year from the date of approval, all other program providers passes will expire two years from the date of approval.

Individual organizations will be required to notify the Inmate Programs Sergeant of any deletions from their list of representatives authorized to access the facilities.

Personnel Services staff will send the Inmate Programs Sergeant a list of passes that are due to expire one month in advance of the expiration date of a volunteer's access to determine whether the volunteers are still members of the organization and require continued access.

The Inmate Programs Sergeant will review the list and, as necessary, contact the volunteer organization the volunteer is affiliated with to determine the continued need for access. The Inmate Programs Sergeant will notify the Personnel Services Bureau of all those approved for renewal.

If volunteers are no longer members of the organization, or will not be continuing their volunteer work, the Inmate Programs Sergeant will notify Personnel Services to authorize removal from the Access List.

When the renewal process has been completed, the Facility Access database will be updated to reflect the new date for expiration of the volunteer's access.

If, for some reason, renewal of the volunteer's clearance is not approved, the Personnel Services Sergeant will notify the Inmate Programs Sergeant.

The Facility Access database will be audited annually.

REVOKING ACCESS OF AN INMATE PROGRAMS VOLUNTEER

Any volunteer who knowingly violates any law or regulation or who demonstrates unacceptable behavior in the facility may have his access rights terminated.

Any volunteer arrested and booked into jail will have his access suspended until the matter is reviewed by the Administrative Lieutenant, Operations Captain, or the Detention Assistant Sheriff. Such review may result in revocation of access privileges.

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If the Administrative Lieutenant, Operations Captain, or the Detention Assistant Sheriff becomes aware of actions on the part of any volunteer who has been granted access which are criminal or which appear to constitute potential jeopardy to facility security, the volunteer's access rights will be revoked.

Access will also be revoked for organizations and/or their representatives when their services are not justifiable or no longer needed. The Administrative Lieutenant, Operations Captain, or the Detention Assistant Sheriff may also reduce the number of organization members allowed access, or reduce the extent of their access to various areas in the facility as an alternative to complete termination of access.

A Volunteer's access may be revoked at the discretion of the Administrative Lieutenant, Facility Manager, Inmate Program Services Coordinator or the Detention Assistant Sheriff if the Volunteer has become involved in criminal activity, has been arrested or is in violation of facility policies and procedures.

If a Staff Member observes a Volunteer committing a violation of facility policies and procedures, he shall notify the Watch Commander and/or the Inmate Programs Sergeant immediately, via appropriate channels.

If a Correctional Deputy observes a volunteer committing a criminal act, he shall:

- Call for assistance;
- Confiscate the Volunteer's access pass;
- Notify the Watch Commander;
- Detain the Volunteer until a Deputy arrives to take a crime report; and
- Write an Incident Report.

If a Non-Correctional Staff Member observes a volunteer committing a criminal act, he shall:

- Contact a Sergeant or the Central Control/401 Deputy; and
- Submit a memo for an Incident Report

If notified, the Central Control/401 Deputy shall notify the Sergeant responsible for the area, and take direction from him.

The Watch Commander, Sergeant, or the Inmate Programs Sergeant will confiscate the volunteer's access pass and revoke his right to enter the secure perimeter of the facility by removing his name from the Facility Access List.

The Inmate Programs Sergeant will notify the Personnel Services Bureau to have the volunteer removed from the approved volunteer list.

The Volunteer may appeal the revocation, in writing, to the Administrative Lieutenant, Operations Captain, or the Detention Assistant Sheriff within 10 days of the action.

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The Head of the Volunteer's Organization may make a written request for a hearing on the incident. The hearing process will be at the discretion of the Administrative Lieutenant.

Following the hearing, the Administrative Lieutenant, Operations Captain, or the Detention Assistant Sheriff will:

1. Reinstate access privileges; or
2. Reinstate access subject to conditions; or
3. Suspend access privileges for a period of time; or
4. Permanently revoke access.

References:

Custody Policy 305 – Inmate Programs Volunteers

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Radios-Maintenance and Use

The Detention Division will provide portable radios to designated staff as a means of communication and to ensure the safety of staff and incarcerated persons. To meet this goal, portable radios will be issued and maintained in the manner outlined in this procedure. Radios will be operated in accordance with Federal Communications Commission (FCC) regulations in a professional and courteous manner.

GENERAL INFORMATION

- A. All radio transmissions shall be conducted in a courteous and professional manner.
- B. All primary radio transmissions at the MADF are recorded and time stamped.
- C. Each deputy will be responsible for maintaining their equipment, to include keeping their batteries charged and ready for use.
- D. Deputies shall report any damaged or missing equipment as soon as it is discovered, to the communications Liaison Sergeant/Deputy.
- E. Each radio will have an RS number affixed to it.
- F. Each battery shall have the ID number of the deputy it was issued to and the month/year the battery was put into service.
- G. The Communications Liaison Sergeant will send the radio to the Communications shop for repair if needed.
- H. The Communications Liaison/Deputy will assign each radio and log the assignment.

PROCEDURES

- A. Central Control will use tone alerts prior to important messages.
 - 1. Two tones will signify a broadcast.
 - 2. Three tones will signify an incident in-progress or just occurred with threat to life and/or property, with officer safety concerns.

REPAIR PROCEDURES

- A. When a radio is not working, the deputy shall contact the Communications Liaison Sergeant/Deputy and relay the exact problem the radio is experiencing. The Liaison will issue a temporary radio pending maintenance with the Communications Shop.
- B. When the radio is repaired, the Communications Shop will notify the Communications Liaison/Deputy.
- C. The radio will be put back into service accordingly.

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INMATE READING PROGRAM

GENERAL INFORMATION

- A. The Services Coordinator, assisted by the Program Deputy, is responsible for coordinating with county educational agencies and other interest groups regarding library programs.
- B. The librarian will be informed during their orientation/training of the types of reading materials not suitable for distribution in the facility.
- C. The Programs Unit shall review any materials entered into the library system to ensure it does not contain information that is not permitted in the Detention Facilities.
- D. Any questions regarding suitability of books should be routed to the Programs Unit.
- E. Subjects which restrict books from distribution in the facility include, but are not limited to:
 - 1. Weapons manufacturers
 - 2. Escape Techniques
 - 3. Manufacturing of drugs or alcohol
 - 4. Violence towards staff or others
 - 5. Violation of county obscenity statutes
 - 6. Sexual violence
 - 7. Spouse injury portrayal
 - 8. Organized crime and gangs
- F. Prior to an incarcerated persons release from custody, the Module/Unit Deputy shall check to ensure that the incarcerated person has returned any and all library materials in their possession to the module library cart.
- G. The Programs Unit will keep a copy of the library cart exchange schedule.
- H. The MADF/NCDF libraries will be used as the source for stocking fresh supplies of books and periodicals on library carts.
- I. No library service other than religious literature will be offered to incarcerated persons in disciplinary separation until they complete the first 24 hours.

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- J. Law library services shall be provided separately.
- K. Information about the availability of library services shall be included in the orientation provided for all new incarcerated persons upon their arrival in the Detention Facilities.
- L. Library services shall normally be provided to NCDF housing units a minimum of once person week.
- M. Library services shall normally be provided to MADF modules a minimum of twice per month.
- N. If changes in the schedule are required, the Programs Unit shall contact the Module/Unit Deputy to inform them of the change.
- O. The Programs Deputy shall supervise any incarcerated person workers used at MADF/NCDF as they label, stamp, repair and stock books on library carts or shelves.
- P. Book carts shall not have assigned locations and shall be randomly delivered to each module.

OBTAINING LIBRARY BOOKS FOR THE FACILITY

- A. New/used reading material shall be obtained for both facilities by purchase and donations from various sources (e.g., bookstores, other libraries, and fund donations).
- B. Staff or civilians who donate books or periodicals shall route them through the Programs Deputy.
- C. Donated books shall be picked up by the Program Services Coordinator, Program Deputy or the Programs Administrative Aide and stored until cataloged.

PREPARATION FOR LIBRARY CART SERVICE TO MADF MODULES

- A. The Programs Unit shall exchange the library cart a minimum of twice per month in each module.
- B. The Programs Unit shall stock an empty cart with books and deliver the cart to the Module based on the schedule.

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- C. The graveyard Deputy shall search the outgoing cart the night prior to the exchange. The purpose of the search is to limit the passing of contraband (i.e., gang writing, messages, or damage to the books). Books with any gang-related writings will be turned over to the Gang Intelligence Deputy.
- D. Once the search is completed, the Deputy shall secure the cart into the program or interview room ensuring it is not accessible to incarcerated persons prior to the Programs Unit picking it up.
- E. On the day of the exchange, Central Control shall make an announcement instructing the Module Deputies to place the library cart into the sallyport.
- F. The Programs Unit shall exchange the cart with a new one. They shall place the cart into the module's sallyport.
- G. The Programs Unit shall inspect the number and condition of the books/periodicals that the incarcerated persons have returned to the library cart.
- H. The Programs Unit will make any necessary repairs or dispose of the damaged books.

PREPARATION FOR LIBRARY CART SERVICE TO NCDF UNITS

- A. The Unit Deputies will be responsible for searching the books in their unit on a regular basis in preparation for book exchange. The purpose of the search is to limit the passing of contraband (i.e., gang writing, messages, or damage to the books). Books with any gang-related writings will be turned over to the Gang Intelligence Deputy.
- B. The Programs Unit shall exchange library books a minimum of once per week in each unit.
- C. The Programs Unit shall remove books from the Units and take them to the library.
- D. The Programs Unit may request incarcerated person workers to assist with stocking and checking books for damage.
- E. The Programs Unit shall make any necessary repairs. If it is determined a book cannot be repaired, it will be properly disposed of.
- F. The Programs Unit shall stock an empty cart with books and deliver the cart to the Unit based on the schedule.

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SERVICE TO GENERAL POPULATION

- A. The Module/Unit Deputy shall place the inspected library cart in the dayroom.
 - 1. Incarcerated persons who borrow books shall return the books when they have finished reading them.

SERVICE TO SPECIAL HOUSING UNITS

- A. The Module Deputy shall announce that library services shall be conducted the following day and request incarcerated persons return the books that they've read.
- B. Incarcerated persons who cannot mix with other incarcerated persons shall access the library cart during their out-of-cell time.
- C. If the incarcerated persons do not have physical access to the book cart, they may request a book from the Module Deputy during their out-of-cell time.
- D. The Module Deputy shall issue the book to the incarcerated person within a reasonable amount of time.
- E. The Module Deputy shall inspect the books for any damage, vandalism or gang related writing will be turned over to the Gang Intelligence Deputy.

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RELEASE OF INFORMATION AND RECORDS

GENERAL INFORMATION

- A. Members of the Detention Division shall only release information covered in this procedure and in Government Code 6254 (f)(1).
- B. Staff members shall not release information, verbally or in written form, to the public about an incarcerated person's cash accounts or transactions, personal property, social security number, incarcerated person visitors, classification codes or other classification or keep-away information, medical conditions, or information about out-of-facility transports or out-of-county transfers.
- C. Members of the public wanting address information shall be directed to the arresting agency.
- D. For inquiries about any other information on in-custody incarcerated persons, the public should be referred to the arresting agency, District Attorney's Office or the Superior or Municipal Court, as applicable, or to the Watch Commander if necessary.
- E. Release dates, times and methods of release may be verified for the public on released incarcerated persons, only for the last incarceration period.
- F. For inquiries about any other individuals not currently in custody or about prior custody periods or custody/arrest history, the public should be referred to the Records Unit of the Sheriff's Office Central Information Bureau.
- G. At the request of any member of the public, the daily Booking (Press) Report shall be made available for viewing.
- H. Requests to view other detention, administrative or incarcerated person records shall be referred to the Central Information Bureau.
- I. Requests by governmental agencies to view visitor logs shall be made formally using the Request to View Visiting Records form.
 - 1. The decision to grant or deny the request shall be made by the Supervising Detention Specialist (or the Booking Sergeant in their absence).
 - 2. If the court case for which the records are being requested has been filed, a subpoena is required, and the form is not needed.

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RELEASES- BAIL

GENERAL INFORMATION

- A. No bail information about an arrestee will be available to the public until their booking has been completed.
- B. A warrant check on the individual being bailed will be made by the Records Detention Specialist after the acceptance of cash bail or bail bond.
- C. Appeal bonds will have no appearance date.
- D. Any civil warrant that is delivered through the computerized Central Warrant Repository is to be considered criminal in nature. The individual arrested may use local bonding companies to bail a with a criminal bond.
 - 1. All civil warrants not on the Central Warrant Repository are not considered criminal in nature and may be bailed only with cash or a civil bail bond.
- E. Property Bonds, Appeal Bonds and Civil Bonds posted in court will be noted on the court minutes sent to the jail, authorizing the release of the individual for whom the bond was posted.
- F. If a bondsperson wishes to speak to an inmate or arrestee before they post their bail, the incarcerated person or arrestee may use the telephone in the unit or Booking to call the Bondsperson, as applicable. The Bondsperson may also complete a Professional Visit to speak with the incarcerated person.
- G. Members of the public, including Bondspersons, are entitled only to the information specified in the Information- Release of Information procedure.
- H. Bonds and cash bails for individuals being held in other, out-of-county facilities on Sonoma County charges will only be accepted at the MADF.
- I. There may be occasions when no Detention Specialists are on duty at NCDF, which will require the bail to be processed at MADF.
- J. Deputies and Detention Specialists must use the Pre-Release Check Off form to ensure the correct incarcerated person is being released.

PROCEDURES

- A. Accepting Bail Bonds for Persons in Custody
 - 1. The Bondsperson will complete the required paperwork.
 - 2. The Detention Specialist will verify:
 - i. The amount of the bond corresponds to the bail.
 - ii. All necessary portions are completed.
 - iii. The power of attorney has not expired.
 - iv. The maximum dollar amount is not exceeded.
 - v. The bond company is approved for Sonoma County.
 - vi. The bond is the appropriate type (criminal or civil).

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3. The Detention Specialist will access the computer final release function, enter the necessary bail information, and print a final release form.
4. The Detention Specialist will:
 - i. Initiate the procedures outlined in Releases-General Procedures
 - ii. If the incarcerated person has an out-of-county hold, send a teletype to the agency advising them of the incarcerated person's change in status and specifying the number of days/hours they must pick up the inmate.

SELF-CASH BAIL

- A. If an incarcerated person advises the Deputy or Detention Specialist that they wish to post their own bail, in cash and after determining the incarcerated person has enough money on their books to post the bail, the Deputy or Detention Specialist will:
 - a. Have the incarcerated person complete an Inmate Property Release form, specifying that they wish to release a specific amount of cash for their bail.
 - b. If the bail is more than \$10,000, refer to the IRS requirements in Releases-General Procedures.
 - c. Send the completed Inmate Property Release form to the Detention Specialist.
- B. The designated Detention Specialist will process the release (refer to Releases-General Procedures).
- C. The Records Detention Specialist will give the incarcerated person being released a copy of the cash bail receipt at the time of release.

CASH BAIL POSTED BY A MEMBER OF THE PUBLIC

- A. The Detention Specialist will verify the incarcerated person the individual is trying to bail out is in custody and the bail amount.
- B. The Detention Specialist will accept the required bail money from the individual and begin processing the release.
 1. If the bail amount is over \$10,000, refer to IRS Reporting Requirements in Releases-General Procedures.

GOVPAY

- A. Incarcerated persons, their friends or family may use a debit or credit card to post bail.
- B. The cardholder posting bail must be present to complete the transaction to sign for the transaction and have the card on hand.
- C. Prior to initiating the transaction, the Deputy will inform the Booking Detention Specialist that an incarcerated person wishes to use a debit/credit card to post bail.
- D. The Detention Specialist will open the Sonoma County Justice System, select "Intake", then select "GovPayEXP Bail Bkng Sheet".

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- E. The Detention Specialist will enter the incarcerated person's booking number or name and print out the GovPay Cash Bail Fact Sheet.
 - 1. The Fact Sheet will automatically print out all incarcerated person information and instructions needed to post the GovPay Bail.
 - 2. The Booking Detention Specialist must have the card and a valid ID for the cardholder to complete the transaction.
 - 3. The Booking Detention Specialist should advise the poster that GovPay charges a 7% nonrefundable fee for the transaction.
- F. The Booking Detention Specialist will call 1-888-604-7888 and enter the applicable pay code listed on the GovPay Bail Booking Sheet.
- G. The Booking Detention Specialist will follow the telephone prompts to complete the bail.
- H. Once the GovPay bail process is complete, the Records Detention Specialist should begin processing the incarcerated person's release.

REFERENCES:

Custody Policy 514- End of Term Release

Releases- General Procedures

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RELEASES- CITATIONS

Every misdemeanor (warrant or on-view charge) arrestee booked into the Detention Facilities shall be screened by a Classification Deputy to determine eligibility for a citation on their own signed promise to appear in a court at a specific date and time.

GENERAL INFORMATION

- A. Classification Deputies are generally responsible for the review and processing of incarcerated persons eligible for citation.
- B. The booking process (fingerprints, photo, etc.) must be completed prior to a citation release.
- C. All releases must be completed utilizing the Pre-Release Check Off form.
- D. Incarcerated persons shall not be denied a citation release based solely upon a mental health or medical disability, or an uncooperative attitude at initial arrival.
- E. Eligible out of County misdemeanor warrants arrests can be released on a citation to appear in the County jurisdiction.
 - a. The County that holds the warrant must provide all related citation information to the Records Detention Specialist.
- F. A citation may be denied if there is a reason to believe an incarcerated person would not appear at the time and place specified in the notice.

PROCEDURES

- A. The Booking Detention Specialist shall:
 - a. Run CLETS checks of all incarcerated persons upon initial intake.
 - b. Complete the Booking Tracking Form and determine if an incarcerated person is eligible for a citation release, based on preterminal criteria.
 - i. If an incarcerated person is eligible for a citation release, the Booking Detention Specialist will affix a green sticker to the Booking Tracking form, as well as to the Booking sheet for the Booking Deputy to affix to the management card.
 - ii. If an incarcerated person is not eligible for a citation release, the Booking Detention Specialist will affix a red sticker to the Booking Tracking form, as well as to the Booking sheet for the Booking Deputy to affix to the management card.
- B. The Classification Deputy shall:
 - a. Complete the Cite Release Eligibility form for all incarcerated persons eligible for a citation release.
 - i. If an incarcerated person meets the Cite Release criteria and is eligible, a citation shall be issued.

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- ii. If an incarcerated person is not eligible for Cite Release, housing shall be determined based on the level of risk and needs of the incarcerated person.
- C. The Booking Sergeant or Supervising Detention Specialist shall:
- a. Review the files of all incarcerated persons recommended for a citation release before the citation is signed and incarcerated person released (refer to Releases-General Procedures).

CITE DENIALS

- A. Incarcerated persons will not be eligible for a citation release if:
- a. They were arrested for felony charges, unless it is a \$0 on the bail schedule.
 - b. The incarcerated person is currently on felony probation, parole, post release community supervision, or mandatory supervision.
 - c. The warrant of arrest indicates the incarcerated person is not eligible to be released on a citation.
 - d. The incarcerated person is sentenced or has been remanded into custody by the court.
 - e. The arrest involves violence or there is a victim listed.
 - f. The arrest involves a firearm.
 - g. The incarcerated person was charged with physically resisting arrest.
 - h. The incarcerated person is a danger to themselves or others due to intoxication or being under the influence of drugs or narcotics.
 - i. The incarcerated person has other ineligible charges pending against them.
 - j. The incarcerated person requires medical examination or medical care or is otherwise unable to care for their safety.
 - k. There is a reasonable likelihood that the offense or offenses for which the person was arrested for, or the prosecution of any other offense or offences, would be jeopardized by the immediate release of the person arrested.
 - l. The incarcerated person refuses to sign a notice to appear in court.
 - m. The incarcerated person cannot or will not provide satisfactory evidence of personal identification,
 - n. The incarcerated person demands an immediate appearance before a magistrate.
 - o. The arrest is for a violation of a protective court order involving domestic violence.
 - p. The incarcerated person is on the (FTA) Failure to Appear list.
 - q. The incarcerated person was arrested on a civil warrant.
 - r. Any of the following Penal Code violations:
 - i. 136.1 PC
 - ii. 646.9 PC
 - iii. 647.6 PC
- B. Incarcerated persons will not be eligible for a citation release if:

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- a. Charged with a DUI (23152(a) or 23152(b) VC) with any of the following:
 - i. DUI involving accident or injury
 - ii. Blood Alcohol level .20 or above
 - iii. On probation for DUI or 23103.5 VC at time of the new DUI arrest
 - iv. Including current arrest, has been arrested three (3) or more times for DUI or for one (1) felony DUI. Each conviction of 23103.5 VC shall count as one DUI arrest when determining eligibility for a citation release.
 - v. Refuses to submit to a test of their blood alcohol level
 - vi.

CITIZEN ARRESTS

- A. Incarcerated persons booked on misdemeanor offenses where they were placed on citizen's arrest will be released on a citation following booking except if any one of the following conditions exist:
 - a. The incarcerated person demands to be taken immediately to a magistrate or refuses to sign a citation.
 - b. The arrest was for violence or domestic violence.
 - c. If any preclusion described in the "Cite Denial" section of this procedure exists.

REFERENCES:

Custody Policy 507 Classification

Releases-General Procedures

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RELEASES- ESCAPE

AWOL-Absent without leave. The failure of an incarcerated persons to return to custody from an authorized release is an escape.

PROCESSING ESCAPES

- A. The Module/Unit Deputy will:
 - a. Note “escaped” or “AWOL” on the incarcerated person’s management card, along with the date, and forward the card to the Records Detention Specialist at the MADF or the Central Detention Specialist at the NCDF.
 - b. Search the property in the incarcerated person’s cell, bed or locker area to determine if there is any information about the escape in the person’s personal property.
 - c. Bag up the incarcerated person’s property from the cell, bed or locker area and label the bag with the incarcerated person’s name, D-number, date, and label the property with “escapee”. The property will be forwarded to the MADF Clothing Room Detention Specialist.
- B. Upon notification that an incarcerated person has escaped or is AWOL, the Records Detentions Specialist at MADF or Central Detention Specialist at NCDF will pull the escapee’s D-file and process a final release.
- C. The escapee’s money will remain on their books in the jail system and will be credited back once the escapee returns to custody.
- D. The appropriate supervisor will sign off on the release (see Release-General Procedures).
- E. The Records Detention Specialist or Central Detention Specialist will forward the escapee’s management card to the Classification Detention Specialist who will place the management card in the escapee’s classification file.
- F. The Central Detention Specialist will forward the inmate’s valuable and bulk property to MADF.
 - a. Valuable and bulk property shall be processed in accordance with the Property-Unclaimed Incarcerated Persons procedure.

REFERENCES:

Custody Policy 514- End of Term Release

Emergencies- Escape/Attempted Escape

Releases- General Procedures

Property-Unclaimed Inmate

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RELEASES- GENERAL

GENERAL INFORMATION

Incarcerated persons shall be taken through the release process as quickly and efficiently as possible.

PRE-RELEASE PROCESSING

- A. When the Records Detention Specialist has received information that an incarcerated person is to be released, they shall:
1. Check the incarcerated person's D-file for any other outstanding matters, such as holds, additional charges, etc.,
 2. Conduct a warrant check through CLETS and the computer system.
 - a. If a warrant is found for the incarcerated person, the Records Detention Specialist will:
 - i. Cancel the incarcerated person's release process.
 - ii. Advise the individual who posted bail, and/or is waiting for the incarcerated person (as applicable).
 - iii. Add the warrant as a hold; and
 - iv. Process a Teletype Request advising the issuing agency that the incarcerated person is in custody and their status.
 3. Access the computer system's release function, process the Final Release, and print the form.
 - a. If the Final Release form has a Notice of Registration Requirement statement on it, the Records Detention Specialist will complete as much of the Notice of Registration Requirement as possible.
 - i. NOTE: Notice of Registration Requirements are mandated for qualified arson and sex offenders.
 4. Give the file to the designated supervisor for review.
 - a. The Supervising Detention Specialist will review all release files for incarcerated persons who have been housed.
 - b. The Booking Sergeant will review any releases for incarcerated persons who have not been housed or for any incarcerated person when the Supervising Detention Specialist is unavailable.
 - c. At NCDF, the Watch Commander will review all releases.
- B. Upon receipt of the D-file, the designated supervisor shall review the file to ensure that:
1. There are no holds.
 2. There is a final disposition for each case and charge (e.g., bail bond, court release, etc.).
 3. Required appearance date(s) and time(s), and appearance location(s) are listed on the release documents (e.g., Own Recognizance, bail bond, court minutes, etc.), as applicable.

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4. Bail amounts, as applicable, are accurate.
 5. Bail bond numbers(s), expiration dates, monetary limits, and charges are correct, as applicable; and are accompanied by the Unlawful Bail Agent Solicitation Agreement for signed by the bail agent.
 6. The bonds, court minutes, etc. are issued for the incarcerated person's file in which they have been placed.
 7. If the release is a cash bail for more than \$10,000 and falls into the IRS reporting requirement criteria (see IRS Reporting Requirements below), the IRS 8300 forms and W-9 have been completed and placed with the cash bail or are in the file for the incarcerated person to complete.
 8. All released are completed using the Pre-Release Check Off Forms.
- C. The reviewing supervisor shall:
1. Sign the Final Release Form.
 2. Notify the Unit Deputy or Movement Deputy of pending releases.
 3. Notify the affected Module/Booking Deputy of the full names and booking numbers of any incarcerated person being released, the type of release; and
 4. Return the file to the Records or NCDF Detention Specialist.
 5. Notify Medical or Mental Health staff, as necessary.

PROCESSING THE RELEASE

- A. After receiving the notification of the approved release, if the incarcerated person has been housed in a module, the Module or Unit Deputy shall complete the Releases-Preparation and Dress-Out procedures,
- B. The Deputy and Detention Specialist releasing the incarcerated person shall use the Pre-Release Check-Off Movement Deputy and Releasing DS Form to ensure the correct person is being released.
- C. The Records Detention Specialist or NCDF Detention Specialist will:
 1. Take the incarcerated person's identification card, if applicable, from the incarcerated person, and shred it.
 2. Ask the incarcerated person to sign the required forms.
 - i. If the incarcerated person's release requires the IRS 8300 form and W-9 to be completed, have the incarcerated person complete the W-9 form, give both forms to the Cashier to be placed in the cash bail envelope, and recount the bail amount with the Cashier.
 - ii. If the incarcerated person's release requires the Notice of Registration Requirement form (sex or arson offender), the Detention Specialist will notify the Correctional Deputy to complete the registration before the incarcerated person is released.
 1. The Correctional Deputy will read the "Notification Statement" on the form, ask the incarcerated person the remaining questions on the "Release Information" section of the form. (The most

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- important question is the address where the person will be staying when released. If the agency supervising the person's Parole or Probation isn't known, the Deputy will write "unk".) The Deputy will have the incarcerated person sign and date the statement.
2. The Correctional Deputy will complete the "Statement of the Notifying Officer" section of the form and return the form to the Detention Specialist. The Detention Specialist will ensure the incarcerated person receives a copy of the form prior to release.
 3. Provide the incarcerated person their court date(s), time(s), and location(s), as well of any copies of release paperwork.
 4. As applicable, place a copy of the Notice of Registration Requirement form in the incarcerated person's D-file, and give the D-file to the Cashier. (The original copy of the Notice of Registration form will be mailed by the Records Detention Specialist to the Department of Justice at the address noted on the top of the form, and all other copies will be sent to the agencies specified in the distribution section of the form.)
- D. The releasing Deputy will give the incarcerated person their bulk and valuable property after walking the incarcerated person outside of the secure perimeter.
- E. Upon receipt of the incarcerated person's D-file, the Cashier shall:
1. Complete the computer system's final check-out process.
 2. Place the property receipt and the verification signed by the incarcerated person in the D-file and give the D-file to the Records Detention Specialist for break-down.

IRS REPORTING REQUIREMENTS

- A. There are certain reporting requirements for cash bails over \$10,000. Any time a cash bail over \$10,000 is made, it must be determined if it falls into any of the following categories, the IRS requires that the transaction is reported within 15 days.
1. Any combination of cash, checks, or money orders that total more than \$10,000.
 2. More than one bank draft under \$10,000 is presented as bail.
 - a. If one bank draft over \$10,000 is used for bail, there is no requirement to report it.
- B. Required information for the IRS 8300 Form (Report of Cash Payments Over \$10,000 Received in a Trade or Business) is as follows:
3. Part 1: The identity of the individual from whom the cash was received. This includes the full name, Social Security number, date of birth, and address. This information must be verified with acceptable identification. Anyone who fails to provide this information will not be allowed to complete the bail transaction.

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4. Part 2: The person on whose behalf the transaction was conducted (if the incarcerated person is posting their own bail, indicate "same as above" on this section).
 5. Part 3: Description of the transaction and method of payment.
 6. Part 4: This part will be completed by the Superior Court Accounting Unit.
- C. Required information for the IRS W-9 form (Request for Taxpayer Identification Number and Certification) is as follows:
7. The individual posting the bail must complete parts 1 and 3 of the form.
- D. Cash bail transactions will be terminated for any individual posting a cash bail described in this section who refuses to complete either IRS form, or who cannot present acceptable identification.

GREYHOUND BUS TRANSPORTATION

Periodically, incarcerated persons transported from other counties on Sonoma County warrants are misidentified. If the person is not from the local area, arrangements will be made to provide the person with transportation to the Greyhound Bus Terminal and to purchase a ticket at County expense.

- A. If a person has been transported to Sonoma County for a local warrant, and the Court (or the Sheriff's Office CSI Unit) determines the person is not the individual specified in the warrant:
1. The Booking Sergeant shall notify the Watch Commander.
 2. The Watch Commander will call the (800) number for Greyhound for the price and departure times.
 3. The Watch Commander will write a letter to Greyhound on Department letterhead. The letter shall include the following information:
 - i. The full name of the incarcerated person.
 - ii. From and to destinations.
 - iii. The price of the fare; and
 - iv. The account number (8035344).
 - v. Notify the Sheriff's Office Fiscal Unit.
 4. If the Transportation Unit is on duty, the Watch Commander will call them to request a transport.
 - i. If the Transportation Unit is not on duty, the Watch Commander will call Patrol to have the incarcerated person transported to the Greyhound Bus Terminal.
 5. The Watch Commander will provide the Transporting Deputy the original letter to present to Greyhound Staff at the Greyhound Bus Terminal and will forward a copy of the letter to Sheriff's Accounting.

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MISCELLANEOUS PROCEDURES

- A. Anytime the I Module Deputy is notified an incarcerated person housed in I Module is to be released from the facility, except for persons being transferred to NCDF, the I Module Deputy shall notify Medical and Mental Health Staff. Medical Staff shall conduct an immediate review of the person's medical condition to ensure they are provided any necessary follow-up instructions and/or instructions sent with the transporting agency.

- B. All incarcerated persons convicted of arson and/or sex offenses charges and ordered to by the court must complete a Department of Justice Notice of Registration Requirement form before being released. (EXCEPTION: Incarcerated persons being released to CDCR will not be required to complete this form, as they will complete it when they are released from CDCR.)

REFERENCES:

Custody Policy 514- End of Term Release

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RELEASES- PREPARATION AND DRESS-OUT

PREPARING FOR RELEASE OR TRANSFER AND DRESS-OUT

- A. The Unit/Module Deputy will advise the incarcerated person of the pending release or transfer and will instruct the individual to gather all jail-issued and personal property. The Unit/Module Deputy will instruct the incarcerated person to clean their cell or housing area/locker.
 - a. The individual scheduled to be released or transferred is required to clean their living area to return it to the same condition as when it was first occupied. The living area will be inspected by the Unit/Module Deputy to ensure compliance.
 - b. The Unit/Module Deputy will also inspect the living area for damage not notated on the incarcerated person's cell check-in sheet.
- B. The Unit/Module Deputy will inspect the items the incarcerated person is taking out of the unit/module to ensure the incarcerated person is not in possession of contraband and that their identification, razor, and spoon are accounted for (if applicable).
- C. The Unit/Module Deputy will verify the incarcerated person's identity by asking the individual their full name, date of birth and visually comparing the photo on the management card to the individual being released.
- D. The Unit/Deputy will contact a Movement Deputy to escort the inmate. The Movement Deputy will also verify the individuals full name, date of birth and visually compare the photo on the management card to the individual being released.
- E. If the incarcerated person is being released from the facility or transferring out of the unit/module (except transfers between NCDF and MADF) the Unit/Module Deputy will transfer the incarcerated person in the Unix System Movement Worksheet (Move Within Facility) by entering the incarcerated person's booking number and "mvmt" under "new cell", when a Movement Deputy arrives to pick up the individual.

DAMAGE OR VANDALISM TO CELL, BUNK AREA OR LOCKER

- A. If during the inspection process the Unit/Module Deputy discovers that the assigned cell, bunk area, or locker has been deliberately damaged or vandalized, they will log the damage on the Cell Inspection Report if applicable, document the damage in the Unit/Module Activity Log and notify the supervising sergeant.
 - a. If it's confirmed the incarcerated person damaged the cell, bunk area or locker, a crime report may be completed and sent to the District Attorney's Office for prosecution. The release date of the incarcerated person should not be postponed, any longer than needed to complete the investigation, due to a crime report being completed unless the incarcerated person is going to be booked into the facility on the new charge.
- B. The Deputy will not postpone an incarcerated person's release if:

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- a. The individual is being released to another agency and transport is waiting.
- b. Court minutes dictate "release forthwith".
- C. The Unit/Module Deputy will complete a work order to have any damage repaired.

MISCELLANEOUS INFORMATION

A. MADF

- a. Incarcerated persons who are transferred from one housing area to another will take all personal items, pillow, linen, and clothing with them.
- b. Incarcerated persons who are released or transferred out of the facility will take all their personal items, facility issued spoon, razor, and identification (if applicable), pillow linen and clothing items with them to the dress-out area.
 - i. Facility issued clothing and pillows will be turned into the laundry bins outside of the dress-out area.
- c. Razors and spoons will be accounted for by the Clothing Detention Assistant at the time of dress-out.
- d. All dress-out rooms will have a privacy shade on the window. The Detention Assistant will utilize the shade to afford the incarcerated person the maximum amount of privacy when being dressed out.

B. NCDF

- a. Incarcerated persons who are transferred from one housing area to another will take all personal items, combination lock, pillow, linen, and clothing with them.
- b. Incarcerated persons who are released or being transferred out of the facility will return their pillow and combination lock to the Unit Deputy, place all linen and clothing in the unit's laundry hamper, and take their personal items, identification, spoon, and razor out of the unit.
- c. Incarcerated persons being released or transferred to another agency will turn their identification, spoon, and razor to the Movement Deputy for proper disposal.

REFERENCES:

Custody Policy 514- End of Term Release

Release-General Procedures

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RELEASES- DETAINEES/849/851 PC

The Detention Division will release incarcerated persons at the request of the arresting officer or another member of the arresting officer's agency, when appropriate, and in compliance with Sections 849 and 851.6 of the California Penal Code.

GENERAL INFORMATION

- A. Only a peace officer may complete and sign a Certificate of Release.
 - 1. Detention Specialists may process the above-mentioned releases pursuant to a court order.
- B. Arresting agencies who wish to have an arrestee released from custody with no charges must complete the Certification of Release form.
- C. Only peace officers may add 849 (b)(2) PC charges on the Pre-Booking form.
- D. Arrests that are released pursuant to 849 (b)(2) PC will be a detention only and will be provided a Certification of Release form.
- E. If an arrestee is released by 849 (b)(1) PC and has already been fingerprinted, the Detention Specialist Supervisor will be notified, and they will change the arrest to a detention in the JADE system.

PROCEDURES

849 (b)(2) PC RELEASES

- A. If the arrestee was booked for intoxication charges only and no further proceedings are desired by the arresting agency, the Booking Deputies will begin processing the arrestee's release as soon as it's determined the arrestee can exercise care for their own safety.

849 (b)(1) PC RELEASES

- A. An arresting officer will inform the Booking Detention Specialist when they need to initiate an 849 (b)(1) PC release for an arrestee.
- B. The Booking Detention Specialist will provide the arresting officer a Certificate of Release to complete and will notify the Booking Sergeant an 849 (b)(1) PC release is pending.
- C. The Booking Sergeant will meet with the arresting officer to verify the request and approve the paperwork. The Booking Sergeant will provide the arresting officer the pink copy of the Certificate of Release form.
 - 1. The Booking Detention Specialist will accept the Certificate of Release form and place it in the arrestee's D-file until the release can be initiated.

849 (b)(1) PC RELEASES BY CSI DETECTIVES

- A. When a CSI Detective determines through fingerprint analysis that an incarcerated person has been erroneously transported to a Sonoma County Detention Facility (for either a warrant or on-view charge) from another county or detention facility, they will complete a

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- Certificate of Release and provide it to the Booking Sergeant. The Booking Sergeant will provide the detective with a copy of the form.
- B. If the incarcerated person has not been to court, the Booking Sergeant will have Records initiate a release.
 - C. If the incarcerated person has been to court, the Booking Sergeant will notify the Adult Probation Director who will assign a Probation Officer to make the necessary contact with the courts.
 - D. The Booking Sergeant will provide copies of the Certificate of Release, the Pre-Booking form, and the warrant to the Administrative Lieutenant. The Administrative Lieutenant will forward copies of the paperwork and a letter detailing the incident to Risk-Management.

RELEASING STOP-OVERS

- A. Prior to the pickup time specified by the transporting officer, the Records Detention Specialist will process the release and forward it to the Records Supervisor. The file will be stamped with the "final release destination" stamp.
- B. The Records Supervisor will review the file for accuracy. The Records Supervisor will approve the release and notify the Module Deputy of the incarcerated person's full name, booking number and type of release.
- C. The Module Deputy will notify Movement, who will process the release according to the Release- Preparation and Dress-Out procedure.
- D. All incarcerated persons' property will be given to the transporting officer.

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RELEASES- VICTIM NOTIFICATION

PROCEDURES

- A. Victim Notification at Booking
 - a. When an arrestee is brought into custody for any violent charge (domestic violence, battery, etc.), the Detention Specialist will ensure the arresting officer completes a Victim Notification form.
 - b. For other charges (to include trespassing, theft, stolen vehicles), the arresting officer may request a notification to the victim by filling out the Victim Notification form and providing it to the Booking Detention Specialist.
 - c. The Booking Detention Specialist will ensure the Victim Notification form is completed fully and accurately with all fields being answered to the best of the arresting officer's ability. The Booking Detention Specialist will then accurately enter the required fields into the Unix system during the booking process.
- B. Victim Notification after Booking
 - a. If a Law Enforcement Agency, the District Attorney's Office, or a victim requests a victim notification, the Detention Specialist shall complete the following:
 - i. All request by a victim to be notified of an incarcerated person's release from custody must be confirmed before they are entered into the Unix system as a victim.
 - ii. Ensure all victim information required fields are entered into the Unix System accurately and completely.
- C. Victim Requesting Notification and Confirmation
 - a. If an alleged victim requests a victim notification that cannot easily be confirmed, the Detention Specialist shall forward such a request to the Supervising Detention Specialist. If a Supervising Detention Specialist is off duty or otherwise unavailable, the Detention Specialist shall forward the request to a Sergeant.
 - b. If the Supervising Detention Specialist or Sergeant determines the requesting party is in fact a victim, they shall ensure all victim information required fields are entered into the Unix system accurately and completely.
- D. Notifying the Victim
 - a. When an incarcerated person's paperwork is being reviewed for release, the Supervising Detention Specialist or Sergeant shall:
 - i. Attempt to notify the victim, documenting each attempt on the Release Verification form.
 - ii. Upon victim notification, sign, and date the Release Verification form and indicate in what manner the victim was notified.
 - iii. If the victim cannot be reached within two hours, contact the arresting agency to inform them of the situation, to obtain other possible phone

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- numbers or contact information for the victim. If none exist or supervisor is unable to reach the victim with the additional provided information, the supervisor will request the agency with jurisdiction to attempt to notify the victim in person at their stated address.
- iv. Document the contact with the arresting agency, the agency that attempts to contact the victim at their home and any other attempts to contact the victim along with results on the Release Verification form.
 - v. A Supervising Detention Specialist may have certain situations where a victim will need to be notified via certified mail. When certified mail is used to notify a victim, a "return receipt" shall be requested.
- b. The Supervising Detention Specialist or Sergeant shall notify victims (requiring notification) of the pending release of a sentenced incarcerated person not less than 15 days prior to their release date. The Supervising Detention Specialist or Sergeant shall:
- i. Review the computer system's Due for Release Review Report.
 - ii. Check the criminal cases an incarcerated person is in custody for and if any domestic violence, stalking, or any charges where victim information is required or usually present, review the incarcerated person's previous incarcerations for victim information. If victim information is not available in the Unix system, contact the originating agency or the District Attorney's Office for the victim's information.
 - iii. Attempt to notify the victim and document each attempt.
 - iv. If the victim cannot be reached, contact the arresting agency to inform them of the situation, to obtain other possible phone numbers or contact information for the victim. If none exist or supervisor is unable to reach the victim with the additional provided information, the supervisor will request the agency with jurisdiction to attempt to notify the victim in person at their stated address.
 - v. Document the contact with the arresting agency, the agency that attempts to contact the victim at their home and any other attempts to contact the victim along with results on the Release Verification form.
 - vi. If the release date change, the victim shall be notified of the change of release date.

MISCELLANEOUS INFORMATION

- A. A victim, family member, or witness shall keep the Sheriff's Office informed of their current contact information to be entitled to receive notification of an incarcerated person's release. The duty to keep the Sheriff's Office informed of a victim's current contact information shall remain with the victim.

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- B. A victim may designate another person for the purpose of receiving a notification of an incarcerated person's release from custody.
- C. All victim information relating to any person who receives notice under this section shall remain confidential and shall not be made available to the incarcerated person.
- D. Only the victim, representative from Law Enforcement Agencies and/or the District Attorney's Office may request a victim notification.

REFERENCES:

Custody Policy 211- Notification of Release

Custody Policy 514- End of Term Release

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RELIGIOUS ACCOMMODATIONS AND DIETS

PROCEDURES

RESPONDING TO REQUESTS FOR RELIGIOUS ACCOMMODATIONS

- A. Incarcerated persons requesting religious accommodations should be instructed to complete a Request form. The request should be forwarded to the Programs Deputy.
 1. The Program Sergeant shall determine whether to approve or deny the request within 5 working days (excluding weekends and holidays) of receiving it. This time limit may be extended by forwarding a memo to the incarcerated person informing them of the need for an extension. Any time frame extension should be reasonable.
 2. The incarcerated person will be required to fill out a Religious Accommodation/Diet Questionnaire prior to the approval of the request.
 3. If an incarcerated person's request for a religious accommodation is approved, the responsible staff member shall provide a Religious Accommodation/Diet Agreement form for the incarcerated person to sign. An incarcerated person's refusal to sign the agreement shall require the religious accommodation to be denied.
 4. The Programs Unit should determine whether the incarcerated person has been placed on a medical or special diet. If so, the Programs Unit shall consult with the Medical Authority to ensure that the requested religious diet is consistent with the incarcerated person's medical needs. A religious diet request shall be denied if medical staff determines that such a diet would be inconsistent with the incarcerated person's medical needs.
 5. The Program Services Manager or designee will ensure that information regarding approval or denial of the requested religious accommodations is entered into the incarcerated person's Program and Management Notes, and that a copy of such decision has been provided to the incarcerated person.

TERMINATION OF A RELIGIOUS ACCOMMODATION

- A. Any incarcerated person may request termination or discontinuation of a religious accommodation previously provided through submitting a Request form. Such a request shall be forwarded to the Programs Unit, who shall take reasonable actions to terminate the religious accommodation being provided to the incarcerated person as soon as possible.
- B. The Module/Unit Deputy will document in the Management Notes any behavior not consistent with the religious accommodation approved and/or provided, or that would

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otherwise tend to show the incarcerated person does not sincerely hold the professed religious belief and notify the Program Deputy as soon as practical.

1. If a Program or Custody Manager determines that an incarcerated person's behavior demonstrates that the professed religious belief is not sincerely held, or that the incarcerated person requested the religious accommodation for secular reasons, they may terminate a religious accommodation previously provided to the incarcerated person.
2. Any termination of a religious accommodation or diet previously provided to an incarcerated person shall be documented in the incarcerated person's Program and Management Notes. In addition, the incarcerated person shall be provided with written notice of such termination.
3. The incarcerated person may appeal the termination of a religious accommodation through the grievance process.

RELIGIOUS ADVISOR REQUESTS ACCESS TO DETENTION FACILITIES

- A. Authorized representatives from any recognized religious group may apply for access to the detention facilities for the purpose of ministering to the religious and spiritual needs of incarcerated person.
 1. Religious advisors may apply for access to incarcerated persons (individually or collectively) within the secure perimeter of the detention facility and must as a condition of such application agree to a background investigation conducted by the Sheriff's Office along with appropriate waivers for release of information. Only religious advisors who pass a background investigation will be permitted access within the secure perimeters of any detention facility. If granted such access, religious advisors shall be admitted to a detention facility only under the following conditions:
 - i. Incarcerated persons have requested a representative from the religious group to provide services or support
 - ii. The religious advisor intends to provide or coordinate scheduled religious services and/or activities, scheduled educational, spiritual, or recreational programs, and/or scheduled one-on-one counseling sessions with an incarcerated person
 - iii. The religious advisor is unlikely to have any contact with any family member or kin outside normal visiting procedures, and does not present an identifiable safety, security, or disciplinary risk
 2. Religious advisors may conduct religious counseling sessions with incarcerated persons on a one-to-one basis in the module/unit non-contact visiting booth, following procedures outlined in the Visiting Policy. The Sheriff's Office shall conduct a limited security clearance investigation when receiving such an application and may deny non-contact visiting to a religious advisor when a safety or security risk is relevant.

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- B. A Program or Custody Manager has the discretion to deny, curtail, postpone, condition, or discontinue a particular religious group or advisor's access to a detention facility if doing so would be in the best interests of the Sheriff's Office and/or the incarcerated persons. Watch Commanders and the Program Services Manager are authorized to discontinue religious programs and activities, and to remove religious advisors from a detention facility on a temporary basis, in any instance where such action is needed to maintain safety and security.
- C. Upon being granted any type of access to a detention facility, a religious advisor must adhere to the following requirements:
 - 1. Religious advisors are not allowed to deliver or provide religious paraphernalia, books, pamphlets, tracts, or other items or materials to incarcerated persons unless they have been specifically authorized to do so by a Custody Manager.
 - 2. To obtain access to secure perimeters of detention facilities, religious advisors must participate in periodic training and orientation programs the Sheriff's Office provides for volunteers and must wear appropriate access passes while in detention facilities.
 - 3. Religious advisors who are granted permission to conduct services or activities in facility program classrooms must assume responsibility for the supervision and conduct of the incarcerated persons attending such services. Should an emergency arise, or in any other condition which necessitates assistance, the responsible religious advisor will immediately contact Central Control/401 Control via the available telephone and advise them of the situation.

RELIGIOUS ADVISOR REQUESTS TO BRING RELIGIOUS ITEMS OR ATTIRE INTO DETENTION FACILITIES AND CONDITIONS FOR USE

- A. If a religious advisor seeks to bring into a detention facility any sacramental wine, sacramental bread or hosts, sacred vessels, headdresses, or other religious items or special ceremonial attire, the advisor shall submit a written request describing the items and how they would be used. Such requests should be forwarded to, and must be approved by a Custody Manager, and may be denied if the requested accommodation would implicate safety or security concerns.
- B. The following provisions apply to religious advisors' use of specific religious items or attire in detention facilities.
 - 1. Upon a religious advisor's receipt of approval to use sacramental wine in a jail facility, the advisor may only do so under the following conditions:
 - i. The amount of sacramental wine brought into the facility must be restricted to the specific amount needed to conduct the religious activity for which it is requested and must be transported in a container in which it can be easily seen for purposes of measurement. The religious advisor must maintain possession of the sacramental wine and personally use it exclusively for the religious observance. The religious advisor must not

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- provide the sacramental wine to any incarcerated person, staff member, or other volunteer.
 - ii. The religious advisor must identify the sacramental wine to jail staff upon accessing the facility and be responsible for transporting it through normal security procedures.
 - 2. Upon receipt of approval to use sacramental bread, hosts, or anything an incarcerated person may consume in a jail facility, the religious advisor may administer it to incarcerated persons only if the advisor maintains the item for consumption in a separate container, identifies it to staff upon entering the facility, and permits staff to inspect it before administering it. The items for consumption must be free of any substance that could be considered contraband under the Sheriff's Office policies.
 - 3. Religious advisors shall be permitted to bring into the detention facilities and wear religious attire only to the extent that such attire does not present a safety or security risk. Religious advisors shall not allow incarcerated persons to handle or wear their religious attire
- C. Any person and/or entity which is permitted to enter the secure perimeter of the detention facilities, or otherwise to have direct access to incarcerated persons, and which is permitted to bring into the facility religious items or attire that are defined as contraband pursuant to any Sheriff's Office Policy, shall be required to sign an indemnification, waiver and hold harmless agreement in a form approved by County Counsel.

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RELIGIOUS ACCOMMODATIONS

RESPONDING TO INMATE REQUESTS FOR ACCOMMODATIONS

Inmate Request Forms seeking religious accommodations shall be forwarded to the Program Deputy to investigate.

The Inmate Programs Sergeant shall determine whether to approve or deny the request within 5 working days (excluding weekends and holidays) of receiving it. This time limit may be extended by forwarding a memo to the inmate informing them of the need for an extension. Any time frame extension should be reasonable.

If an inmate's request for a religious accommodation is approved, the responsible staff member shall provide a form Religious Accommodation/Diet Agreement for the inmate to sign. An inmate's refusal to sign such Agreement shall require the religious accommodation request to be denied.

The Inmate Programs Sergeant or designee will ensure that information regarding approval or denial of the requested religious accommodations is entered into the inmate's Classification and Management Notes, and that a copy of such decision has been provided to the inmate.

TERMINATION OF AN INMATE'S RELIGIOUS ACCOMMODATION

An inmate may request termination or discontinuation of a religious accommodation previously provided through submitting an Inmate Request Form. Such a request shall be forwarded to the Inmate Programs Sergeant, Program Deputy, or their designee, as appropriate, who shall take reasonable actions to terminate the religious accommodation being provided to the inmate as soon as practicable.

The Module/Unit Deputy will document in the inmate's Management Notes any behavior not consistent with the religious accommodation approved and/or provided, or that would otherwise tend to show the inmate does not sincerely hold the professed religious belief, and notify the Program Deputy as soon as practicable.

If the Inmate Programs Sergeant or Custody Manager determines that an inmate's behavior demonstrates that the professed religious belief is not sincerely held, or that the inmate requested the religious accommodation for secular reasons, he/she may terminate a religious accommodation previously provided to the inmate.

Any termination of a religious accommodation or diet previously provided to an inmate shall be documented in the inmate's Classification and Management Notes. In addition, the inmate shall be provided with written notice of such termination (Notice of Removal from Religious Accommodation).

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RELIGIOUS ADVISOR REQUESTS TO ACCESS DETENTION FACILITIES

Authorized representatives from any recognized religious group may apply for access to the detention facilities for the purpose of ministering to the religious or spiritual needs of inmates. Two types of access are available to religious advisors: (1) access within the secure perimeter of the detention facilities; and (2) access through non-contact visiting. Each type of access requires a different security clearance, as set forth below.

Secure Perimeter Access: Religious advisors may apply for access to inmates (individually or collectively) within the secure perimeter of a detention facility, and must as a condition of such application agree to a background investigation conducted by the Sheriff's Office along with appropriate waivers for release of information. Only religious advisors who pass a background investigation will be permitted access within the secure perimeters of any detention facility. If granted such access, religious advisors shall be admitted to a detention facility only under the following conditions:

- a. Inmates have requested a representative from the particular religious group to provide services or support.
- b. The religious advisor intends to provide or coordinate (i) scheduled religious services and/or activities, (ii) scheduled educational, spiritual, or recreational programs, and/or (iii) scheduled one-on-one counseling sessions with an inmate.
- c. The religious advisor is unlikely to have any contact with any family member or kin outside normal visiting procedures, and does not present an identifiable safety, security, or disciplinary risk.

Non-Contact Visiting Access. Religious advisors may conduct religious counseling sessions with inmates on a one-to-one basis in the module/unit non-contact visiting booth, following procedures outlined in the Inmate Visiting policy. The Sheriff's Office shall conduct a more limited security clearance investigation when receiving such an application, and may deny non-contact visiting to a religious advisor when a safety or security issue is evident.

The Inmate Programs Sergeant or Custody Manager has the discretion to deny, curtail, postpone, condition, or discontinue a particular religious group or advisor's access to a detention facility if doing so would be in the best interests of the Sheriff's Office and/or the inmates. Watch Commanders and the Inmate Programs Sergeant are authorized to discontinue religious programs and activities, and to remove religious advisors from a detention facility on a temporary basis, in any instance where such action is needed to maintain safety and security.

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Upon being granted any type of access to a detention facility, a religious advisor must adhere to the following requirements:

1. Religious advisors are not allowed to deliver or provide religious paraphernalia, books, pamphlets, tracts, or other items or materials to inmates unless they have been specifically authorized to do so by a Custody Manager.
2. To obtain access to secure perimeters of detention facilities, religious advisors must participate in periodic training and orientation programs the Sheriff's Office provides for volunteers, and must wear appropriate access passes while in the detention facilities.
3. Religious advisors who are granted permission to conduct services or activities in facility program classrooms must assume responsibility for the supervision and conduct of the inmates attending such services. Should an emergency arise, or any other condition which necessitates assistance, the responsible religious advisor will immediately contact Central Control/401 Control via the available telephone and advise them of the situation.

RELIGIOUS ADVISOR REQUESTS TO BRING RELIGIOUS ITEMS OR ATTIRE INTO DETENTION FACILITIES AND CONDITIONS FOR USE

If a religious advisor seeks to bring into a detention facility any sacramental wine, sacramental bread or hosts, sacred vessels, headdresses, or other religious items or special ceremonial attire, the advisor shall submit a written request describing the items and how they would be used. Such requests should be forwarded to, and must be approved by a Custody Manager, and may be denied if the requested accommodation would implicate safety or security concerns.

The following provisions apply to religious advisors' use of specific religious items or attire in detention facilities.

Conditions for Use of Sacramental Wine. Upon a religious advisor's receipt of approval to use sacramental wine in a jail facility, the advisor may do so only under the following conditions:

1. The amount of sacramental wine brought into the facility must be restricted to the specific amount needed to conduct the religious activity for which it is requested, and must be transported in a container in which it can be easily seen for purposes of measurement. The religious advisor must maintain possession of the sacramental wine and personally use it exclusively for the religious observance. The religious advisor must not provide the sacramental wine to any inmate, staff member, or other volunteer.
2. The religious advisor must identify the sacramental wine to jail staff upon accessing the facility, and be responsible for transporting it through normal security procedures.

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Conditions for Use of Sacramental Bread, Hosts, or Other Consumable Items. Upon receipt of approval to use sacramental bread, hosts, or anything an inmate may consume in a jail facility, the religious advisor may administer it to inmates only if the advisor maintains the item for consumption in a separate container, identifies it to staff upon entering the facility, and permits staff to inspect it before administering it. The items for consumption must be free of any substance that could be considered contraband under the Sheriff's Office policies.

Conditions for Wearing Religious Attire. Religious advisors shall be permitted to bring into the detention facilities and wear religious attire only to the extent that such attire does not present a safety or security risk. Religious advisors shall not allow inmates to handle or wear their religious attire.

Any person and/or entity which is permitted to enter the secure perimeter of the detention facilities, or otherwise to have direct access to inmates, and which is permitted to bring into the facility religious items or attire that are defined as contraband pursuant to Sheriff's Office policy, shall be required to sign an indemnification, waiver and hold harmless agreement in a form approved by County Counsel.

References:

Custody Policy – Religious Programs

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INMATE REQUEST FORMS

ACCEPTING INMATE REQUEST FORMS

Prior to signing and accepting an Inmate Request Form, Deputies shall read the form thoroughly.

1. Inmate Request Forms will be answered at the lowest possible level within the chain of command, beginning with the Module/Unit Deputy who accepted the form.
2. Inmate Request Forms submitted in Spanish, or any other language, must be translated and/or understood by the Deputy before being accepted.
3. Inmate Request forms that are addressed to outside agencies (i.e. police departments, judges, etc.) should be sent through the U.S. mail.

Generally, an Inmate Request Form containing foul or obscene language will not be accepted by a Deputy.

1. An exception will be made for incarcerated persons with mental health challenges that due to their level of mental health disability are not able to follow and/or understand directions and/or rules.

If a Deputy receives a Prison Rape Elimination Act (PREA) or disability related Inmate Request Form he or she shall immediately notify their Sergeant to ensure the issue, concern, and/or complaint is addressed appropriately.

If a Deputy personally receives an Inmate Request Form relating to a mental health emergency, he or she will immediately contact Mental Health Staff.

Every reasonable effort shall be made to ensure all Inmate Request Forms are responded to within three days of receipt.

If an Inmate Request Form has been properly completed the Module/Unit Deputy will:

1. Legibly sign the "Receiving Staff Signature" line to include badge number
2. Write in the date
3. Provide the pink copy of the form to the incarcerated person

RESPONDING TO AN INMATE REQUEST FORM

If a Module/Unit Deputy is able to answer an Inmate Request Form, they will do so. The Deputy will forward the white copy of all answered Inmate Request Forms to the Records Detention Specialist for filing in the incarcerated person's D-file.

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Deputies will forward all Inmate Request Forms they are not able to answer to the appropriate Department, Office, program provider and/or individual at the conclusion of their shift typically utilizing the mail room for distribution.

Under no circumstances shall a Deputy fail to answer an Inmate Request Form and/or forward an Inmate Request Form, as is required in this procedure.

When an Inmate Request Form addressed to an individual has been answered, the individual will utilize the mail room to distribute the yellow copy of the form to the appropriate Module/Unit mailbox and the white copy of the form to the Records Detention Specialist for filing in the incarcerated person's D-file.

When an Inmate Request Form, addressed to an outside agency, has been answered it will be returned, via courier mail or by hand delivery to the Records Detention Specialist who will place the white copies in the incarcerated person's D-file, and place the yellow copies in the appropriate Module/Unit mailboxes for distribution.

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REQUISITIONING FORMS AND SUPPLIES

GENERAL INFORMATION

- A. Detention Assistants will conduct weekly inventories of forms and supplies in their designated storage areas through the facilities for the purposes of restocking these routine supplies.
- B. Operational supplies, office supplies and forms which are not routinely stocked may be ordered by completing and submitting an Intradepartmental Requisition form to Jail Stores, after it has been approved and signed by the requisitioner's supervisor. Small equipment items and other items not routinely stocked in the stores warehouse must be approved and authorized by a management-level Staff Member.
- C. Completed Intradepartmental Requisition forms for non-routine stocked items will be submitted to the Stores Warehouse by Friday. Supplies will be delivered to each area on Mondays.
- D. Emergency requisitions are to be submitted on the Intra-Departmental Requisition form and authorized by a Sergeant/Supervisor.
- E. Unauthorized staff may not enter the warehouse when closed. A Sergeant may, when necessary, access the warehouse to obtain required supplies.
- F. Keys for the warehouse, other than those issued to the assigned support staff, will be kept on a keyset in the Central Control lockbox at the MADF, and will be kept at the NCDF on a key set in the Control lockbox and on the NCDF Watch Commander's key ring. Only a Sergeant or above may use them.
- G. Once a week, the Detention Assistants will inventory all applicable supply areas, janitorial closets, Module/Units and booking area forms and supplies to determine the adequacy and condition of all janitorial supplies, cleaning products, household items and forms. Stock will be replenished to prescribed levels and/or items will be replaced as needed.
- H. The Detention Division does not provide operational or office supplies, or forms to outside agencies, contract company services, or volunteer programs.
 - 1. The exception to this is booking paperwork provided to arresting agencies.
- I. When determining whether to order forms and supply items, and in what quantities, the requisitioner must consider the rate of depletion of the item and the availability of replenishing the stock. Staff should order no more than a three-month supply of low-usage items.
- J. Staff members are responsible for ordering any supplies they observe to be running low.
- K. During holidays, order cutoffs and delivery dates may be adjusted.

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SUPPLY DELIVERY

- A. Every Tuesday, a Detention Assistant will conduct inventories of forms and supplies in designated storage areas throughout the detention facilities for the purpose of restocking these routine supplies.
- B. Detention Assistants will gather these items and any other items requisitioned and deliver them to the appropriate area.
- C. If the delivery is found to be incomplete, or items are damaged, the Detention Assistant shall make the appropriate adjustments to the requisition form. The Detention Assistant will deliver the items which were missing from the initial delivery the same day if possible. Back-ordered items will be delivered when they have been received by storekeeping staff.

EMERGENCY REQUISITIONS

- A. When a Staff Member finds they have run out of an item, and they cannot wait until the next supply requisition day to order the item due to negatively affecting area operations, they shall contact the Sergeant/Supervisor to advise them of the shortage.
- B. The Sergeant/Supervisor shall determine the availability of the item from another area. If the item cannot be borrowed from another area, the Sergeant/Supervisor should sign an Intradepartmental Requisition form.
- C. The Staff Member should deliver the form to the warehouse to be filled. If it is on swings or grave shift, or a weekend/holiday day shift, the Clothing Room Detention Assistant will fill the requisition request.

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RESTRAINT CHAIR AND WRAP PLACEMENTS

PLACEMENT PROCEDURES

When the need to place an inmate in a restraint chair or the WRAP arises, the Correctional Deputy will notify the Sergeant responsible for the area in which the incident occurred to evaluate the situation.

Whenever possible, inmates will be fully clothed when placed in a restraint chair or the WRAP. If an inmate has removed his clothing, every effort will be made to provide the inmate with a safety garment, or safety blanket, or other appropriate covering, while the inmate is restrained to ensure an inmate's personal dignity is maintained to the extent possible.

Inmates secured in the WRAP shall be monitored at all times and shall not be left unattended.

If the request for placement in the restraint chair or the WRAP is appropriate, the Sergeant will authorize the placement, determine where the restraint chair placement or the WRAP placement will occur.

Correctional staff involved in the placement shall have their body worn cameras activated during the placement.

If for some reason Correctional Staff are unable to video record the placement (e.g. the video camera is non-operational or the severity of the incident requires an immediate placement), they will document the reason in the Incident Report.

Medical Staff, and in some cases Mental Health Staff, may observe the placement to ensure the inmate's physical and emotional condition would not be compromised by placement in the restraint chair or the WRAP.

A Correctional Deputy will start a Restraint Log and post the log on the cell door.

The Sergeant will notify the Watch Commander of the placement and the Watch Commander will make every attempt to observe the inmate and sign the Restraint Log.

Immediately following the placement, Correctional Deputies, with assistance from Medical Staff, will check all restraints to ensure the inmate has proper circulation and document the circulation check on the Restraint Log.

Arrestees/inmates placed in restraint chairs or the WRAP must be initially cleared by Medical and Mental Health Staff, as follows:

1. **Medical Clearance.** Medical Staff shall medically clear arrestees/inmates to be placed in restraint chairs or the WRAP close to the time of placement as reasonably

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possible, but in any event no later than 1 hour following placement. Medical staff shall check the restraints after the placement is complete to ensure proper circulation.

2. **Mental Health Clearance.** Mental Health Staff shall provide an opinion on placement and retention as close to the time of placement as reasonably possible, but in any event no later than 8 hours following placement.

OBSERVATION

When an inmate is placed in a restraint chair, Correctional Staff will maintain direct visual observation of the restrained inmate at least twice every thirty minutes and with such observations at least 10-minutes apart. When an inmate is placed in the WRAP, Correctional Staff will maintain direct visual observation at all times.

1. Inmates who are placed in a restraint chair shall have their restraints physically checked for tightness and to ensure all restraints are correctly in place at least twice every thirty minutes and with such observations at least 10-minutes apart by Correctional Staff.
2. If a Deputy observes a lack of circulation in the hands or feet of an inmate during his observation checks, the Deputy will call a second Deputy to assist, and adjust the restraints to accommodate better circulation.
3. If an inmate complains of pain due to the restraints or his placement in the restraint chair or WRAP, the Correctional Deputy will notify a Medical Staff Member and ask him to examine the inmate.
4. All checks and comments will be documented on the Restraint Log.

Correctional Staff shall closely monitor any inmate placed in a restraint chair or the WRAP and work with Medical Staff to ensure the inmate receives adequate fluids, and that sanitation needs are met. Each time fluids are given or offered, Correctional Staff shall note it on the Restraint Log.

1. Fluids shall be offered no less than once per hour. The amount of fluids consumed by the inmate will be documented on the Restraint Log in the "Comments" section.

A Sergeant will review continued retention in the restraint chair or WRAP a minimum of every hour and will document the review on the Restraint Log. The Watch Commander shall review continued retention in restraints every hour and shall document the review on the Restraint Log.

To ensure the inmate's physical or mental health is not being compromised, Medical and, if appropriate, Mental Health Staff will review the continued retention in the restraint chair or WRAP every hour and a medical assessment shall be completed within four hours of placement.

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Medical Staff will physically check the restraints a minimum of once every two hours or upon the request of Correctional Staff. Each review and check shall be documented on the Restraint Chair Log.

If after a four-hour period an inmate continues to display behavior which necessitates he remain in a restraint chair, the Supervising Sergeant and the Watch Commander will immediately notify the Medical and Mental Health Staff and conduct a case conference to determine the appropriate course of action.

1. Such action may include determining if voluntary or involuntary medication is appropriate and/or facilitating the inmate's transfer to a medical or mental health facility.

If after one hour, an inmate continues to display behavior which necessitates he remain in the WRAP, the Supervising Sergeant and the Watch Commander will immediately notify the Medical and Mental Health Staff and conduct a case conference to determine the appropriate course of action.

EXERCISING EXTREMITIES

To ensure that circulatory problems do not develop in the extremities of any inmate placed in a restraint chair or the WRAP, staff will exercise the inmate's extremities no less than once every hour. The exercise will be documented on the Restraint Log.

If it is not possible to safely exercise the inmate's extremities, the Deputies will consult with Medical Staff, and will note the consultation and the reason they were unable to conduct the exercise on the Restraint Log.

Body Worn Cameras shall be activated to video record the exercise process.

REMOVAL

When a Correctional Deputy believes that an inmate is capable of being removed from the restraint chair or the WRAP, he will contact the Sergeant who will evaluate the inmate for possible release from the restraint chair or WRAP. These observations and evaluations will be noted on the Restraint Log.

An inmate may be removed from the restraint chair or WRAP only under the direction of a Sergeant or higher authority, after a review of the original circumstances and the inmate's current condition has been made with Medical and/or Mental Health Staff, whichever is applicable.

The Sergeant shall authorize the release of an inmate from the restraint chair or WRAP as soon as possible unless the inmate's behavior continues to threaten the safety of others, staff, or self, or would result in the destruction of property.

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The Sergeant shall ensure a Supplemental Incident Report is completed documenting the removal of the restraints and/or the removal of the inmate from the restraint chair or the WRAP. The date and time the restraints and/or inmate were removed must be included, as well as the name of the approving Sergeant.

The Sergeant responsible for the placement will complete Page 5 of the Restraint Log indicating that the inmate has been removed from the chair or the WRAP, printing his name and ID number on the form, and completing the Sergeant's Check List.

Medical Staff shall examine the inmate for injuries following his removal from the restraint chair or WRAP. Observations and evaluations will be noted on the Restraint Log.

The restraint chair and WRAP will be cleaned after being used.

AUDIT PROCEDURES

To complete the audit the Supervisor will:

1. Review/discuss the incident with the involved staff.
2. View all videos of the placement.
3. Review the incident report and supplemental incident reports.
4. Review the restraint chair/WRAP log.
5. Complete the Restraint Chair/WRAP Audit form.
6. Forward the audit, the restraint chair/WRAP log, and the incident and supplemental reports to the Watch Commander for review.

To complete the audit the Watch Commander will:

1. View the video recordings of the placement and review all forwarded documents.
2. If there are questions about the placement, return the audit information to the supervisor for clarification.
3. Complete the "Watch Commander Review" section of the report.
4. Forward the completed audit with copies of the restraint chair log and incident reports to the Facility Manager for review and the original incident and supplemental reports to the Classification Unit for processing.

To complete the audit, the Facility Manager will:

1. Review the completed audit.
2. Forward the audit to the MADF Operations Secretary for filing.

References:

Custody Policy 510 – Use of Restraints within the Detention Facilities

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INMATE SAFETY CHECKS

GENERAL INFORMATION

Deputies shall visually check each bunk/cell, shower, bathroom areas, and recreation areas ensuring the inmate(s) can be seen and nothing appears out of the ordinary.

Deputies will ensure inmates are able to shower, perform bodily functions, and change clothing without staff of the opposite gender viewing their breasts, buttocks, or genitalia except in exigent circumstances or when such viewing is incidental to routine cell checks.

Where patrol tour stations are not active or installed, Deputies will initial and write the time the round was completed on each Record of Rounds Conducted form, after completing the rounds in that area.

Rounds in the Court holding areas, when used for booking overflow, shall be conducted at least two times an hour.

Anytime a round is missed, the reason and the fact that it was missed shall be documented in the appropriate Activity Log or rounds log.

In addition to the mandatory rounds, Deputies are encouraged to make unscheduled rounds in their assigned areas.

Anytime a program area is in use and inmates are present in the area, Correctional Deputies shall make unscheduled random rounds in the program areas, as well as mandatory rounds.

1. A rounds sheet shall be posted in the main hallway for the classrooms to document the rounds made in the program areas.

SAFETY/SECURITY ROUNDS

Deputies shall complete a visual and physical check of their module/unit and surrounding area (i.e.; doors, gates, fences, lights) to ensure the module/unit and surrounding area is safe and secure.

1. Any issues will be noted in the activity log.

Upon discovery of an item needing repair, deputies shall document the information in the Activity Log, and complete a Work Order Request.

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Any breach in security shall be immediately reported to the Sergeant.

ROUNDS AT NCDF

Deputies at the NCDF will download their rounds data no less than once every three (3) hours.

At NCDF, 101, 201, 301 and 501/502 Unit Deputies are responsible for making rounds of the perimeters of their units each shift. These areas include:

1. 101 Unit building exterior and perimeter fence.
2. 201 Unit building exterior, front patio fence and gate, 202/203 visiting corridor door.
3. 301 Unit outside building and fenced yard areas.
4. 502 Unit front patio, building exterior and perimeter fence.

The Movement II Deputy at NCDF is responsible for rounds of the 401 Unit, 401 Holding Cell, 401 Dress Bath, and anywhere an Inmate Observation Record form or Record or Rounds Conducted is posted.

Rounds of the NCDF facility perimeter shall be conducted a minimum of twice per shift. This includes the Jail Industries agricultural areas, staff and public parking areas, the fenced perimeter and the 401 building perimeter.

To ensure rounds are being conducted as required, the Booking Sergeant shall:

1. Review the Record of Rounds Conducted forms used in the Booking Area and in Court Holding if used for booking overflow, and any other areas where round forms were posted.

To ensure rounds are being conducted as required, the Custody Sergeant shall:

1. Review all automated rounds systems.
2. Review any posted Classroom Record of Rounds.

To ensure rounds are being conducted as required, the NCDF Sergeant shall:

1. Review the automated rounds system.

When making rounds in the modules/units, Sergeants will check the module/unit for cleanliness and maintenance issues as well as module/unit activities and noise levels. They should also check some or all of the following items:

1. Inmate Management Cards (to ensure inmate housing locations are up to date),

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2. Cell/bunk Check-in/Check-out forms,
3. Out-of-Cell Activity Logs,
4. Showers for Mental Health inmates (documented on the OCA Log),
5. Yard access
6. Visual inspection of cells.

REVIEW OF "RECORD OF ROUNDS CONDUCTED" FORMS AND REQUIRED FOLLOW-UP

Record of Rounds Conducted forms used to document normal rounds booking, court holding, and other holding areas shall be forwarded to the Booking Sergeant.

The Sergeants will:

1. Review the forms to ensure rounds were conducted as required, noting any rounds that were missed.
2. Discuss missed rounds with the Deputies responsible for rounds, and note on the form that the problem was addressed.
3. Sign the forms, including his ID number, and forward the forms to the Administration Secretary for filing.

If an Inmate Observation Record was used, the Sergeant shall forward it to Classification for filing in the inmate's classification file.

If a Record of Rounds Conducted form was used, the form shall be forwarded to the Administration Secretary for filing.

REVIEW OF RATS INSPECTION LOG AND REQUIRED FOLLOW-UP

Throughout their shifts, the Sergeants will periodically check any posted rounds forms to ensure that they are being completed appropriately.

Once per shift (preferably towards the end of the shift), the designated Sergeant will:

1. Review the Automated Rounds System and confirm that the necessary number of rounds are being completed.
2. Document their findings on the Inspection Log.
3. Contact all modules/units with insufficient rounds and instruct the Module/Unit Deputies to document the reason for the missed rounds in the Activity Log.

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4. If rounds are missed due to a system failure, notify the Watch Commander/NCDF Assistant Facility Manager.
5. Note the modules/units contacted and any other comments in the Inspection Log.
6. When the quality control check is complete, sign and date the appropriate space on the Inspection Log.
7. On the first of each month, the Sergeant shall remove the previous month's Inspection Logs from the binder and forward them to the Lieutenant for review and follow-up as needed.
8. When the review is complete, the designated Lieutenant shall forward the forms to the Administration Secretary for filing.

References:

Custody Policy 504- Inmate Safety Checks

Custody Policy 505- Special Management Inmates

REVISION HISTORY

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SEARCHES- BODY SCANNER

GENERAL INFORMATION

- A. The body scanner will be utilized to scan arrestees, housed incarcerated persons, objects and property. The intent is to prevent weapons, drugs, and prohibited items from being concealed on or in a person's body that would compromise the safety and security of the jail and staff.
- B. The body scanner may be used to search, but is not limited to the following:
 - 1. Incarcerated persons returning from work assignment, prior to returning to housing
 - 2. Incarcerated persons returning from court appointments
 - 3. Incarcerated persons returning to custody from another facility, off-site appointment, or hospital
 - 4. All new arrestee during the booking process
 - 5. Prior to housing, or transfers between housing locations
 - 6. Incarcerated person property
 - 7. Incarcerated persons who may possess contraband or when contraband is suspected in a housing location
- C. All incarcerated persons to be housed shall be subject to an x-ray scan, unless a condition exists that would prohibit scanning. The transmission x-ray scanner does not reveal skin surface or find anatomical detail.
- D. The body scanner does not take the place of a pat search or strip search and may be used in conjunction with other searches.
- E. In the event that contraband is located using the body scanner, an incident report will be written.
- F. All viewing monitors or images generated by the body scanner shall only be viewed by authorized personnel and shall not be in an area viewable by incarcerated persons.
- G. Only Correctional Staff trained in the operations of the body scanner shall use the device.
- H. Except for the incarcerated person being scanned, all other persons shall remain outside the "ion curve" area outlines on the floor around each device which a scan is in progress.
- I. Incarcerated persons that cannot stand unassisted shall not be scanned.
- J. All persons conducting or otherwise present in the monitor viewing area shall be the same sex as the person being scanned. If an anomaly is located, a staff member of the opposite sex may be required to view the image to determine if further action (strip search, body cavity warrant, criminal charges, etc.) is required. If further action is required, an incident report will be written explaining this need.
- K. The body scanner device is not to be used for medical imaging or to diagnose any medical condition.

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- L. The Correctional Deputy completing the scan will ensure that any anomaly, or suspicion of contraband, is properly addressed. This may include:
 - 1. Asking the incarcerated person about the item
 - 2. Asking for another Correctional Deputy to assist in reading the image
 - 3. Completing a strip search
 - 4. Referring the matter to the appropriate Sergeant

GUIDELINES FOR SCANNING

A. Pacemakers and Other Medical Devices

- 1. There is no FDA published material indicating the use of the body scanner will adversely affect implanted medical devices, such as a pacemaker. A person who claims to have such a device should first be examined by medical staff prior to the scan. However, the presence of such a device should not preclude the use of the scanner, unless other circumstances known to medical, or jail staff indicate otherwise.

B. Pregnant Persons

- 1. Prior to scanning a female arrestee or incarcerated person, the Deputy performing the scan shall ask the arrestee/incarcerated person if they are pregnant.
- 2. The body scan device shall not be used to scan arrestees or incarcerated persons who are known or allege to be pregnant under any circumstance. A statement by the arrested person or incarcerated person that they are pregnant is sufficient for Deputies to assume the subject is pregnant.
 - i. If medical staff advises a female arrestee claiming to be pregnant has tested negative (not pregnant), the female arrestee may be scanned with the body scan device.
- 3. Intoxicated Arrestees
 - i. Care should be exercised when scanning persons who demonstrate an acute level of intoxication to such an extent that standing or remaining still for the duration of the scan might not be possible. If the person demonstrates objective symptoms of intoxication to an extent that their safety may be compromised by the moving scanner platform, then the scan should be delayed to a later time or deferred completely if the person will be released when sober.
- 4. Arrestees
 - i. Absent any other conditions (pregnant, intoxicated, combative, medical issues), new arrestees may be scanned.
 - ii. If the body scanner is completed on the arrestee at the request of the arresting officer, and an anomaly appears within a subject's body cavity, the arrestee will not be accepted into the facility. Printed images from the scanner will be provided to the arresting officer for

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- their use in obtaining search warrants. A medical clearance will be required prior to their acceptance into the facility.
- iii. Only the clothing worn by the arrestee or property that will remain in the possession of the incarcerated person may be scanned, except for the following:
 1. Scanning an arrestees' property (bulk and valuables) may be conducted when articulable facts exist to believe that the contents of the property may pose a risk to the safety and security of the facility.
 2. The on-duty Sergeant must review and approve the scan prior to the items being scanned.
5. Detection of Contraband
- i. If the scanning process reveals an object that is clearly identifiable as a weapon, drug or contraband, the following procedures will be followed:
 1. The arrestee will be secured with restraints and placed under appropriate supervision.
 2. The appropriate Sergeant will be advised of the detection.
 - ii. The arrestee's clothing will be searched in the approximate area where the object appeared to be located.
 - iii. If the clothing search is unsuccessful, a strip search may be authorized by the appropriate Sergeant, based on the totality of the facts known to staff.
 - iv. If the object appears to be in a body cavity such as the rectum, vagina or mouth, the arrestee may be asked to remove the object.
 - v. If the arrestee refuses to remove the object, or the object appears to be in a location where a physical body cavity search or intrusive medical procedure would be required, medical staff will be notified of the suspected concealed item and apparent location.
 - vi. The shift supervisor will download and print a copy of the image.
 1. If the suspected contraband is found on an arrestee, the image will be provided to the arresting/transporting officer. They will need to obtain a medical clearance prior to acceptance.
 2. If the suspected contraband is found on an incarcerated person, the image will be printed and attached to a search warrant request.
6. Housed Incarcerated Persons
- i. Housed incarcerated persons may be subject to a body scan at any time.
 - ii. Any property possessed by an incarcerated person, or that is going to be issued to an incarcerated person (court clothing) may be scanned.
7. Refusal by an Arrestee/Housed Incarcerated Person

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- i. Staff shall not use physical force to compel an incarcerated person to undergo a body scan search.
- ii. Staff shall determine if the incarcerated person is refusing to comply or is not capable of being scanned.
- iii. Those that are not capable of being scanned are not “refusing” and should be searched in an appropriate, alternative manner, in accordance with policy.
- iv. Refusal to comply with the body scan process by an incarcerated person will be handled in a similar manner to the process when an incarcerated person refused to comply with strip search procedures.
 1. Secure the incarcerated person
 2. Notify the appropriate Sergeant
 3. Complete incident report

PROCEDURES

- A. To remove as much property or contraband prior to the scan, all incarcerated persons will be pat searched.
- B. The incarcerated person will be instructed to stand on the platform and will be given appropriate safety directions.
- C. All incarcerated persons will be scanned on the 300 setting unless otherwise approved.
- D. The Correctional Deputy completing the scan shall log on the machine and enter the incarcerated person's booking number to log the scan.
- E. The arrestee/incarcerated person should not be wearing shoes. Shoes may be held in the incarcerated person's hands or scanned separately.
- F. Once the scan is complete, they will either complete the housing process, be returned to booking or to their housing location.
- G. The scanning deputy will ensure the incarcerated person gets moved in the Movement Roster to “SCNR” to track that the person has been scanned.

PRESERVATION OF IMAGES

- A. In the event weapons, drugs or contraband items are detected, the image will be transferred to a thumb drive by the appropriate Sergeant to use as evidence, if needed.
- B. When contraband is recovered after the scan, a jail incident report will be generated.
- C. All other scans, when conducted for routine facility security purposes, will be saved under the incarcerated person's booking number.
- D. Only a Sergeant or above may authorize the printing, transferring or otherwise disseminated of any image beyond that what is saved by the scanner. All images are considered confidential and only used for penological purposes.
- E. Images will be stored on the device and will remain if space permits on the local drive.

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SAFETY PARAMETERS

- A. Upon being aware of any safety issues related to a body scan device, staff shall immediately report their concerns to the appropriate supervisor.
- B. Operators of the body scan device shall use it in a responsible manner, in accordance with this policy, their training and in accordance with the manufacturer's operating instructions.
- C. The operator's manual for each body scan device shall not be removed from the Deputy's workstation of each scanner.
- D. During operation of the body scan device, unauthorized persons (other than service personnel) are not allowed within the working zone.
- E. Each body scan device should be marked with the following symbols:
 - 1. Attention! Refer to the Operation Documents!
 - 2. Danger: High Voltage

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SEARCHES- INTERIOR FACILITY

GENERAL INFORMATION

- A. There are several issues to consider when searching cells or sleeping areas. They are:
 - 1. An incarcerated person has no expectation of privacy.
 - 2. Care shall be taken not to damage or unreasonably disrupt an incarcerated person's property.
 - 3. Deputies who search an incarcerated person's cell are encouraged to change their latex gloves after completing the search of one cell or sleeping area, before they begin searching another cell or sleeping area.
 - 4. Deputies who choose to wear leather gloves will wear latex gloves over their leather gloves.
 - 5. Areas which may be contaminated (e.g., toilets, floors, etc.) will be searched after the incarcerated persons personal property has been searched.
- B. All interior facility searches, and Search Team searches will be documented in an incident report and in the Module/Unit activity log.
- C. Deputies who discover contraband during an area search will document their findings in an incident report and dispose of the items per the Contraband procedures.
- D. Deputies who discover damaged items or property during any cell searches, or cell walkthroughs, will complete a work order and/or an incident report.
- E. The Detention Division's K9 may be used at the Sergeant's discretion. If the Detention Division's K9 Deputy is unavailable, a patrol K9 Deputy may be requested.
- F. There may be occasions that require the use of SERT to conduct area searches. A Watch Commander must authorize the use of SERT.
 - 1. The SERT Manager or Supervisor, upon arrival, shall assume responsibility for any area search conducted by SERT.

PROCEDURES

SEARCHES CONDUCTED BY A SEARCH TEAM

- A. All Search Teams are generally scheduled in advance with a pre-determined number of Deputies who will be required to participate in the search.
- B. Deputies are highly encouraged to inform their Sergeants whenever they believe regularly scheduled searches by a Search Team would benefit the safety and security of the facility area.
- C. The Sergeant or their designee will assemble a Search Team and ensure they have all the necessary search equipment. When deemed necessary, the Sergeant may issue additional search equipment.

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SEARCHES CONDUCTED BY INDIVIDUAL DEPUTIES

- A. When a Deputy identifies a situation which requires an area search and the search will interfere with the Deputy's assigned duties, the Deputy will contact the supervising Sergeant to request assistance.
- B. The Sergeant or their designee will ensure the necessary staffing resources are provided to assist in the search, provide any search equipment deemed necessary and ensure the Deputy's assigned duties are completed.

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SEARCHES- PHYSICAL BODY CAVITY

PROCEDURES

- A. When a Deputy conducting a strip search or body scan of an incarcerated person observes a foreign object in a body cavity, they shall order the incarcerated person to remove the object.
 1. A Deputy should not remove any contraband from an incarcerated person's body cavity regardless of how slight of a procedure it may be and/or regardless of how visible the contraband is.
- B. If the incarcerated person is compliant in removing the object/substance and it is safe to do so:
 1. The Deputy shall direct the incarcerated person to remove the object and place it in a bag.
 2. If the contraband was found during a strip search of an arrestee during booking, the contraband shall be given to the arresting officer.
 3. The Deputy will notify the Sergeant of all search results and document the results in an incident report.
- C. If the incarcerated person refuses to remove the object:
 1. The Deputy will place the incarcerated person in handcuffs. Deputies shall make every attempt to maintain the incarcerated person's modesty by covering their breasts, buttocks, and genital areas.
 2. The Deputy shall advise the arresting officer or Sergeant of the search results and the incarcerated person's unwillingness to cooperate.
 3. For arrestees:
 - i. The incarcerated person will not be accepted, and the arresting officer shall take custody of the arrestee, maintaining all arrestee property and paperwork.
 - ii. The arresting and/or transporting agency shall be responsible for obtaining the search warrant for a physical body cavity search prior to the arrestee being accepted for booking into MADF/NCDF.
 4. For incarcerated persons:
 - i. The Sergeant shall proceed to the search area and evaluate whether there is enough probable cause to believe the incarcerated person has concealed contraband and evaluate the need to obtain a search warrant.
 - ii. If the Sergeant believes its necessary to obtain the search warrant, they shall notify the Watch Commander and provide the following information:
 1. Incarcerated person's name
 2. Type of object believed to be inside the body cavity
 3. Reason the strip search was conducted

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- iii. The incarcerated person shall be placed in a restraint chair to prevent the incarcerated person from removing the contraband.
- iv. Once a search warrant is obtained, the incarcerated person shall be transported to a hospital or medical facility where a physical body cavity search shall be conducted.

OBTAINING A SEARCH WARRANT

- A. The designated staff member shall complete a Statement of Probable Cause and an Affidavit in support of the Search Warrant.
- B. If the need for a search warrant occurs during business hours:
 1. The Watch Commander shall contact the Deputy District Attorney responsible for complaints.
 2. The designated staff member shall draft a search warrant and contact the Deputy District Attorney to review the search warrant and statement of probable cause.
 3. The Sergeant or Deputy shall contact a Judge, advise them of the request and ask how to proceed to obtain a signature.
 4. The Deputy who retrieves the search warrant shall take three copies of the warrant to the Records Detention Specialist. Once copy will be placed in the incarcerated person's D-file, one copy shall be given to the incarcerated person and one copy shall be sent with the Transporting Deputy to provide to the hospital/medical facility staff.
- C. If the need for a search warrant occurs outside of business hours:
 1. The designated staff member shall draft a search warrant and contact the on-call Search Warrant Deputy District Attorney to review the search warrant and statement of probably cause.
 2. The designated staff member shall contact the on-call Judge, advise them of the request and ask how to proceed to secure a signature.
 3. The Deputy who retrieves the search warrant shall take three copies of the warrant to the Records Detention Specialist. Once copy will be placed in the incarcerated person's D-file, one copy shall be given to the incarcerated person and one copy shall be sent with the Transporting Deputy to provide to the hospital/medical facility staff.
 4. The Records Detention Specialist shall give the original affidavit and search warrant to the staff member who drafted the original search warrant request.
- D. Any contraband removed from the incarcerated person shall be turned over to the transporting deputy.
 1. If the contraband is drug and/or weapon related, the Transporting Deputy shall maintain possession and a crime report shall be taken.
 2. If the contraband removed is non-drug/weapon related, the contraband shall be turned over to Correctional Staff and an Incident Report written.

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- E. Following the completion of the search, a Return to Search Warrant package must be completed.
 1. The Return to Search Warrant package contains the original search warrant and affidavit, and the search warrant inventory.
 2. Documentation of items recovered to be written by/for the Transporting Deputy.
 3. The Deputy shall sign the Return to Search Warrant and take the Search Warrant to the Judge for their signature.
 4. The original copy of the Return to Search Warrant package shall be filed with the Court Clerks Office within 10 (ten) days.
 5. Dated and stamped filed copies of the Search Warrant package are returned to the individual filing the Return to Search Warrant.
 6. The Deputy who receives the filed copies shall write a supplement incident report (who filed, returned and control number).

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SOBERING CELL USE

GENERAL INFORMATION

- A. Any incarcerated person brought into custody for alcohol or drug related charges, or who is under the influence of alcohol or drugs that requires placement in a sobering cell will be evaluated immediately in the MADF pedestrian sallyport by medical staff, barring exigent circumstances, to establish their degree of intoxication.
 - 1. Any intoxicated arrestee who does not meet the medical acceptance criteria will be refused for booking and a hospital clearance shall be required prior to acceptance.
- B. Only those incarcerated persons that are determined to be a threat to their own safety or the safety of others due to their level of intoxication shall be put into a sobering cell.
 - 1. Incarcerated persons placed in sobering cells shall not be placed in the same sobering cell with any other person, except for those incarcerated persons of like classification who are also sobering.
 - 2. Incarcerated persons determined to be a threat to other incarcerated persons will not be placed in a sobering cell with other incarcerated persons.
- C. Incarcerated persons shall be removed from the sobering cell when they are able to continue the booking process and are no longer a threat to their own safety or the safety of others due to their intoxication.
 - 1. Incarcerated persons shall be medically evaluated by medical staff upon removal from a sobering cell.
- D. The designated sobering cells in the MADF Booking Area are BK5, BK6 and BK7. Other holding cells in the MADF booking area or at the NCDF can be utilized to separate intoxicated arrestees/incarcerated persons. The procedures and general information outlined below apply to any sobering cell placements or cells being used for sobering cell overflow.
 - 1. Holding cells used for sobering cell overflow, other than the designated sobering cells, shall only be utilized when there are no available alternatives, only under the direction of a Sergeant and only for those incarcerated persons who no longer pose a danger to themselves.
 - 2. NCDF holding cells used for sobering cell overflow will only be utilized temporarily, until the incarcerated person can be transported to the MADF and placed into a designated sobering cell.
- E. Only incarcerated persons of the same gender may be placed in sobering cells together.
- F. Each sobering cell has a maximum rated capacity posted above each door that shall not be exceeded.
- G. Intermittent direct visual observation rounds of incarcerated persons held in sobering cells shall be completed by Correctional Deputies two times every 30 minutes, with rounds being completed at least 10 minutes apart.

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1. Each round shall verify and document breathing, responsiveness, and any other relevant observations on the Sobering Cell Monitoring Logs.
 2. If unable to obtain a verbal response, Correctional Staff will enter the sobering cell and attempt to arouse the incarcerated person to assess their level of consciousness and to ensure there are no safety concerns for the incarcerated person.
 - i. Deputies will ensure they have adequate staff when entering a sobering cell depending on the incarcerated person's behavior and classification.
 3. If a Deputy is unable to obtain a verbal response after attempting to arouse an incarcerated person or any deteriorating condition or life-threatening situation, the Deputy shall immediately notify medical staff.
- H. Sobering Cell Monitoring Logs shall be placed on each sobering cell to document intermittent direct visual observation rounds, when occupied. Cells being used as sobering overflow cells shall have a Sobering Cell Monitoring Log placed on the outside of the door by a Deputy.
1. Staff's initial and badge number on the Sobering Cell Monitoring Log verify that all incarcerated persons held in the sobering cell were breathing normally, responsive and that no safety concerns were observed during the round.
 2. Sobering Cell In/Out Sheets will be placed on MADF booking cell BK5 to log in and out times of all incarcerated persons placed in sobering cells.
 - i. Intoxicated incarcerated persons placed in a booking safety cell are not required to be documented on the Sobering Cell In/Out log.
 3. A Sobering Cell In/Out Sheet will be placed on any NCDF holding cell door used for any intoxicated incarcerated person(s) requiring a protective environment.
- I. Monthly audits of the Sobering Cell Monitoring Logs and the Sobering Cell In/Out Sheets will be conducted by the Compliance Deputy.
- J. The Compliance Deputy will complete quarterly reports for the Detention Captains providing a summary of the audit findings for that quarter.

PROCEDURES

SOBERING CELL PLACEMENTS

- A. Medical Staff shall be immediately notified of all sobering cell placements before an incarcerated person is placed into a sobering cell. Medical Staff shall render a medical opinion regarding the incarcerated person's placement and retention in the sobering cell. Barring exigent circumstances, all incarcerated persons requiring placement into a sobering cell will be medically evaluated prior to their placement.
1. If an incarcerated person is placed in a sobering cell without being medically - evaluated due to exigent circumstances, a medical evaluation shall be completed no later than one hour after the incarcerated person was placed in the sobering cell.

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2. In no case shall an incarcerated person remain in a sobering cell over four (4) hours without an observation and assessment being completed by medical staff to determine whether the incarcerated person has any medical problems and/or concerns.
- B. Incarcerated persons must be thoroughly pat searched prior to being placed into a sobering cell. All personal property, including shoes, belts, eyeglasses, or other potentially dangerous items shall be removed prior to an incarcerated person's placement into a sobering cell. All other clothing shall be retained.
1. If an incarcerated person is brought in with clothing that has drawstrings and clothing is unable to be removed, staff should attempt to remove the string prior to placing the incarcerated person in a sobering cell.
- C. All transgender and/or intersex incarcerated persons will be placed into a sobering cell by themselves.
- D. The Booking Deputy will document sobering cell placement on the Sobering Cell Monitoring Log and will note the incarcerated person's name on the Sobering Cell In/Out Sheet.
1. All placements into a sobering cell require intoxication symptoms to be notated in the boxes below the incarcerated person's name on the Sobering Cell In/Out Sheet.
 2. Deputies shall ensure the Sobering Cell In/Out information is filled out completely and accurately for each arrestee.
- E. Medical Staff will complete an assessment of arrestees being placed in a sobering cell before the are accepted for booking, barring exigent circumstances and will note the time and their initials on the Sobering Cell In/Out Sheet, confirming the sobering cell medical placement assessment was completed.

AUDITING SOBERING CELL PLACEMENTS

- A. At the end of each shift, the Booking Sergeant will review the Sobering Cell Monitoring Logs and Sobering Cell In/Out Sheets for the shift to ensure they are completed accurately and will initial the forms indicating the review was completed.
1. If any problems are noted, the Sergeant will follow up with the involved staff.
- B. A monthly audit of at least 10 randomly selected sobering cell placements will be completed by the Compliance Deputy. The following areas will be audited for completion:
1. Date and time incarcerated person was placed in the sobering cell
 2. Sobering cell number
 3. Incarcerated person's name
 4. Times the incarcerated person was placed and removed from the cell and the time it was approved
 5. Whether medical staff cleared the incarcerated person to be placed into the sobering cell and the time it was approved

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6. If any rounds were missed
 7. Whether notations were made for each round indicating that the incarcerated persons were breathing, responsive or any other relevant observations
 8. Whether staff provided their initials and badge number
 9. Whether medical staff and the Sergeant completed the required reviews
 10. Total amount of time the incarcerated person spent in the sobering cell
- C. The Compliance Deputy will:
1. Note problems and alert Supervisors, if needed
 2. Document the results of the audit
 3. Provide feedback to staff when problems, concerns or unacceptable patterns are identified
- D. Once each quarter, the Compliance Deputy will document a summary of the monthly audit results for that quarter and provide the summary to the Detention Captains.

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SPECIAL DIETS-MEDICAL

ISSUING MEDICAL DIET ORDER

- A. The physician, nurse practitioner, dentist or psychiatrist shall issue an order for a special medical diet if they determine one is required.
- B. The medical clerk or nurse practitioner shall enter the appropriate special diet code in the computer system for all incarcerated persons requiring a medical diet. A discontinue date may also be entered.
- C. The medical clerk or nurse practitioner will enter brief instructions to the kitchen staff for all special instruction medical diets.

FILLING MEDICAL DIETS

- A. Kitchen staff will access the computer system's special diet function for the following information:
 1. An accurate count of all medical diets
 2. Types of medical diets
 3. Modules/Units which are to receive medical diets
- B. Kitchen staff will prepare, label, and distribute all medical diets.
- C. A Staff Member will transport all medical diets to Modules/Units at the same time as other incarcerated person meals.

DISCONTINUING MEDICAL DIETS

- A. If the physician, nurse practitioner, dentist to psychiatrist discontinues a medical diet or the incarcerated person is release, the medical clerk will remove the special diet requirement from the computer system.

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SUBPOENAS/RESTRAINING ORDERS

GENERAL INFORMATION

Under no circumstances are Process Servers or anyone serving Temporary Restraining Orders to be allowed to enter any of the controlled areas of the MADF or NCDF to look for an employee, inmate or other individual.

Inmates housed in observation cells may be served subpoenas.

Inmates placed temporarily in a safety cell shall not be served subpoenas until they are cleared from the safety cell.

Emergency Protective Orders may be served on inmates by Correctional Deputies when requested by the initiating agency. In no case will Correctional Staff be asked to serve an Emergency Protective Order on a staff member.

SERVICE OF CIVIL PAPERS BY COMMUNITY SERVICE OFFICER ON INMATES

The Civil Bureau CSO will give the Records Detention Specialist/Central Detention Specialist a photocopy of the inmate's subpoena.

The Records Detention Specialist/Central Detention Specialist will review the subpoena, and if need be, will add the court date to the inmate's schedule.

The Civil Bureau CSO will then proceed to the inmate's housing module/unit to serve the inmate.

The Module Deputy will document the subpoena service in the Module/Unit Activity Log.

SERVICE BY PROCESS SERVER/LAW ENFORCEMENT ON INMATES

The Process Server/Civilian/Law Enforcement Official will come to the MADF/NCDF lobby and inform the Detention Specialist they have a subpoena, Emergency Protective Order or Temporary Restraining Order to serve on an inmate.

The Detention Specialist will check SCADS to determine if the inmate is still in custody.

If the inmate is in custody, the Detention Specialist will contact a Movement Deputy, via Central Control, and advise them there is a subpoena, Emergency Protective Order or Temporary Restraining Order which needs to be served.

The Movement Deputy will meet with the Process Server/Civilian/Law Enforcement Official, accept the subpoena, Emergency Protective Order or Temporary Restraining Order, serve the

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document(s) and complete the Proof of Service form, returning it to the Process Server/Civilian/Law Enforcement Official.

The Movement Deputy will make a copy for the Records Detention Specialist so the inmate can be scheduled for his court appearance.

If the individual serving a Temporary Restraining Order is a Process Server or civilian, the Records Detention Specialist will also call Station II in Sheriff's Dispatch to notify them of the service and will provide them with pertinent information.

The Records Detention Specialist will initial and date the upper right-hand corner of the document indicating the required scheduling and notifications were done, and file the document in the inmate's D-file.

SERVICE BY PROCESS SERVER ON EMPLOYEES

The Process Server will come to the MADF/NCDF lobby and inform the Detention Specialist they have a subpoena to serve on an employee.

The Detention Specialist will call the Sergeant to determine if the employee is on duty.

If the employee is on duty, the Sergeant will meet with the Process Server.

The Sergeant will:

- Accept the subpoena from the Process Server and tell them to remain in the Lobby for as long as it takes a Deputy to serve the subpoenas.
- Serve the subpoena.
- Complete the Proof of Service Form and return the Proof of Service form to the Process Server.

References:

Office Wide Policy 310 – Domestic Violence/Court Orders

Office Wide Policy 325- Subpoenas and Court Appearances

Office Wide Policy 811 – Civil Bureau: Execution of Levies and Service of Process

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INMATE TELEPHONES

SPECIAL CIRCUMSTANCES APPROVAL

Inmates who are citizens of other countries and have not established residency in the United States may ask to be allowed to contact their families in their home countries. This request will be sent to the Administrative Lieutenant.

Court ordered phone calls will be forwarded to the Administrative Lieutenant for approval. In the absence of the Administrative Lieutenant, the Court Detention Specialist will contact the Watch Commander.

The Administrative Lieutenant will document court ordered and approved phone calls in the inmate's management notes.

TDD PROCEDURES

Any time a hearing-impaired inmate is brought into custody, the Booking/Movement Deputy will immediately notify the Booking Sergeant or Watch Commander.

The Booking/Movement Deputy will have the inmate sign a TDD Instructions form, and will forward the form to Records to be placed in the inmate's D-file, a copy of the form will be forwarded to the ADA Coordinator.

The Booking Sergeant/Watch Commander will document the TDD checkout on the Text Telephone (TDD) Check Out Log.

The Booking/Movement Deputy will arrange for the inmate to use the portable TDD at one of the booking workstations while in the Booking Area.

Module Deputies will ensure hearing-impaired inmates have access to the TDD within their modules.

A written record will be maintained by Correctional Staff for the use of the portable TTY/TDD machine (Form DD 521).

TELEPHONE MONITORING PROCEDURES

The Classification Unit will be responsible for the inmate phone monitoring system. Any requests to access or subpoenas for information from the system shall be reviewed and processed through the Classification Unit

Any Staff Member who discovers a telephone conversation that was inadvertently monitored and/or recorded with an inmate's attorney, religious advisor or a licensed physician shall notify their Supervisor immediately.

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The Supervisor shall immediately notify the MADF Administrative Lieutenant who shall take the necessary steps to address this matter.

PROCESSING TELEPHONE NUMBER BLOCK REQUESTS

When a member of the public desires to have telephone calls to their phone number blocked, they shall complete a Telephone Line Block/Removal Form

When the member of the public has completed the necessary sections of the form, the Detention Specialist will check their identification to verify the member's identity.

The Detention Specialist will complete the remainder of the form and forward the form to the Telephone Site Administrator.

The Telephone Site Administrator will enter the information from the block request in a log and place the block on the requested telephone number.

If a member of the public who previously requested a block be placed on their telephone number desires to rescind their request, they will come to the Detention Facility in which the inmate is housed and speak to the Receptionist or Central Detention Specialist.

The Detention Specialist will complete the "Removal" portion of the Telephone Line Block/Removal form; and forward the form to the Telephone Site Administrator.

The Telephone Site Administrator will review the form to ensure the removal is requested by the same person who placed the phone block, and then remove the block on the requested telephone number and enter the information in the appropriate location of the log.

References:

Custody Policy 502 – Inmate Reception

Custody Policy 602 – Inmates with Disabilities

Custody Policy 603 – Inmate Access to Courts and Counsel

Custody Policy 1010 – Inmate Telephone Access

Inmate Rules and Information Handbook

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TRAINING SCENARIOS AND DRILLS

GENERAL GUIDELINES

All drills and scenarios are to be announced by a Sergeant during shift briefing. In the event there are staff members holding over or coming in early for the shift who were not present in briefing, a Sergeant shall make contact with these staff members to inform them of the pending drill and scenario.

All drills and scenarios are to be announced on the radio by the staff member who initiated the training exercise. Central Control will then make an announcement via the radio and paging system to notify all other personnel that a drill is in progress.

An observer who can monitor all aspects of the exercise shall be utilized in every drill and scenario. The purpose of the observer is to provide objective feedback to staff, insure that the scenario is followed and protect the safety and security of the facility, staff and public. The observer will wear a visible red arm band.

At the conclusion of the drill, the training monitor will have Central Control make an announcement (via radio and paging system) that the drill is complete.

Routine drills and scenarios shall not be conducted without the knowledge of the Watch Commander, Sergeants, and all persons on duty in the facility, including support staff, and where necessary, members of the public.

TACTICAL TRAINING DRILLS

All training involving tactical skills or physical contact between Deputies will occur in a controlled environment. This environment will be outside the view of the public or inmates.

Any training other than routine drills and scenarios requires an operational order. Operational Orders will contain, at a minimum, the following:

- Clearly defined training objectives.
- The name of the observer monitoring the scenario.
- The approving authority's name.
- The description of all staff involvement.
- A listing of any items to be used.
- The intensity that staff will use to complete the drill.
- Location.
- Time (approximate) and date.

Clear guidelines and explanations of duties will be provided to all staff participating in those drills and scenarios that are not routine training drills.

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Operational orders being written for exercises which affect support services areas of the facility shall be developed with input from the area manager, and shall have their approval before the training takes place.

All operational orders require the approval of the Facility Manager.

Once an operational order has been approved through the chain of command, any changes to the order must be resubmitted through the chain of command for approval.

FTO TRAINING DRILLS AND SCENARIOS

Emergency drills and scenarios will occur throughout the FTO program, starting in phase two. They may include unannounced fire drills, patrol tour duress alarms, missing inmates, inmate emergency calls (e-calls), minor medical emergencies, and emergencies requiring evacuation.

When any of these drills affect anyone other than the Central Control Deputy or anyone outside the module (including staff members or members of the public), the drill or scenario shall be announced in briefing, on the radio, and on the paging system.

When these drills are conducted only in the module, and do not affect any other staff members or members of the public, the trainer will be considered the observer, and it will not be necessary to announce the drill or scenario at briefing, on the radio, or the paging system.

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INMATE TRANSFERS BETWEEN SONOMA COUNTY DETENTION FACILITIES

INMATE TRANSFERS FROM MADF TO NCDF

Classification Staff shall determine which inmates meet the classification criteria for transfer to NCDF and prepare an Inmate Transfer List.

The Inmate Transfer List will be forwarded to:

- ✓ The Booking Sergeant
- ✓ The Records Detention Specialist at MADF
- ✓ The Clothing Room Detention Assistant
- ✓ Medical Staff
- ✓ Transportation
- ✓ Movement Deputies
- ✓ The Custody Sergeant
- ✓ Mental Health
- ✓ Central Detention Specialist at NCDF

The appropriate Inmate Classification files will be gathered and placed them in a locking storage container.

Medical Staff shall conduct the NCDF physicals and/or file reviews and notify the Classification Deputy of inmates who are ineligible for transfer.

The appropriate inmate medical files will be gathered and placed in a locking storage container, and delivered to the storage cabinet located in the Vehicle Sallyport.

The Booking Deputy shall notify the affected Module Deputies of the pending transfers and notify all affected parties if an inmate is removed from the list.

The Cashier shall place each inmate's valuables from the property vault into a property bag labeled with the inmate's name, then place the bags in the transportation bin.

The Module Deputy shall prepare the inmates for release from the module.

The Movement Deputy shall confirm the identity of inmates scheduled for transfer with their Inmate I.D. Card and Inmate Management Card.

The inmate (with their cell property) will be escorted from the module to the appropriate booking holding cells and staged according to their special handling needs.

The inmate's Inmate Management Card will be given to the Clothing Room Detention Assistant.

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The Clothing Room Detention Assistant shall gather the inmate personal clothing storage bags for inmates being transferred, verify the correct property is being transferred and compare each inmate's I.D. Card to his Inmate Management Card and the MADF/NCDF Inmate Transfer List.

The Clothing Room Detention Assistant will receive the bag of cell property from each inmate, tag it with the inmate's name, place it with the other property in the laundry bin and give it to the Transportation Deputy with the inmate management cards.

The Records Detention Specialist shall give copy of transfer list to Cashier, place the inmate "D" files in the transportation bin and give the Transportation Deputy the box of D-files, valuables and the Inmate Transfer List provided by Classification.

The Transportation Deputy shall confirm the identity of the inmates for transfer with their I.D. card and the inmate transfer list, compare the Inmate Management Cards and D-files to the Inmate Transfer List to ensure the items being taken are correct and transport the inmates, their property and the medical and classification boxes to NCDF.

Once the inmates arrive at NCDF, the Central Detention Specialist will process the inmate's D-File and valuables.

The NCDF Movement Deputies will place the inmate's clothing into the Central Clothing Room and ensure the inmate, the inmate's cell property and Inmate Management Card is delivered to the inmate's housing unit.

The Unit Deputy shall ensure the inmate is given a clothing exchange as soon as possible and shall document the inmate's new housing assignment in the Movement Worksheet, the unit activity log, on their management card and on the Unit assignment sheet.

INMATE TRANSFERS FROM NCDF TO MADF

Upon arrival at MADF the Transporting Deputy shall place the locked containers of medical and classification files in the storage cabinet in the Vehicle Sallyport.

The inmate, his D-file, and all of the inmate's property shall be taken into the Pedestrian Sallyport.

The paperwork and valuable property will be given to the Booking Detention Specialist.

The inmate's clothing bag, cell, and bulk property will be given to the Clothing Room Detention Assistant.

The Booking Detention Specialist shall check the inmate's CJS record to verify that all information is correct, and as applicable, that supplemental charges have been added.

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The Booking Detention Specialist will inventory the inmate's valuables against the CJS property list and deliver the inmate's valuables, D-file and any additional paperwork, with the exception of the inmate's management card to the Cashier.

The Booking Deputy shall:

1. Ask the Booking Legal Processor what the supplemental charges are, if any.
2. If supplemental charges have been or are being added, fingerprint the inmate.
3. Stage the inmate.
4. Search the inmate's cell property.

If the Booking Deputy finds an item in the inmate's cell property which he cannot have in the MADF, he will complete a property receipt for the item, give the item to the Cashier or Clothing Room Detention Assistant, depending on the type of item, and have him enter the item in the inmate's CJS record.

The Cashier shall assign the inmate a property box number, place the inmate's valuables into the appropriate property box and give the inmate's paperwork to the Records Detention Specialist.

The Booking Deputy shall contact the Classification Deputy to determine where the inmate should be housed and then shall initiate the dress-in process.

The Classification Deputy will assign the inmate to the appropriate housing area.

If no Classification Deputy is on duty, the Booking Sergeant shall assign the inmate to a module.

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TRANSFERS BETWEEN THE MADF AND NCDF

Incarcerated persons may be transferred between MADF and NCDF based on criteria from Classification, Mental Health Staff and/or Medical Staff. Sheriff's Deputies assigned to the Transportation Unit will have primary responsibility for the safe, orderly, and efficient transportation of incarcerated persons. When necessary, and in the absence of a Transportation Unit personnel, Patrol Deputies will be responsible for transporting incarcerated persons between facilities. In addition, support staff may complete incarcerated persons transports to meet facility tasks that are normally completed by an in-custody incarcerated person work crew. In order to ensure the correct incarcerated persons are being transferred, each incarcerated person's identity will be verified before they are transferred.

GENERAL INFORMATION

- A. Incarcerated persons transferred from the MADF to the NCDF shall wear their MADF issued clothing while in transit.
- B. Incarcerated persons transferred from the NCDF to the MADF shall wear their NCDF issued clothing while in transit or their personal clothing if the transfer is a result of the commitment process at NCDF.
- C. Incarcerated persons being transferred shall retain their ID Cards.
- D. Scheduled transfers will generally take place during dayshift. Unscheduled transfers may be required periodically and may be performed on any shifts.
- E. The Court Detention Specialist will notify Classification Staff when an incarcerated person has been sentenced when court minutes are received specifying the incarcerated person's sentence, provided the incarcerated person has no other charges pending.
- F. The Medical Staff Member assigned to Booking shall check the storage cabinet located in the Vehicle Sallyport for storage boxes containing transferred medical files on a regular basis.

PROCEDURES

CONDUCTING INCARCERATED PERSON TRANSFERS FROM MADF TO NCDF

- A. Classification Staff shall determine which incarcerated persons meet the classification criteria for transfer to NCDF and prepare a Transfer List.
- B. Classification will forward an MADF/NCDF Transfer List to:
 - 1. Booking Sergeant
 - 2. Records Detention Specialist
 - 3. Clothing Room Detention Assistant

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4. Medical Staff
 5. Transportation
 6. Movement Deputies
 7. Custody Sergeants
 8. Mental Health Staff
 9. Central Detention Specialist at NCDF
- C. Medical Stall shall conduct the NCDF physicals and/or file reviews and notify the Classification Deputy of incarcerated persons who are ineligible for transfer. They will gather the appropriate incarcerated person medical files, place them in a locked storage container and deliver them to the storage cabinet located in the vehicular sallyport.
- D. The Booking Deputy shall notify the affected Module Deputies of the pending transfers and notify all affected parties if an incarcerated person is removed from the list.
- E. The Cashier shall place each incarcerated person's valuables from the property vault into a property bag labeled with the incarcerated person's name, then place the bags in the transportation bin.
- F. The Module Deputy shall prepare the incarcerated persons for release from the module.
- G. The Movement Deputy shall:
1. Confirm the identity of incarcerated persons scheduled for transfer with the I.D. Card and Management Card.
 2. Escort the incarcerated person and their cell property from the module to the appropriate booking holding cells and stage them according to their special handling needs.
 3. Take the Management Card to the Clothing Room Detention Assistant.
- H. The Clothing Room Detention Specialist shall:
1. Gather the incarcerated person personal clothing storage bags for incarcerated persons being transferred, verify the correct property is being transferred and compare each incarcerated person's I.D. Card to their Management Card and the MADF/NCDF Transfer List.
 2. Receive the bag of cell property from each incarcerated person, tag it with the incarcerated person's name, and place it with the other property in the laundry bin.
 3. Give the Transportation Deputy the management cards.
- I. The Records Detention Specialist shall:
1. Give a copy of the transfer list to the cashier
 2. Place the incarcerated person D-files in the transportation bin
 3. Give the Transportation Deputy the box of D-files, valuables and the Transfer List provided by Classification.
- J. The Transportation Deputy shall:
1. Confirm the identity of the incarcerated persons for transfer with their I.D. card and the Transfer List.

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2. Compare the Management Cards and D-files to the Transfer List to ensure the items being taken are correct.
 3. Transport the incarcerated persons, their property, and the medical and classification boxes to NCDF
- K. At NCDF:
1. The Central Detention Specialist will process the incarcerated persons' D-file and valuables
 2. Movement Deputies will place the incarcerated persons' clothing into the Central Control Room and ensure the cell property is delivered to the incarcerated persons' housing unit.
 3. The incarcerated persons will be directed to their new housing unit. The Unit Deputy shall ensure the incarcerated person is given clothing exchange as soon as possible.
 4. Deputies will ensure the incarcerated person's Management Cards are delivered to the incarcerated person's housing unit.
 5. The Unit Deputy shall document the incarcerated person's new housing assignment in the computer system, the activity log, and their Management Card.
 6. The Movement Deputy will properly store the incarcerated person's clothing in the central clothing room.

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LEAVE-VACATION

GENERAL INFORMATION

Members shall use vacation leave as detailed in the County personnel manual or applicable collective bargaining agreement.

PROCEDURES

- A. Each employee will check the sign-up sheet for his/her particular shift or group, and, in order of seniority, will sign up by the date posted by his/her name.
- B. Those employees who are ill, away at training schools or are otherwise unable to sign up when it is their turn, will contact the Supervisor who will enter their vacation request on the sign-up sheet (this excludes employees on 4850, LWOP, and LTD)
- C. For those employees who wish to waive their vacation when it is time to sign up, will write the word "waive" in the spot intended for their vacation date.
- D. If a conflict with vacation dates occurs, the Supervisor will contact the employee(s) to resolve the conflict.
- E. Once the individual Watch Commander and Supervisors have finalized their vacation schedules, they will post copies where they are accessible to employees.
- F. Finalized vacation schedules will be forwarded to the Detention Operations Secretary for records keeping and logged in the Integrated Justice System.

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VISITING

GENERAL INFORMATION

- A. The Office shall not charge or apply any fees for when visitors are onsite and participating in either on-site or video visits.
- B. In-person visits include interactions in which an incarcerated person has physical contact with a visitor, the incarcerated person is able to see a visitor through a barrier, or the incarcerated person is otherwise in a room with a visitor without physical contact. In-person visits do not include an interaction between an incarcerated person and a visitor through the use of an onsite two-way audio/video terminal.
- C. After removing all metal objects from their person, if the visitor is unable to clear a metal detector alarm, they will not be allowed to visit.
- D. If the visitor states they are unable to clear the metal detector due to a surgically implanted piece of metal, they must be scanned with a handheld metal detector or pat-searched. Visitors who must be scanned with a hand-held metal detector will wait in the lobby until a Deputy is available and will then be scanned in the visitor's corridor near the Cashier's Office window at the MADF. Visitors will be screened in the waiting area at NCDF prior to their visit.
- E. For each minor, a certified record of birth (official birth certificate or county embossed abstract of birth) shall be presented during each visit. Photocopies of these documents are not acceptable.
- F. Emancipated minors are allowed to visit with original court documentation as proof of emancipation.

DISABLED VISITORS

- A. The Americans with Disabilities Act (ADA) Public Notification for Disabled visitors will be posted in each facility's public areas.
- B. A non-contact visiting booth in the Contact Visiting Area is available for incarcerated persons or visitors who are hearing impaired. There is also an accessible visiting booth (not for hearing impaired) located in R-Module.
- C. The ADA defines a service animal as any dog individually trained to work or perform for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

PROFESSIONAL VISITING

- A. An individual entering either facility must wear an access pass. For access types and requirements, see the Access Pass procedure.
- B. Attorney's must give their valid state Driver's License or ID card and show their current Bar Card to the Lobby Detention Specialist when requesting a professional visit with an incarcerated person, except District Attorneys and Public Defenders who only need to show their county ID card.

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- C. Government and law enforcement representatives must give their valid state Driver's License or ID card and show their agency's ID when requesting a professional visit with an incarcerated person.
 - 1. Office employee's may wear their Office ID in place of a visitor's pass.
- D. Physicians, psychologists, psychiatrists, and private investigators who are representing an attorney must give their valid State Driver's License or ID card to the Lobby Detention Specialist and provide a letter from the attorney which identifies and authorizes them to visit. The letter is valid only for six (6) months and must then be reissued by the attorney.
- E. Physicians, psychologists, and psychiatrists who conduct frequent court ordered evaluations or who evaluate incarcerated persons for State Parole may be approved for placement on the facility access list. Court orders requiring an incarcerated person evaluation must be in the incarcerated person's D-File and given to the Contact Visiting Deputy prior to the Contact Visiting Deputy authorizing the visit.
- F. Bail agents must be licensed and show proper identification.
- G. The Supervising Detention Specialist or designee may authorize individuals to visit using other valid identification once validity has been verified.
- H. Generally, professional visitors, apart from attorneys and law enforcement officials, may only visit during professional contact or non-contact visiting hours. Professional visitors wishing to visit outside of normal visiting hours must have the approval of the Administrative Lieutenant or Watch Commander.
- I. At NCDF, professionals may have contact interviews in the lobby, 401 holding, designated interview rooms or in the units/yards.
- J. The Administrative Lieutenant, or their designee, is responsible for approving professional visitor status.
- K. The Contact Visiting Deputy may approve professional visitor status for Contact Visiting.
- L. Incarcerated persons may not receive professional visits in the contact visiting area during meal service, counts, mandatory or emergency lockdowns without prior approval.
- M. Professional visits conducted in the contact visiting area must be scheduled for when the area is staffed.
- N. Incarcerated persons whose behavior requires they be escorted by more than one deputy are not eligible for contact professional interviews unless the visit is approved by the Administrative Lieutenant and arranged a minimum of 48 hours in advance (special circumstances may arise and emergency contact visits may be arranged contingent on available staff).
- O. Contact interviews will be scheduled on a first come, first serve basis.
- P. Law enforcement officers who are either in uniform or plain clothes are not required to clear the metal detector prior to entering the facility. Law enforcement officers shall secure all weapons prior to entering the facility. Gun lockers are available in the lobby at both MADF and NCDF, and the vehicular sallyport at MADF.
- Q. The Public Defender's Office, District Attorney's Office, District Attorney Investigators and Sonoma County Probation are allowed to bring laptop computers or tablets into any detention

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facility while on duty and related to their job function. Any other requests will be considered on a case-by-case basis.

1. When scheduling a visit, the person requesting to bring a laptop computer or tablet must notify the Lobby Detention Specialist of their intent to bring a laptop or tablet into the facility's visiting area.
 2. The use of cameras is strictly prohibited.
 3. Any unauthorized use of the laptop or tablet will result in losing the privilege of bringing a laptop or tablet into the facility for future visits.
 4. All approved persons bringing a laptop or tablet will be required to sign a *Memorandum of Understanding* form.
- R. All the professional visitor's property, including keys, apart from pertinent paperwork and appropriate items normally carried in pockets (e.g., change) shall be left either in the visitor's car or in a locker in the lobby.
- S. Lockers will be available for visitors to use upon request.
- T. Court appointed psychiatrists and physicians may bring testing equipment to their interviews. Any case containing testing equipment must be searched before the psychiatrist/physician is allowed contact with the incarcerated person. The Contact Visiting Deputy will search all necessary items.
- U. Professional visitors who are only going into the Administration area are not required to place their belongings in a locker.
- V. Pocket knives shall not be allowed into the facility.
- W. Law enforcement representatives may keep their keys.
- X. Attorney's wishing to give their clients legal documents while in contact visiting must first give the documents to the Contact Visiting Deputy for inspection and approval.
- Y. No physical contact will be permitted between the professional visitor and the incarcerated person.
- Z. Family reunification visits arranged by Child Protective Services staff (Social Service workers and case aids) may be held in the contact visiting area during normal contact visiting hours. During these visits, the parent and child may have physical contact.
1. At NCDF, family reunification visits may be held in the lobby or designated area of the 400 building during normal professional business hours.
- AA. Children over the age of twelve (12) are not allowed contact family reunification visits for safety and security reasons. They may have non-contact visits.
- BB. If the Contact Visiting Deputy determines that there is a safety concern, the family reunification visit will be held in a non-contact visiting booth. These will be coordinated by the Contact Visiting Deputy.
- CC. Administrative Separation incarcerated persons may not have family reunification visits. Exceptions may be made at the discretions of the Administrative Lieutenant.
- DD. Professional visits do not count against the number of personal visits an incarcerated person is allowed per week.

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- EE. Contact visits will not be allowed between two incarcerated persons or with family members, apart from family reunification visits with minor children.
- FF. Attorneys, Public Defenders, District Attorneys, and law enforcement are authorized to have contact visits.
- GG. Attorneys requesting to visit after normal professional visiting hours must obtain approval from the Watch Commander, who will make the determination to authorize or deny the visit.
- HH. Only clergy members who have been cleared for access and are in the Facility Access System may have contact visits.
- II. After the arrest, any attorney at law entitled to practice in the courts of record of California, may visit any incarcerated person at the request of the incarcerated person or their relative. All requests shall be accommodated, barring exigent circumstances.
- JJ. Incarcerated persons in reception units are not eligible for personal visits until they complete their initial quarantine.

PERSONAL VISITS

- A. Personal visits will be offered to incarcerated individuals in compliance with Title 15 Standards.
- B. Visiting days and hours for all Modules/Units shall be posted in the housing areas, in each facility's lobby and posted online.
- C. Visits will be allowed on the following holidays:
 - 1. New Year's Day
 - 2. Independence Day
 - 3. Thanksgiving Day
 - 4. Christmas Day
- D. Personal visits are scheduled for 30 minutes intervals.
- E. Module workers can receive 60-minute visits.
- F. To schedule a visit, the individual requesting to visit will be required to do the following:
 - 1. Visitors will call the Lobby Detention Specialist at (707) 565-1400 during the predetermined times to schedule a visit.
 - 2. The Lobby Detention Specialist will collect the following information from the visitor:
 - i. Full name
 - ii. Date of birth
 - iii. ID number and type
 - iv. Address
 - v. Phone number
 - vi. Email address
 - 3. The Lobby Detention Specialist will enter the visitor's information and book their visit in the jail system, based on availability.
- G. Personal visits are booked on a first come, first served basis.
- H. All visitors will be screened through the local criminal justice system prior to their visit.
 - 1. Visitors who have been in Sonoma County Jail custody in the previous 30 days will be ineligible to visit and must wait until 30 days has elapsed since their release.

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2. Visitors who have been convicted of a felony in Sonoma County will be denied and asked to follow the below procedure for clearance.
 - I. Only two adults are allowed per visit. In addition, two children may be admitted if they do not exceed the height requirement.
 - J. Visitors must check in with the Lobby Detention Specialist 20 minutes prior to their visit.
 - K. The Lobby Detention Specialist will verify the visitor's identity and require them to sign in.
 - L. The Lobby Detention Specialist will provide the visitor with a visiting pass.
 - M. Visitors who are late will not be allowed to visit.

CONVICTED FELONS

- A. If a visitor is found to be a convicted felon, the visitor must have prior approval to visit. The Lobby Detention Specialist will give the visitor a Request for Visiting Approval form to complete. The form will be forward by lobby staff to the Classification Sergeant for review.
- B. Convicted felons must receive visiting approval letters for each incarcerated person they wish to visit.
 1. Once an incarcerated person is released from custody, the Visiting Approval authorization is voided.
 2. If the incarcerated person comes back into custody, the requesting visitor may not use the previous authorization form. The visitor must resubmit a new Visiting Approval form to the Classification Sergeant.

BANNING VISITORS

- A. The Administrative Lieutenant, Watch Commander, Classification Sergeant, Sergeants on-duty, Information Bureau Manager or Supervising Detention Specialists have the authority to place an individual on the Facility Ban list.
- B. Visitors engaging in any activity that violates the facility rules is subject to a ban of visiting privileges.
- C. Visitors may be banned from visiting incarnated persons at MACDF or NCDF for unspecified periods of time or on a permanent basis based on the offence.
- D. Visitors may appeal a ban on visiting privileges in writing to the designated authority. All decisions on visiting appeals are final.

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VOTING

GENERAL INFORMATION

- A. To vote in any specific election, the incarcerated person must be registered at least 15 days prior to that election. If their affidavit is complete, their registration will be effective upon receipt by the County Clerk/Registrar of Voters Office. The incarcerated person should not consider themselves registered until they receive a Voter Notification Card. If the voter has never voted in a federal election and fails to provide either their driver's license number or the last four digits of their social, the voter will be required to provide a copy of their identification with their federal absentee ballot.
- B. If the incarcerated person wishes to receive an Absentee Ballot by mail, a written application must be filed with the County Clerk/Registrar of Voters Office at least seven days before the election. Within seven days of the election, an incarcerated person may request in a written statement, signed under penalty of perjury, that a ballot be delivered to them. The ballot shall be delivered by the Registrar of Voters to any authorized representative of the voter.
- C. A voter who applies for a ballot within seven days of the election may authorize any person to return their ballot.

PROCEDURES

INCARCERATED PERSONS WHO ARE REGISTERED TO VOTE IN SONOMA COUNTY

- A. Registered incarcerated persons will submit a Request form to the Programs Deputy requesting an Absentee Ballot application or may request an Absentee Ballot in writing through the Registrar of Voters Office.
- B. If requested through Programs, the Programs Deputy will go to the County Registrar of Votes Office to obtain the Absentee Voter Ballot application.
- C. The incarcerated person will complete the application and send it to the County Registrar of Voters Office through U.S. mail.
- D. Within seven days of the election, an incarcerated person may request via a written statement, signed under the penalty of perjury, that a ballot be delivered to them. The ballot will be delivered by the Registrar of Voters to any authorized representative of the voter.

INCARCERATED PERSONS WHO WISH TO REGISTER TO VOTE IN SONOMA COUNTY

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- A. Incarcerated persons who wish to register to vote must submit a Request form to the Program Deputy, who will obtain an Affidavit of Registration from the Sonoma County Registrar of Voters Office.
- B. The incarcerated person will complete the Affidavit of Registration and send it to the Mail Detention Specialist.
- C. The Mail Detention Specialist will send the affidavit to the Sonoma County Registrar of Voters Office via the County Courier.

INCARCERATED PERSONS WHO ARE REGISTERED TO VOTE IN ANOTHER COUNTY

- A. Any incarcerated person who wishes to obtain an Absentee Ballot from another county may do so by sending the following information to the Registrar of Voters in their county of residence:
 - 1. Name and address (as registered)
 - 2. Personal signature
 - 3. Address to which the ballot is to be sent
- B. Upon receipt of the Absentee Ballot, the incarcerated person should complete the ballot and mail it in at their own expense to their county Registrar of Voters or at the expense of the county if they are indigent.

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INMATE WORKERS AND WORK CREWS

SELECTION OF DETENTION FACILITY INMATE WORKERS

Module Deputies, Work Crew Coordinators and Classification Deputies are responsible for selecting inmate workers assigned to various duties throughout the Detention Facility (i.e. module, kitchen, laundry, commissary, etc.).

Designated Correctional Deputies will screen potential inmate workers in accordance with the Inmate Work Program policy by reviewing:

1. The inmate's disciplinary history
 - a. If an inmate has been found guilty of a major rule violation(s), they are ineligible for a worker position for a period of 60 days after the finding of guilt
 - b. Inmates who are removed from inmate worker status for three minor rule violations will not be eligible to re-apply for an inmate worker position for a period of 45 days after the last offense.
2. The inmate's projected length of stay
3. The inmate's charges (for certain assignments outside the inmate's housing module)
4. The inmate's work history
5. The inmate's willingness and capability to work and any special skills the inmate may have
6. Medical clearance (for inmate kitchen workers)

In addition, inmate module workers will be selected based upon input from the Deputies assigned to the inmate's module on all shifts. Each Deputy will document their input on the Inmate Module Worker Request Form.

1. If an inmate is ineligible worker, the Deputy will note it in the comments section of the Inmate Module Worker Request Form, meet with the inmate, explain the reason he/she is not eligible for inmate worker status and return the form to the inmate. The Deputy will note the inmate's name on the Module Worker List, the date the inmate applied, and the reason the inmate was rejected.
2. If the inmate is eligible and no negative comments are noted from each of the shifts, the last Deputy to complete the Request form will add the inmate's name, the date applied and "approved" on the Module Worker List pending a vacancy. The inmate's eligibility will be reconfirmed prior to being appointed to a vacant worker position.

SELECTION OF INMATE WORK CREWS FOR OFF-SITE COMMUNITY PUBLIC WORKS PROJECTS

A Sergeant will conduct a thorough review of all potential work crew inmates for suitability on a case-by-case basis in accordance with the above listed procedures and the Inmate Work Program

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policy before they are assigned to an off-site inmate work crew. The Sergeant must document all denials in the inmate's management notes.

The designated off-site Work Crew Coordinator will assign inmates to off-site work crews using the computer system's "Inmates Eligible for Work Crews" list. The off-site work crew coordinator will enter the inmate's booking number in the computer system's Work Crews List, in the designated work crew assignment, print a Schedule Report-Events Group list for the on-coming day shift Deputies and distribute copies to the appropriate modules.

No inmate will be assigned to fill an unexpected vacancy on an off-site work crew unless they have been pre-approved and listed as an "extra" on the daily off-site work crew list.

CHECKING INMATES IN/OUT FOR OUT-OF-MODULE AND OFF-SITE WORK ASSIGNMENTS

Once the Work Crew Supervisor is ready for their inmate work crew, a Movement Deputy will request the Module Deputies prepare their inmates for their assigned work crews.

The Module Deputies will summon the inmates assigned to out-of-module and/or off-site work crews to the Deputies' desk to check out for work. The Module Deputy will verify each inmate's identity by checking their identification card, matching each inmate's name to the Work Crew list and check them out on the module tank sheet.

The Module Deputy will direct the inmates to a staging area within the module or, if an off-site work crew from NCDF, to the Inmate Work Crew Staging Area to await escort/transportation to their work assignment. If an inmate assigned to an out-of-module or off-site work crew does not go to work, the Module Deputy will send another inmate to the crew using the pre-approved "extras" list prepared by the Work Crew Coordinator, and will notify the Movement Deputy of the replacement. The inmate workers will be pat searched prior to going on their work crew.

The Movement Deputy receiving the inmate workers will check each inmate out to their assigned out-of-module or off-site work crew by verifying each inmate's name against his/her I.D. card and comparing the inmate's name to the name on the Work Crew list. For off-site work crews, the Movement Deputy will provide the Civilian Work Crew Supervisor the inmate's I.D. cards when all inmates on his off-site crew have arrived, and have been searched.

Upon the inmates return from and/or completion of a work crew assignment, the Movement Deputy will visually verify the identity of the inmates returning from the work crews by comparing the I.D. cards to the returning inmates. The Movement Deputy will conduct pat searches and random strip searches of the inmates for contraband and return the inmates to their assigned housing module.

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INMATE WORKER ORIENTATION, TRAINING AND SUPERVISION

All new inmate workers will be advised of the Rules and Responsibilities expected of them while performing as an inmate worker. The inmate will sign the form acknowledging receipt of this information and the form will be placed in the inmate's Classification and/or D-file.

The Correctional and/or Civilian staff member supervising the inmate worker will be responsible for providing the appropriate orientation and training to the inmate as outline.

The Deputy responsible for assigning an inmate to worker status will be responsible for updating the inmate's status in the CJS system.

A correctional Deputy must be present at each cell anytime meal service is conducted cell to cell using inmate workers. At no time will an inmate worker pass a tray to an inmate who is a no-mix and/or keep-away status.

REMOVAL FROM INMATE WORKER STATUS

Inmates may be removed from inmate worker status for violation of facility rules, inmate worker rules, inappropriate behavior while assigned as an inmate worker or any other reason where the inmate's status as an inmate worker jeopardizes the safety and/or security of the detention facilities or the community.

Civilian Work Crew Supervisors will complete a Civilian Incident Report detailing the reasons the inmate is being removed. Correctional staff will complete an Incident report and make any changes to the inmate's status in the CJS system.

References:

Custody Policy 1016 – Inmate Work Program

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WRIT OF HABEAS CORPUS

To guarantee incarcerated persons the right to freely access the Courts for grievance purposes, incarcerated persons shall be allowed to submit Writs directly to the Courts.

DEFINITIONS

Writ: An order issued from a Court requiring the performance of a specified act or giving authority to have it done.

GENERAL INFORMATION

- A. Writs will be auto stocked in each Module/Unit supply closet.
- B. Incarcerated persons may obtain a Writ by requesting one from the Module/Unit Deputy.
- C. The Courts may return a Writ to the Administrative Lieutenant for an investigation of Detention issues.

OBTAINING AND PROCESSING A WRIT

- A. An incarcerated person may request a Writ from the Module/Unit Deputy.
- B. The Module/Unit Deputy will ask the incarcerated person if they have used the Grievance process to address their complaint. If not, the Deputy will suggest the incarcerated person utilize the Grievance process first. The Module/Unit Deputy will provide the incarcerated person with the Writ of Habeas Corpus form and a Grievance form.
 - 1. It is important to note that an incarcerated person is not required to submit a Writ to the Courts on a Habeas Corpus form.
- C. The Module/Unit Deputy will make an entry in the Management Notes to document the incarcerated person received a Writ form and notate if they were provided a Grievance form as well.
- D. When an incarcerated person has submitted the Writ form, they will mail the Writ to the Courts.

INDIGENT INCARCERATED PERSONS SUBMITTING WRITS TO FEDERAL COURT

- A. Indigent incarcerated persons who wish to file a Writ of Habeas Corpus or a Complaint under the Civil Rights Act in Federal Court may also complete an application to Proceed In Forma Pauperis (hereafter referred to as the "application").
- B. Once the Writ form is complete, the incarcerated person will give the application to the Module/Unit Deputy and ask that they forward the application to the Records Detention

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Specialist at the MADF or the Central Detention Specialist at the NCDF, for account balance verification.

- C. The Records or Central Detention Specialist will:
 - 1. Make copies of the cash transactions which have occurred in the incarcerated person's cash account
 - 2. Attach them to the application
 - 3. Complete the Certification of Funds and attach to the application
 - 4. Forward the application back to the incarcerated person
- D. The incarcerated person will mail the applications and Writ form to the Federal Court.

RESPONDING TO WRITS FILED IN SONOMA COUNTY COURTS

- A. The Superior Court Clerk will deliver the Writ and court date to the Sheriff's Secretary.
- B. The Sheriff's Secretary will forward the Writ and the court date to the Administrative Lieutenant, who will:
 - 1. Note the complaint for which the Writ was submitted to the Court
 - 2. Research the issues in preparation for the hearing, working closely with the County Counsel's Office and Risk Management, as needed
 - 3. Notify the Court Detention Specialist to ensure the court date is entered into the incarcerated person's computer record
 - 4. Notify the Facility Management

RESPONDING TO WRITS FILED OUTSIDE OF SONOMA COUNTY COURTS

- A. Writs filed in Federal Court against the Sheriff's Office Detention Division shall be sent to the County Counsel's Office for processing and monitoring.
 - 1. If any Writs filed in Federal Court are received at the Sheriff's Office or Detention Facilities, a copy shall be made and given to the Administrative Lieutenant and the original shall be immediately forwarded to the most appropriate County Counsel attorney.
 - 2. Writs which ask for damages shall also be forwarded to the Risk Management Office by the County Counsel's Office.
- B. A County Counsel attorney shall notify the Administrative Lieutenant of the Writ and will normally ask for assistance in developing a response.
- C. The Administrative Lieutenant shall:
 - 1. Notify the Facility Manager
 - 2. Research the issues and provide the County Counsel attorney with the requested data
 - 3. Notify the Court Detention Specialist to ensure the court date is entered into the incarcerated person's computer record.