

# KERN COUNTY SHERIFF'S OFFICE

## Detentions Bureau Policies and Procedures

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**TITLE:** INMATE WELFARE FUND **G-100**

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**EFFECTIVE DATE:** 06-30-90 **REVISED:** 12-30-16

**APPROVED BY:** Detentions Bureau Chief Deputy Shelly Castaneda

**REFERENCE:** Penal Code Section 4025; Title 15, Sections 1061 & 1070

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### **POLICY**

Under the authority of Penal Code, Section 4025, an Inmate Welfare Fund has been established by the Kern County Sheriff's Office. The Inmate Welfare Fund is comprised of profits generated by, but not limited to the sale of confectionery, postage, writing materials, toilet articles and other supplies to inmates. Additionally, this fund may receive up to ten (10%) percent of all gross sales of inmate hobby craft, and other approved methods of generating revenue.

There shall be deposited in the Inmate Welfare Fund any money, refund, rebate, or commission received from a telephone company or pay telephone provider when the money, refund, rebate, or commission is attributable to the use of pay telephones which are primarily used by inmates while incarcerated.

The money and property deposited in the inmate welfare fund shall be expended by the sheriff primarily for the benefit, education, and welfare of the inmates confined within the jail.

Any funds that are not needed for the welfare of the inmates may be expended for the maintenance of county jail facilities. Maintenance of county jail facilities may include, but is not limited to, the salary and benefits of personnel used in the programs to benefit the inmates, including, but not limited to, education, drug and alcohol treatment, welfare, library, accounting, and other programs deemed appropriate by the sheriff.

Inmate welfare funds shall not be used to pay required county expenses of confining inmates in a local detention system, such as meals, clothing, housing, or medical services or expenses, except that inmate welfare funds may be used to augment those required county expenses as determined by the sheriff to be in the best interests of inmates. An itemized report of these expenditures shall be submitted annually to the board of supervisors.

The sheriff may expend money from the inmate welfare fund to provide indigent inmates, prior to release from the county jail or any other adult detention facility under the jurisdiction of the sheriff, with essential clothing and transportation expenses within the county or, at the discretion of the sheriff, transportation to the inmate's county of residence, if the county is within the state or within 500 miles from the county of incarceration.

The Sheriff shall not authorize the expenditure of money from the inmate welfare fund for the transfer of any inmate to the custody of any other law enforcement official or jurisdiction.

### **DIRECTIVE #1: Expenditure of Funds**

The following provisions shall be adhered to pursuant to this policy:

- Money deposited in the Inmate Welfare Fund shall be expended by the Sheriff in accordance with state law.
- At the beginning of each fiscal year, an annual operating budget for inmate services will be established.
- The Lieutenant in charge of the Lerdo Inmate Services Section shall have authority to expend funds from the Inmate Welfare Fund consistent with this budget.
- All other expenditures of funds from the Inmate Welfare Fund require the approval of the Detentions Bureau Chief Deputy.
- In all cases, final authority for expenditures of all funds from the Inmate Welfare Fund rests with the Sheriff.
- Inmate Welfare Funds will be expended consistent with the requirements of the County Purchasing agent and the Auditor-Controller's Office.

### **Procedure A: Reporting and Auditing**

**The Lieutenant in charge of the Lerdo Inmate Services Section or their designee shall:**

- Coordinate with Sheriff's Office Financial Services in the tracking of the Inmate Welfare Fund balance.
- Assist the Auditor's Office as needed in the preparation of an annual audit of the Inmate Welfare Fund.

**Note:** The Auditor's Office will submit the annual audit to the Board of Supervisors.

Sheriff's Office Financial Services shall annually prepare an itemized report of expenditures from the Inmate Welfare Fund, which shall be provided to the Detentions Bureau Chief Deputy.

**The Detentions Bureau Chief Deputy shall:**

- Annually submit a copy of the itemized expenditure report to the Board of Supervisors.



# KERN COUNTY SHERIFF'S OFFICE

## Detentions Bureau Policies and Procedures

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**TITLE:** LEGAL RESEARCH ASSOCIATES AND LAW LIBRARY **G-300**

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**EFFECTIVE DATE:** 12-15-06

**REVISED:** 11-07-08

**APPROVED BY:** Detentions Bureau Chief Deputy

**REFERENCE:** Section 1064 of Title 15, California Code of Regulations

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### **POLICY**

All inmates will be provided reasonable access to legal reference materials as described in Section 1064 of Title 15, California Code of Regulations. To accomplish this, the Kern County Sheriff's Office has contracted with Legal Research Associates to provide legal reference material for the inmates housed in the Kern County Facilities. The legal reference materials supplied to the inmates will be paid for by the Inmate Welfare Fund.

**Note:** *Legal Research Associates services are those of a law library and do not serve as legal counsel to inmates.*

The Sheriff's Office provides access to the Law Library in lieu of Legal Research Associates' services for specified inmates as described within this policy.

### **DEFINITION(S):**

#### **Propria Persona Inmate ("Pro Per")**

Inmates certified by the court to represent themselves in a criminal proceeding (i.e. prosecution, appeals, writs) or a 42 USC 1983 civil proceeding.

#### **Legal Research Associates (L.R.A.)**

A contract service provider who offers legal research services at the request of an inmate. This service is provided at no cost to the inmate. This service does not take the place of or act as the inmate's attorney.

### **DIRECTIVE #1**

Inmates will be allowed access to Legal Research Associates services or to the Law Library as follows:

- The following inmates will not be limited in the number of legal request forms they may submit related to a pending case:
  - Inmate's who are representing themselves in a civil action as a defendant.
  - Inmates who are representing themselves in a criminal case.
  - Inmates who are representing themselves in a 42 U.S.C. Section 1983 action or writs of habeas corpus.
- The following inmates will be permitted to submit a legal request form **once every thirty days**:
  - Inmates who are representing themselves as a plaintiff in a civil action unrelated to their civil rights or criminal proceedings for which they are incarcerated, (i.e. a dissolution or property dispute.)
- Inmates who are in custody **solely** on an Immigration and Customs Enforcement (I.C.E.) or United States Border Patrol (U.S.B.P.) hold will be given access to the law library in accordance with **Procedure E** of this section. Such inmates will not be given access to the services of Legal Research Associates.
- All inmates other than those described above will be permitted to submit a legal request form **once every sixty days**.

**Note:** For good cause shown, an inmate may be permitted more frequent requests to L.R.A. or access to the law library. The Inmate Services Sergeant or his/her designee will make this determination upon request by the inmate.

## **DIRECTIVE #2**

Legal Research Associates will respond to requests for legal information made by inmates on the legal research request forms (see [attachment A](#)) forwarded to L.R.A. by the Kern County Sheriff's Office. The designated staff will forward legal research request forms that are properly filled out by inmates to Legal Research Associates.

## **DIRECTIVE #3**

Any staff who determines that an inmate is being untruthful about their legal status (i.e. pro per) or is abusing the system or library access will notify the Inmate Services Sergeant for possible disciplinary action. Additionally, the Inmate Services Sergeant

may suspend an inmate's access to L.R.A. services for up to 30 or 60 days, depending on which category the inmate falls into as described in **DIRECTIVE #1**.

**DIRECTIVE #4**

All staff members are prohibited from photocopying legal responses or other legal material.

**Procedure A: Collection and Submission of Legal Research Request Forms**

Detentions Deputies assigned to a housing unit will provide requesting inmates with a Legal Research Request form. Upon receipt of a completed form, the Deputy will:

- Deliver the request forms to the designated mailbox in the Pre-trial squad room, by 1000 hours, Monday through Friday.
- Request forms collected at the Minimum and Max-Med facilities will be placed in the facility's designated mailbox. The forms will be collected from the Minimum and Max-Med Facilities, by the staff responsible for the transportation of mail, and placed in the Law Library mail box in the administrative area of Pre-trial.

**The Law Library Coordinator or designated staff will:**

- Collect the Legal Research Request Forms from the designated mailbox in administrative area and the Pre-trial squad room daily.
- If the inmate claims to be "pro-per," confirm his/her pro-per status in accordance with **Procedure C** of this section.
- For tracking purposes, number and time stamp each accepted Legal Research Form.
- Make an entry in the Legal Research Request Form Log, listing:
  - The name of requesting inmate (Booking # and Housing location)
  - The Request Form Tracking Number
  - The date the request was faxed to Legal Research Associates
  - The date the materials (or other answer to the request) were received from Legal Research Associates.
  - The date the packet was delivered to the inmate (if no longer in custody the packet is to be logged and destroyed).

- Determine if the inmate has used his/her allotment of legal research requests using the criteria detailed in **DIRECTIVE #1** of this section.
  - If the inmate has used his/her allotment of requests, return the request to the inmate with a notice indicating the soonest date on which the inmate may re-submit the request.
  - If rejected, enter the request in the Legal Research Request Form log indicating the request was rejected because the inmate had used his/her allotment of requests.
- Once the request form has been numbered and time stamped, make a copy of the form to fax to L.R.A. Fax the copy of each Legal Research Form to Legal Research Associates. Fax # (510) 581-3748.
- Temporarily file the copies of the request forms in the folder for the day the request was received/ faxed.

**The Inmates Services Sergeant or his/her designee will:**

- Regularly confirm that responses are received in a timely manner.
- Contact Legal Research Associates to follow up on any requests with no response within 3 business days of the time stamp.

**Note:** L.R.A. will take steps to ensure that inmates do not make duplicate requests for the same material.

**Procedure B: Receipt and Distribution of Legal Material**

- The Legal Research Service will return information packets to the Lerdo Pre-trial Facility, once per day Monday thru Friday, holidays excluded.

**The Law Library Coordinator or designated staff will:**

- Upon receipt of the requested legal packets, log the date the packet was received in the Legal Request Form Log, place the copy of the original request form in the packet, attach the Legal Material Receipt form (see [attachment B](#)) to the front of the packet and route the packet to the requesting inmate via facility mail.



- File all original Legal Research request slips and send periodically to L.R.A for future reference. Do not otherwise copy or forward the request slips.

**The housing deputy will:**

- During the mail passes, distribute the legal packets to the requesting inmates. The Deputy will have the inmate sign the attached Legal Material Receipt form and route the slip to the administration area of that facility to be placed in the inmates' file.

**Procedure C: Determining Pro-Per Status**

Upon receiving a legal research request form upon which an inmate claims to be "pro-per", the law library coordinator or other designated staff will:

- Look on the current list of "pro-per" inmates to determine if the inmate was previously confirmed as being "pro-per."
- If the inmate is not already on the list, examine any documentation provided by the inmate to determine if the inmate is "pro-per." To be valid, such documentation must be stamped by the court and must clearly state that the inmate is proceeding as a pro-per inmate.
  - If no valid documentation is provided, send a notice to the inmate indicating that he/she must provide valid documentation before being considered "pro-per."
  - If the inmate has not used his/her allotment of requests based on his/her current status, the request will be processed according to **Procedure A** of this section.
  - In the event of uncertainty regarding an inmate's status, the law library coordinator will make a reasonable effort (e.g. examine CJIS records, contact the court in question) to confirm the inmate's "pro-per" status.
- If the inmate's status is confirmed as being "pro-per," enter the inmate's information on the list of pro-per inmates. Process the request according to **Procedure A** of this section.

**Every thirty days, the Law Library Coordinator will:**

- Make a reasonable effort to verify the current status of each inmate on the “pro-per list” to ensure that they are still “pro-per” (e.g. examine CJIS records, contact the court in question)
- If an inmate on the list is determined to no longer be “pro-per,” remove that inmate from the list and send a notice to the inmate indicating their removal from the list.
- Send the updated list to Legal Research Associates.

**Procedure D: Inmate Grievances**

Upon receipt of a grievance regarding the L.R.A. services, the Law Library Coordinator will:

- Fax the grievance to L.R.A.

L.R.A. will **fax** a response to the inmate’s grievance to the Inmate Services Office for review and approval. Upon approval the Inmate Services Sergeant or designee will forward two copies of the response to the housing unit in which the inmate is housed.

**The officer assigned to the inmate’s housing unit will:**

- Give one copy of the response to the inmate.
- Have the inmate sign the second copy, which the officer will forward to the Law Library Coordinator.

Upon receipt of the response signed by the inmate, the Law Library Coordinator will:

- Make a copy of the original grievance and the signed response and send the copies to the Inmate Services Sergeant.
- Attach the signed response to the original grievance and forward both to the administrative clerical staff to be filed in the inmate’s file.

**Procedure E: Law Library Access**

Inmates who are in custody solely on an Immigration and Customs Enforcement (I.C.E.) or United States Border Patrol (U.S.B.P.) hold will be given access to the law library for a minimum of five hours per week in lieu of access to the services of L.R.A.

**DIRECTIVE E-1**

Requests for additional time shall be accommodated to the extent possible, consistent with the orderly and secure operation of the facility. Special priority should be given to requests for additional library time when an inmate is facing a court deadline.

**DIRECTIVE E-2**

Inmates may not be forced to forgo their minimum recreation time to use the Law Library.

Upon receipt of a request slip to use the law library, staff will deliver the request to the law librarian's mail box.

**The Law Library Coordinator will:**

- Verify that the inmate qualifies for access to the law library.
- If the inmate qualifies, schedule an appointment time. If the inmate does not qualify, answer the request explaining why the inmate does not qualify and route it back to the inmate.
- On the date of the appointment, contact the appropriate housing deputy and arrange for the inmate to be escorted to the library.
- Once the appointment is completed, contact appropriate housing deputy and arrange for the inmate to be escorted back to his/her housing unit.

**The escorting deputy will:**

- Escort the inmate(s) to the law library at the time of the appointment.
- Conduct a pat-down search of the inmate.
- At the conclusion of the appointment, conduct a pat-down search of the inmate and then escort him/her inmate back to his/her housing unit.

# KERN COUNTY SHERIFF'S DEPARTMENT

## Detentions Bureau Policies and Procedures

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**TITLE: VOTING**

**G-400**

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**EFFECTIVE DATE:** 06-30-90

**REVISED:** 04-02-2007

**APPROVED BY:** Detentions Bureau Chief Deputy

**REFERENCE:** Title 15, Section 1071, C.C.R. Elections Code 2025

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### **POLICY**

Inmates confined to a Detentions Bureau facility may correspond with the elections office in the county of the inmate's permanent residence to register to vote and to apply for an absentee ballot. Inmates will be allowed to vote by absentee ballot only.

### **DIRECTIVE # 1**

The following provisions shall apply to inmate voting:

- Inmates must mail voter registration forms and absentee ballots like any other personal mail.
- Inmates will not use any Sheriff's facility as their residence address. If they do not have a current address, they must use their last residence address.
- The Inmate Welfare Fund provides postage for indigent inmates. If an indigent inmate wishes to correspond with an elections office they will use the postage provided to them from the Inmate Welfare Fund. They will not be provided with additional postage for this purpose.

### **Procedure A. Personnel Duties and Responsibilities**

**If an inmate tells an officer that they want to register to vote, the officer will advise the inmate of the following:**

- The inmate must send a letter to the elections office of their home county requesting an "Affidavit of Registration" form to be mailed to the inmate at the appropriate facility.
- Upon receipt of the "Affidavit of Registration" form, the inmate must complete the form and return it to the elections office of their home county.

**If an inmate tells an officer that they want an absentee ballot, the officer will advise the inmate of the following:**

- The inmate must send a letter to the elections office of their home county requesting an absentee ballot. The letter must include the inmate's registered address and the location to which the inmate wants the absentee ballot sent.
- Upon receipt of the absentee ballot, the inmate may complete and mail the ballot back to the elections office of their home county.

**KERN COUNTY SHERIFF'S DEPARTMENT**  
Detention Bureau  
Policies and Procedures

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**TITLE:** LIBRARY SERVICES **G-500**

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**EFFECTIVE DATE:** 06-30-90 **REVISED:** 07-11-94

**APPROVED BY:** Detention Bureau Assistant Sheriff

**REFERENCE:** [Title 15, Section 1064, C.C.R.](#)

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**POLICY**

Inmates will be allowed access to books and periodicals from the facility library. Each inmate will be allowed no more than two (2) books and two (2) periodicals from the facility library in their possession at any one time. Library books and periodicals will be distributed by officers as their duties permit.

Disciplinary isolation inmates may be denied library privileges.

Books and periodicals may be accepted by the facility as donations from civic groups. Those books become the property of the Detention Bureau. Periodicals from the publisher may be accepted. Individuals cannot bring books or periodicals to inmates without the approval of the Division Commander or Shift Supervisor.

Inflammatory literature that may incite misbehavior or criminal activity within the facility is unauthorized material and will not be allowed in the library.

# KERN COUNTY SHERIFF'S OFFICE

## Detentions Bureau Policies and Procedures

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**TITLE: RELIGIOUS SERVICES**

**G-600**

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<b>EFFECTIVE:</b>	<b>REVIEWED:</b>	<b>REVISED:</b>	<b>UPDATED:</b>
June 30, 1990		3-4-19	

**APPROVED BY:** Detentions Bureau Chief Deputy Tyson Davis

**REFERENCE:** Title 15, Section 1072, C.C.R., Religious Land Use and Institutionalized Persons Act of 2000 (RLUIPA), DBPPM Section I-200

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### **POLICY**

The Sheriff's Office will provide or arrange for religious services to afford reasonable opportunities for inmates to exercise their religious beliefs. Inmates in Sheriff's Office custody maintain their freedom of religion and the ability to participate in, or abstain from, religious services.

Religious activities may be restricted if necessary to meet a compelling governmental interest, such as the safety and security of the facility. Such activities will be restricted only so much as is necessary to meet the compelling governmental interest.

### **DEFINITIONS:**

**For the purpose of this policy, the following definitions shall apply:**

- **Religious Service:** A gathering of a religious provider and one or more inmates for the purpose of hearing/receiving a religious teaching, study and/or to engage in worship and prayer conducted in an effort to meet the spiritual needs of inmates.
- **General (Non-denominational) Religious Service:** A service that identifies no particular faith denomination and is open to all who want to participate (Classification security levels permitting).
- **Specific Religious Service:** A service or ceremony unique to members of a specific religious group.

- **Religious Publications:** Reading material (holy books, tracts, study guides, books, pamphlets, periodicals, teachings etc.) that is religious in nature and is intended to spiritually encourage and/or educate individuals about a religion.

**DIRECTIVE #1**

The Sheriff's Office facilities do not have the resources, nor is there a requirement, to provide religious services for every existing or new religion. Therefore, the Detentions Bureau Chaplain shall coordinate general, non-denominational religious services for general population and/or any other inmate classifications (protective custody, etc.) that can attend in a group setting.

Inmates wishing to attend general religious services at their housing facility may do so when requested, provided that inmate's classification security level permits.

General religious services will be held at a time designated by the Bureau Chaplain and at a location designated by the Section Manger or their designee.

**DIRECTIVE #2**

The Sheriff's Office recognizes there may be individuals or small groups of individuals within the inmate population who may wish to attend a specific religious service. However, those services may not be readily available, regularly scheduled or provided, due to limited resources, a minimal amount of requests received or small number of practicing inmates in custody.

Inmates wishing to attend a specific religious service may request such a service by submitting a request to the Bureau Chaplain.

**DIRECTIVE #3**

In the interest of facility security, safety, order and discipline, inmates who are medically isolated, on suicide watch, housed in a safety cell, administratively segregated or serving disciplinary separation will not be allowed to attend religious services and must make arrangements through the Bureau Chaplain for individual visits with the religious provider of their choice in accordance with procedure B. Such requests will be evaluated for approval on a case-by-case basis in consideration of inmate and staff safety.



**Procedure A: Processing Inmate Requests for Specific Religious Services**

**Staff receiving an inmate request slip from an inmate requesting a specific religious service will:**

- Forward it to the Detentions Bureau Chaplain.

**The Detentions Bureau Chaplain will:**

- Review, research and make a recommendation on the inmate request by verifying that:
  - The requested specific religious service is based on a religion (i.e., known history, leaders, artifacts, holy books, beliefs in deity/deities, origins, purposes);
  - The inmate has demonstrated a sincerity of his/her belief (as determined by interviews with the Chaplain);
  - The inmate demonstrated that the request is religious in nature.

**Note:** If the Chaplain is unable to verify a religion, they will make a recommendation based on the sincerity of the inmate requesting the specific religious service. The Chaplain will document specific inmate behavior observed and relevant facts which will assist the Inmate Services Section Manager in making the decision to approve the request.

- Based on the criteria above, provide a written recommendation for approval/denial;
- Route the written recommendation and the inmate's request slip to the Inmate Services Section Manager or their designee.

**The Inmate Services Section Manager or their designee will:**

- Review the provided recommendation, the inmate's request slip, and any other relevant information;
- If necessary, discuss the matter with the Detentions Bureau Chaplain and or the manager of the facility in which the inmate is housed;
- Approve or deny the request;

**Note:** Any denial of a requested service must be made in the furtherance of a compelling governmental interest (e.g., security, safety, cannot be reasonably accommodated, or the request is cost prohibitive) and the denial of the request must be the least restrictive means of furthering that interest.

- Provide the determination to the Detentions Bureau Chaplain.

**The Detentions Bureau Chaplain will:**

- Provide the requesting inmate with the approval or denial.
- If the inmate wishes to appeal the decision, he/she may do so using the grievance process as described in section I-200 of this manual.

**Procedure B: Processing Approved Requests for Specific Religious Services**

**Upon receiving an approved request for a specific religious service, the Detentions Bureau Chaplain will:**

- Attempt to make contact with a representative of the specific religious organization requested by the inmate;
- Ascertain if the religious organization is willing and able to comply with the inmate's request;

**If the religious organization is willing and able to comply with the inmate's request, the Detentions Bureau Chaplain will:**

- Make arrangements with the representative of the organization and the housing facility of the requesting inmate to facilitate the requested religious service, visit or ceremony in the best and least restrictive manner possible;
- Advise the requesting inmate of the situation and decisions, including the ability or inability to comply with the request;
- Maintain a written record of the request and the service(s) provided, if any, and retain it for a minimum of five years;
- Advise the Inmate Services Section Manager if the requested specific religious service was able to be provided.

**Procedure C: Religious Publications**

Detentions Bureau Chaplains rely on donations for all religious material provided to inmates. All materials distributed by the chaplain are received from either local or national religious organizations. Additionally, inmates may purchase their own publications in accordance with DBPP F-100.

Inmates wishing to receive donated Religious Publication(s) must submit a request to the Detentions Bureau Chaplain.

**Upon receiving a request for a religious publication, the Detentions Bureau Chaplain will:**

- Verify that the requested publication is religious in nature and that the content is not detrimental to the safety, security, order, discipline and other governmental / penological interests of the Detentions Bureau.

Unauthorized publications include (but are not limited to) any materials which:

- Are racially divisive;
- Inspire violence or revolts;
- Promote sexual activities/rituals/photos.
- Ensure that the requested item is not already available from on-hand donated stock. If not, contact the appropriate religious organization and attempt to arrange for a donation of the requested publication;
- Make arrangements for delivery of the publication(s) to the requesting inmate's housing location;
- Maintain a written record of the transaction and retain for a minimum of five years.

If the Chaplain is unable to fulfill a request for a publication due to:

- A lack of donations or cooperation from an organization;
- A lack of publication availability; or
- A safety or security concern as described above,

**The Detentions Bureau Chaplain will:**

- Notify the Inmate Services Sergeant or their designee.

**The Inmate Services Sergeant or their designee will:**

- Review the findings of the Chaplain and determine if there are other publication alternatives available to fulfill the request;
- Notify the requesting inmate of the outcome/results.

If the inmate wishes to appeal the decision, he/she may do so using the grievance process as described in section I-200 of this manual.

**DIRECTIVE #C-1**

Detentions Bureau Chaplains shall inspect all donated publications received from a religious organization to ensure that they meet all Detentions Bureau safety and security protocols.

# KERN COUNTY SHERIFF'S OFFICE

## Detentions Bureau Policies and Procedures

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**TITLE:** RELIGIOUS ITEMS

**G-625**

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**EFFECTIVE DATE:** 06-05-15

**REVISED:**

**APPROVED BY:** Detentions Bureau Chief Deputy Shelly Castaneda

**REFERENCE:** Religious Land Use and Institutionalized Persons Act of 2000 (RLUIPA), DBPPM Section I-200

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### **POLICY**

The Kern County Sheriff's Office will allow approved religious items to requesting inmates who demonstrate that the requested item is necessary for them to adhere to beliefs that are sincerely held and religious in nature provided that the request does not conflict with a compelling governmental interest (e.g., security, safety, order within the detentions facilities).

Each request for religious items will be evaluated on a case-by-case basis. A list of approved items will be maintained on SheriffNet, under the Inmate Services section for review.

### **DIRECTIVE #1**

The following provisions will be adhered to in relation to religious items:

- Approved items will be used or worn in accordance with the inmate's faith.
- The areas an inmate can use, wear or possess religious items will be limited to their housing area, a religious service or clergy visits.
- Inmates will not be permitted to use, wear or possess items during:
  - Court appointments.
  - Regular/professional visits.
  - Classes/Programs.
  - Medical/Dental appointments.

- Work assignments.
- Other areas deemed inappropriate by the Shift Supervisor.

Inmates housed in a suicide or safety cell will not be allowed access to their religious item(s).

## **DIRECTIVE # 2**

Staff may determine if an inmate has been approved to possess religious items by checking the inmate's CJIS records. Inmates approved to possess religious items will have a 12/25/25 appointment for RELIT, and a description of the item can be viewed on their property screen.

If a staff member discovers inmate misuse, abuse or modification of a religious item, they will confiscate the item, place it in a paper bag with the inmate's name and booking number, and forward it to the facility Administrative Sergeant for storage pending any inmate disciplinary process.

Any confiscation of a religious item will be documented with a CJIS incident, using incident type code MN14.

If it is determined that the item will not be returned to the inmate it was seized from, the item will be forwarded to the Inmate Services Administrative Sergeant.

## **DIRECTIVE # 3**

Inmates who have been approved to possess religious items may retain the approved items if they are rehoused to another Lerdo Facility.

Inmates will retain approved religious items upon release from custody.

## **Procedure A: Religious Items during the intake process**

If during the intake process, an inmate states that a personal item is a religious item,

### **The receiving deputy will:**

- Inventory and place the item in the inmate's personal property.

- Advise the inmate that the personal religious item will be kept with their property, but that they may submit a request slip to be allowed to possess a similar item while in custody, as outlined in procedure 'B'.

If the inmate is unable to remove the item, staff will notify the shift supervisor.

**The shift supervisor will:**

- Evaluate the security risk posed by the religious item and determine if the hazard warrants administratively segregating the inmate.
- Ensure that a CJIS Incident is completed describing the action taken regarding the religious item.
- Notify the Inmate Services Section Manager and the Facility manager via e-mail.

**Procedure B: Inmate Requests for Religious Items**

**Any staff receiving a request for a religious item will:**

- Instruct the inmate to submit a request slip.
- Forward the completed request slip to the Detentions Bureau Chaplain.

**The Chaplain will:**

- Interview the inmate submitting the request and complete a Religious Item Worksheet (Attachment 'A').
- To the best of his/her ability, determine the validity of the request based on whether:
  - The inmate has demonstrated the sincerity of his/her belief that the religious item is required by his/her faith **and**;
  - The inmate has demonstrated that the item is religious in nature.
- **Note\*:** If an inmate requesting a religious item has already been approved for a religious diet, the chaplain will only interview the inmate to determine if there is a

legitimate religious need for the requested item(s).

- Forward the completed forms and his/her recommendation to the Inmate Services Section Manager for review.
- Maintain a file of all religious item requests.
- Monitor change in the status of the inmate's religious beliefs or future request by the inmate that would constitute immediate removal or modification to the approved religious item.

**Upon receipt of a completed Religious Item Worksheet form, The Inmate Services Section Manager (or their designee) will:**

- Review the Religious Item Worksheet and the Chaplain's recommendation. If necessary, obtain additional information.
- Consult with the Facility Section Managers when considering approval for a new item that has been requested.

**Note\*:** Once an item has been discussed with the managers and placed on the approved item list, subsequent requests for that specific item will not require a manager consultation).

- Approve the request, unless it is determined that:
  - Denial of the requested item is in furtherance of a compelling governmental interest (e.g., security, safety, order), **and**;
  - Denial of the item is the least restrictive means of furthering that interest.

If an item is denied, the reasons for denial and suggested alternatives must be articulated on the form, attaching a memorandum if additional space is required.

- Forward the completed Religious Item Worksheet to the Inmate Services Administrative Sergeant.

**The Inmate Services Section administrative sergeant (or their designee) will:**

- Forward copies of the completed forms to the Detentions Bureau Chaplain.



If an inmate has been approved to possess religious items:

- Enter the inmate's approval for religious item(s) into CJIS under "Inmate Maintain Property" (IMMNTPRO). If an inmate is approved for more than one (1) item, separate entries will be made for each approved item.
  - Enter RELIGIOUS in the Item Field.
  - Enter a description, quantity, date provided, and initials in the Description field.
  - Enter an appointment into CJIS under "Inmate Maintain Appointment" (IMMNTAPT).
  - Enter an appointment location of RELIT.
- Enter RELIG ITEM in the comment field. Maintain a list of approved items including description and photos on the Inmate Services Section Sheriffnet webpage.

### **Procedure C: Issuance of approval of Religious Items**

If an inmate has been approved to possess religious items:

#### **The Chaplain will:**

- Complete a Religious Item Acknowledgement form (Attachment 'B').
- Have the inmate read and sign the acknowledgement form.
- Provide the approved religious item(s) item to the inmate.
- Return the completed, signed form to the inmate services administrative sergeant.

### **Procedure D: Revocation of approval of religious items**

An inmate may have their approval to possess religious items revoked if his/her actions demonstrate that:

- The inmate is not sincere in his/her belief that the item is a requirement of his/her faith or;

- That the requirement is not religious in nature.

Such actions include, but are not limited to:

- Lending or providing an approved religious item to another inmate.
- Statements by the inmate that demonstrate that the reasons for the requested item were dishonest or were not based on sincerely held religious beliefs.

Any staff who witness actions or statements that reveal insincerity regarding an inmate's requirement for a religious item will generate a CJIS Incident describing the actions and advise the administrative sergeant of the Inmate Services Section.

**The inmate services administrative sergeant will:**

- Review the incident, investigate the situation as necessary, and determine if the inmate's actions demonstrate sufficient insincerity to warrant discontinuing the approval of the inmate's religious item.
- If clarification of the inmate's insincerity (or sincerity) is needed, or if additional documentation is necessary, complete a CJIS supplemental report.

# KERN COUNTY SHERIFF'S OFFICE

## Detentions Bureau Policies and Procedures

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**TITLE:** RELIGIOUS DIETS

**G-650**

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**EFFECTIVE DATE:** 04-01-11

**REVISED:**

**APPROVED BY:** Detentions Bureau Chief Deputy

**REFERENCE:** Religious Land Use and Institutionalized Persons Act of 2000 (RLUIPA), DBPPM Section I-200

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### **POLICY**

The Detentions Bureau will provide religious diets to requesting inmates who demonstrate that the requested diet is necessary for them to adhere to beliefs that are sincerely held and religious in nature provided that the request does not conflict with a compelling penological interest (e.g., security, safety, cost prohibitive). The Chaplain will interview inmates requesting a religious diet to verify eligibility based on these criteria.

### **DEFINITION(S):**

For the purpose of this policy the following definitions apply:

- **Religious Diet:** A nutritional diet that complies with the sincerely held religious beliefs of a given inmate.
- **Medical Diet:** A nutritional diet ordered by medical staff that is medically necessary to sustain the health of an inmate.

### **DIRECTIVE #1**

The following provisions will be adhered to in relation to religious diets:

- All medically prescribed diets shall supersede any religious diets unless the inmate has reviewed and signed a Medical Refusal Form refusing the medical diet as detailed in Section H-300 of this manual.
- An inmate may appeal the denial or discontinuation of a religious diet using a grievance or appeal form. Staff will forward any such appeals to the Inmate Services Section Manager, who will respond in accordance with the procedures

of Section I-200 of this manual.

- Vegetarian and vegan diets that are not based on religious requirements are considered food preference diets and are honored only when based on medical need. Inmates requesting preference diets such as vegetarian/vegan (no meat or meat products) diet will be required to submit a request to medical staff, who will follow medical diet procedures.
- The inmate meals provided by the contracted food service provider do not include pork and meet the religious dietary needs of those of the Muslim faith. Inmates of the Muslim faith wishing to observe Ramadan must complete and sign a Religious Meal Plan Request Form (Attachment A). This form will be provided to the inmate by the Chaplain upon receipt of a written request.
- In the event that an inmate receiving a religious diet is subject to a disciplinary diet, the disciplinary diet will be comprised of their religious diet contents.

### **Procedure A: Inmate Requests for Religious Diets**

#### **DIRECTIVE A-1**

An inmate's request for a religious diet will be approved if the Inmate Services Administrative Sergeant, in consultation with the Detentions Bureau Chaplain, determines that:

- The inmate has demonstrated the sincerity of his/her belief that the religious diet is required by his/her faith **and**;
- The inmate has demonstrated that the dietary requirement is religious in nature.

If the first two criteria are met, the request will be approved unless the Inmate Services Administrative Sergeant determines that:

- Denial of the requested diet is in furtherance of a compelling penological interest (e.g., security, safety, or the request is cost prohibitive), **and**;
- Denial of the diet is the least restrictive means of furthering that interest.

**Any staff receiving a request for a religious diet will instruct the inmate to submit a request slip. Completed request slips for religious diets will be forwarded to the Detentions Bureau Chaplain, who will:**

- Provide the inmate with Religious Meal Plan Request Form (Attachment A).
- Review the completed Religious Meal Plan Request Form.
- Interview the inmate submitting the request and complete a Religious Diet Worksheet (Attachment B);
- To the best of his/her ability, determine the validity of the request based on the first two criteria of Directive A-1 above;
- Forward the completed forms and his/her recommendation to the administrative sergeant of the Inmate Services Section;
- Maintain a file of all religious diet requests;
- Monitor change in the status of the inmate's religious beliefs or future request by the inmate that would constitute immediate removal or modification to the approved religious diet.

Upon receipt of a completed Religious Diet Worksheet and Religious Meal Plan Request forms, the administrative sergeant of the Inmate Services Section will:

- Review the request and the Chaplain's recommendation. If necessary, obtain additional information.
- Using the criteria described above in Directive A-1, approve or deny the request.
  - If the sergeant believes the request should be denied based on the second two criteria described in Directive A-1, (in furtherance of a compelling penological interest and the denial is the least restrictive means of furthering that interest) , he/she will advise the inmate services section manager of the denial.
- If the request is denied, indicate the reason in the space indicated, attaching a memorandum if additional space is required.
- Forward copies of the completed forms to:
  - Detentions Bureau Chaplain;
  - The Medical Clinic at the facility where the inmate is housed for inclusion in the inmate's medical file.

- If the request is approved:
  - Forward additional copies of the forms to the food services supervisor;
  - Ensure that the inmate's special diet is entered into CJIS under "Inmate Maintain Appointment" (IMMNTAPT) and the "Inmate Maintain Medical" (IMMNTMED) using the format in the examples below:

IMMNTAPT: 122525 0800 DIETX 28, RELIG/KOSHER

and

IMMNTMED: SPECIAL DIET: 28,RELIG/KOSHER

The food services supervisor will ensure that inmates who have been approved for a religious diet are provided with the appropriate meals, coordinating as needed with staff at the facility in which the inmate is housed.

#### **Procedure B: Discontinuation of Religious Diets**

Any staff receiving a request from an inmate to discontinue a religious diet will forward the request to the Inmate Services Section Administrative Sergeant. The administrative sergeant will cancel the diet as requested, maintain the inmate's CJIS record accordingly, and notify the appropriate units as detailed in Procedure A. The administrative sergeant will maintain the request for discontinuation for a minimum of five years.

An inmate may be involuntarily removed from a religious diet if his/her actions demonstrate that:

- The inmate is not sincere in his/her belief that the diet is a requirement of his/her faith or
- That the requirement is not religious in nature.

Such actions include, but are not limited to:

- Consuming products that are known to be prohibited to members of the inmate's faith;
- Statements by the inmate that demonstrate that the reasons for the requested diet were dishonest or were not based on sincerely held religious beliefs;
- A request for discontinuation of a religious diet followed by a request to return to the

religious diet or frequent attempts to switch between different types of diets.

Any staff who witness actions or statements that reveal insincerity regarding an inmate's requirement for a religious diet will generate a CJIS Incident describing the actions and advise the administrative sergeant of the Inmate Services Section.

The inmate services sergeant will:

- Review the incident, investigate the situation as necessary, and determine if the inmate's actions demonstrate sufficient insincerity to warrant discontinuing the inmate's religious diet.
- If clarification of the inmate's insincerity (or sincerity) is needed, or if additional documentation is necessary, complete a CJIS supplemental report.
- If the diet is to be discontinued, cancel the diet and advise the units described in Procedure B.

**KERN COUNTY SHERIFF'S DEPARTMENT**  
Detention Bureau  
Policies and Procedures

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**TITLE:** VOCATIONAL CLASS PROJECTS **G-700**

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**EFFECTIVE DATE:** 05-01-91 **REVISED:** 3-1-94

**APPROVED BY:** Detention Bureau Assistant Sheriff

**REFERENCE:** [Title 15, Section 1056, C.C.R.](#)

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**POLICY**

It is the desire of The Kern County Sheriff's Department to provide academic and vocational opportunities to inmates.

Bakersfield Adult School Vocational classes, at the Kern County Sheriff's Department Lerdo Minimum facility, need instructional material for the inmate students attending the classes. Employees of the Kern County Sheriff's Department are granted approval to have personal items repaired, refinished, upholstered, waxed, polished, serviced, and/or painted by vocational class students, subject to the following procedure. The requested work must be a suitable project to provide training opportunities for the vocational class.

**Procedure A.**

**Any employee of the Kern County Sheriff's Department desiring to use the services of a vocational shop will comply with the following procedure.**

- \* Complete an "Employees Request for Vocational Shop Work" form and submit the completed form to the office of the Director of Inmate Services.
  
- \* A list will be maintained, in order of receipt, of employees requesting work. As class projects are needed employees will be called, in order, from the list. Projects may not be taken out of order unless there is a need for a special type project for instructional reasons or with prior approval by a Division Commander, the Adult School Administrator or the Director of Inmate Services.



- \* Vocational shops that may do work for employees are upholstery, wood shop, commercial painting, small engine repair and auto/detail shop. All work must be done at the vocational shop. Additional vocational class services may be added with the approval of the Minimum Facility Division Commander.
- \* When notified, employees will deliver the item(s) along with all necessary material to the appropriate vocational shop, on the appropriate date and time. Failure to deliver items in a timely manner will result in that employee's name being removed from the list for vocational shop work. That employee would then have to reapply and be placed at the bottom of the waiting list.
- \* Once the work has been completed, all items will be picked up immediately upon notification. Items left longer than thirty (30) days after notification shall be disposed of.
- \* No more than three items will be allowed with each request. Exceptions may be made by the Director of Inmate Services, or Division Commander where sets contain more than three items. Exceptions may also be made in the event the list is depleted.

**DIRECTIVE #1**

**All work undertaken by vocational classes is at the total and sole risk of the requester. Neither the Kern County Sheriff's Department, the Bakersfield Adult School, the class instructor or any other group or individual shall be held responsible for any project for any reason.**

**The Director of Inmate Services will:**

- \* Maintain records on all requests for services submitted by employees of the Kern County Sheriff's Department.
- \* Determine the feasibility of each request. If the feasibility of the request is in question the Director of Inmate Services will consult with the supervising employee of the Adult School regarding the project.
- \* Ensure that each request has met the policy and procedure prior to placing the name on the list for service.

- \* Provide a copy of the request to the vocational shop instructor at the time the requestor's name is at the top of the list.
- \* Notify employees when it is time for them to deliver their item(s) and material to the appropriate vocational shop.

**The Instructor will:**

- \* Perform work on only the items that have been approved through the proper channels.
- \* Require the requester to purchase materials and have needed materials delivered to the vocational class prior to the start of any project.
- \* Notify the requester when items are ready for pickup.

**DIRECTIVE #2**

**Staff members requesting service may be asked to provide additional materials, such as tacks, screws, thread, sand paper, etc. to maintain a supply of small items necessary to operate the shop.**

The Employee's request for vocational shop work request form is on the following page.

**EMPLOYEES REQUEST FOR VOCATIONAL SHOP WORK**

Kern County Sheriff's Department employees may request that work to repair, refinish, or service personal items be undertaken at selected Lerdo Jail Facility vocational shops. Work requested must be compatible with the instructional mission of that particular shop and must be approved in advance. Work will be performed consistent with published Detention Bureau Procedures.

It is understood that services provided to employees by vocational shops are for the purpose of instructing inmates in specific vocational skills. Employees who utilize the services of a vocational shop do so at their own risk. Neither the Sheriff's Department, the Adult School, the class instructor nor any other individual or group will be responsible for any project for any reason. All work undertaken by a vocational shop is at the total and sole risk of the requester.

Employees Name \_\_\_\_\_

Work location \_\_\_\_\_

Phone #(s) where you may be contacted: \_\_\_\_\_

Which vocational shop do you want to do the work: \_\_\_\_\_

Description of work requested: \_\_\_\_\_

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Requester understands that all material will be supplied by them at no cost to the County or Adult School, and that all work is performed at the sole risk of the requester. Staff members requesting service may be ask to provide additional materials, such as tacks, screws, thread, sand paper, etc. to maintain a supply of small items necessary to operate the shop. Items left over 30 days, after the owner has being notified that the requested service has been completed, will be disposed of.

Printed name \_\_\_\_\_ Date:

Signature \_\_\_\_\_

# KERN COUNTY SHERIFF'S DEPARTMENT

Detention Bureau  
Policies and Procedures

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**TITLE:** VOCATIONAL PROJECT REQUEST **G-800**

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**EFFECTIVE DATE:** 02-01-91 **REVISED:** 07-11-94

**APPROVED BY:** Detention Bureau Assistant Sheriff

**REFERENCE:** Vocational Project Request Form (Pg.4)

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## **POLICY**

Vocational training shops have been established at Lerdo Minimum Facility for the training of inmates in preparation for return to the community. Projects that are compatible with the training goals of these vocational classes are accepted from the departments within the Sheriff's Department and the Bakersfield Adult School to facilitate "hands on" training.

To insure that projects are appropriate for classroom training and that there is proper funding and approval for these projects. The following procedures are set forth.

## **DIRECTIVE #1**

### **REQUEST**

Request for special project work to be done by one of the vocational shops is to be made on the attached "Vocational Project Request Form". This request should be submitted in duplicate to the Office of Inmate Services, where it will be directed to the appropriate shop.

All projects must be funded by the requesting department.

### **Procedure A. Approval**

Prior to submittal, vocational project requests require the review and approval of one of the following positions:

- !      Manager of the facility from which the request originated.

- ! Director of Inmate Services
- ! Structural Maintenance Supervisor (facility maintenance projects only)
- ! Adult School Assistant Principal (Adult School projects only)

**Procedure B. Processing****The shop instructor will:**

- ! Review the request and accept or reject the request, based on the class's capability to successfully complete the project within the constraints of time and class skill.
- ! Return the copy to the person approving the project.
- ! File the original in a file established for this purpose.

**The approving person will:**

- ! Contact the instructor and arrange for an appropriate time to undertake the project.
- ! Determine material needed and when the project should be delivered to the shop, etc.

**Procedure C. Materials and Supplies****The department requesting the service will:**

- ! Make all arrangements for materials and see that they, along with any objects the material is to be applied to, are delivered to the shop doing the work.
- ! Supply additional materials needed to complete project such as tacks, nails, etc.
- ! Be responsible for delivering projects and supplies and picking up projects at the time agreed upon with the shop instructor.

**Procedure D. Project Completion****The instructor will:**

- ! Consult with the department requesting the project and clarify any design or construction detail.
- ! Request drawings, patterns or other information needed to complete the project.

**DIRECTIVE #2**

The instructor's judgment will prevail on matters of methods used by the students to complete the project.

Neither the Kern County Sheriff's Department, the Bakersfield Adult School the class instructor, nor any individual or group will be responsible for any project that is incomplete or does not meet the expectations of the requester.

All work undertaken by a vocational shop is at the total and sole risk of the requester.

**VOCATIONAL PROJECT REQUEST**

Request for special project work to be done by one of the vocational shops is to be made on this form (in duplicate) and must have the approval of the Facility Commander from which it originated, the Director of Inmate Services or the Structural Maintenance Supervisor (for facility maintenance projects only). In the case of adult School projects, the signature of the Adult School Assistant Principal will be required.

All vocational programs are available to perform special projects providing time and appropriate skill level is available.

After completion, this form should be forwarded to the Office of Inmate Services where it will be directed to the appropriate shop. Any necessary drawings, instructions or patterns should be attached to this request.

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How are Materials to be Supplied:

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Reviewed and Approved

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(Facility Commander, VP Adult School, DIS, SMS)

Approved: \_\_\_\_\_ Rejected: \_\_\_\_\_ Date: \_\_\_\_\_

After accepting or rejecting the project a copy is to be returned to the Facility Commander or other person approving the work. If this project is rejected, comments as to why, should be made below:

# KERN COUNTY SHERIFF'S OFFICE

## Detentions Bureau Policies and Procedures

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**TITLE:** INMATE MARRIAGES

**G-900**

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**EFFECTIVE DATE:** 5-21-14

**REVISED:** 3-5-15

**APPROVED BY:** Detentions Bureau Chief Deputy Shelly Castaneda

**REFERENCE:** Penal Code Section 2601, Family Code Sections 400, 402, 426(d)  
California Evidence Code Sections 970 (et seq.)  
Penal Code Section 1170 (et seq.)

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### POLICY

It is the policy of the Kern County Sheriff's Office to allow inmates to marry while incarcerated in its facilities in accordance with current State of California statutes. The Kern County Sheriff's Office neither encourages nor discourages in-custody marriages.

The Sheriff's Office will make reasonable accommodations for those who are legally able to become married in accordance with California law.

### DEFINITION(S):

For the purpose of this policy, the following definitions shall apply:

- **Marriage Officiant:** A person able to perform marriage ceremonies as defined in California Family Code, Section 400 (See Attachment C).
- **Contract Inmate:** Any inmate who is contractually held in custody for another agency.

### DIRECTIVE #1

The following provisions shall apply to any marriage between an in-custody inmate and their out-of-custody intended spouse:

- Requests to marry shall be submitted in writing at least seven (7) days prior to the marriage ceremony.



- All fees, including, but not limited to, the marriage license, are to be paid in advance to the County of Kern.
- Inmates may not marry another incarcerated person.
- All marriage arrangements, including securing the marriage license, obtaining the availability of the designated Marriage Officiant, and any related fees, are the responsibility of the inmate and/or his/her intended spouse.
- Inmates in disciplinary isolation may not participate in any marriage ceremony during their disciplinary period.
- Inmates may not participate in any marriage ceremony while on suicide watch.
- The Sheriff's Office has the right to refuse any marriage ceremony that could compromise the safety and security of the facility, staff or inmates.
- The Section Manager shall be responsible for making any determination of marriage refusal.
- In the event of an emergency, the visit may be canceled or postponed by the facility without prior notice.

## **DIRECTIVE #2**

Except as otherwise specifically detailed in this policy, staff shall not assist an inmate, or any person wishing to become married to an inmate, in facilitating an inmate marriage.

### **Procedure A: Requests for In-Custody Marriage Information**

Any inmate who would like to become married while in custody will be instructed to submit a request for in-custody Marital Information using an Inmate Request Form.

All inmate requests for in-custody marital information will be forwarded to the respective facility administrative sergeant.

- Upon receiving such a request, the facility administrative sergeant or their designee will provide the inmate with an in-custody Marital Information form (attachment A).

- If an out-of-custody individual contacts facility administration inquiring about becoming married to an inmate, the facility administrative sergeant will make an in-custody marital information form available to the out-of-custody contact.
- The in-custody marital Information form will also be available to the public on the KCSO web site.

### **Procedure B: Processing the Inmate Marriage Request**

Upon receiving a marriage request from an inmate's out-of-custody intended spouse, the facility administrative sergeant or their designee will verify the contract status of the inmate (ICE, US Marshall, etc.).

#### **DIRECTIVE B-1 County inmate marriage requests**

##### **The facility administrative sergeant or their designee will:**

Verify any conflicts of interest (victim/witness relationship in a criminal case, etc.) by checking the inmate's information in CJIS and CLETS.

- Enter the inmate's court case numbers in CJIS function DADSP to determine if the intended spouse is listed as a "B" defendant.
- Enter the inmate's name, sex and DOB in CLETS using function RO to determine if the intended spouse has a current protective order against the inmate.
- If deemed appropriate, contact other departments and/or agencies (District Attorney's Office, etc.) to identify any verifiable conflicts of interest (victim/witness relationship in a criminal case, etc.).
- Advise the section manager of the request and forward any related documents and supporting information to him/her.

#### **DIRECTIVE B-2 Contract inmate marriage requests**

All contract inmate marriage requests will be processed by the federal liaison sergeant.

**The federal liaison administrative sergeant or their designee will:**

- Contact the agency for which the inmate is being held to obtain an approval or denial for the marriage.
- If the agency approves the marriage, complete the verification process listed in Directive B-1 above.
- Note the approval or denial, including the name and title of contract agency representative, on the inmate request form.
- **Note:** If the contract agency provides additional documentation of their approval or denial, the documentation shall be placed in the inmate file.
- Ensure that the inmate and out-of-custody intended spouse are notified in the event that the contract agency denies the marriage request.
- Advise the section manager of the request and forward any related documents and supporting information to him/her.

**The Section Manager will:**

- Review the marriage request and any supplemental information.
- Approve or deny the marriage request.
- If the marriage request is **approved**, complete a Notice of Incarcerated Individual Form (attachment B), verifying the in-custody status of the inmate intending to become married.
- If the marriage request is **denied**, complete a written response documenting the decision.
- **Note:** An inmate may only be denied the right to marry as is reasonably related to legitimate governmental interests which can be clearly substantiated and articulated.

Forward the completed form to the facility administrative sergeant.

**Procedure C: Approved Inmate Marriage Requests**

If a request for inmate marriage has been approved, the out-of-custody intended spouse will need to provide the completed Notice of Incarcerated Individual form (attachment B) to the Kern County Clerk's Office.

**The facility administrative sergeant will:**

- Notify the inmate and out-of-custody intended spouse of the section manager's decision.
- Provide the completed Notice of Incarcerated Individual form to the intended spouse either in person or via U.S. Mail.
- Arrange for the inmate to sign the "Affidavit of Inability to Appear and the Request for Issuance of a Marriage License" in the presence of the intended spouse and a notary.

**Procedure D: Inmate Marriage Ceremonies**

Upon completion of the necessary requirements detailed in the in-custody Marital Information form (attachment A) by the out-of-custody intended spouse, the facility administrative sergeant or their designee will:

- Coordinate with all parties to arrange for the inmate to participate in the marriage ceremony.
- Requests to marry shall be submitted in writing to the facility administrative sergeant at least seven (7) days prior to the requested marriage ceremony date.

If necessary, staff shall assist with moving any official marriage documents between the inmate and his/her visitors.

**The following shall apply to any in-custody inmate marriage ceremony:**

- Any marriage ceremony shall be non-contact.
- A marriage ceremony may not be performed by the jail chaplain or chaplaincy volunteers.

- Marriage Officiants are only allowed to bring their paperwork necessary to complete the marriage ceremony, marriage license, notary book, pen, etc.
- Marriage Officiants are not allowed to conduct notary services other than those necessary during the marriage ceremony. **\*Note** – Government Code 8224(a) prohibits the notary public who has authenticated the signature of the person who is unable to physically appear in person at the County Clerk's Office from also being the person solemnizing the marriage.
- Flowers or other ceremonial decorations are not permitted.
- Exchanges of rings or other symbolic exchanges are not permitted.
- Ceremonies may be civil or religious, but no religious rites beyond readings are permitted.
- Persons permitted to participate in the ceremony are subject to search on jail grounds.
- Cameras, audio, or video recording are not permitted. Any violation of this rule will subject visitors to immediate removal from the jail grounds and cancellation of the marriage process.
- Media coverage of the marriage ceremony is not permitted.
- Only jail clothing is allowed for the inmate getting married.
- Any inappropriate behavior during the ceremony or the visit period thereafter will be cause for immediate termination of the ceremony.
- Persons permitted to participate in the ceremony are limited to the inmate, his/her intended spouse, the Marriage Officiant, and one (1) witness. If an interpreter is necessary for translation of the service, the interpreter shall also serve as the required witness. The interpreter may be chosen by the couple and accompany the intended spouse at the ceremony.
- Marriage ceremonies shall occur during normal facility visiting times. A marriage ceremony will count as one(1) hour of visiting time. Inmates must have one (1) hour of visiting time available for the week.
- Marriage ceremonies shall take place within a preselected attorney visiting room within any secure non-contact facility (Pre-Trial, CRF, Max-Med).

**Note:** An inmate housed at the Minimum facility will be temporarily transferred to either the Max-Med or Pre-Trial facility for facilitation of their marriage ceremony. Marriage ceremonies for minimum inmates shall occur within the visiting hours of the designated facility. Following the ceremony, the inmate will be immediately returned to the Minimum facility.

- Inmates shall remain within the secure confines of the facility at all times. (except in cases of temporary Minimum inmate transfers to Max-Med or Pre-Trial).

# KERN COUNTY SHERIFF'S OFFICE

## Detention Bureau Policies and Procedures

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**TITLE:** COMMUNITY VOLUNTEER **G-1000**

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**EFFECTIVE DATE :** 06-30-90 **REVISED:** 07-11-94

**APPROVED BY:** Detention Bureau Chief Deputy

**REFERENCE:** Community Volunteer Informational Packet (Attached)

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### **POLICY**

Inmates will be allowed access to persons from community volunteer organizations approved by the Bureau Assistant Sheriff. Each member of a community volunteer program must possess a photograph identification card issued by the records and identification section, and signed by the Bureau Assistant Sheriff. The identification card must be worn by the organization member and in plain sight at all times while in each facility. The identification card will be renewed annually and a new application submitted.

Each community volunteer organization member will sign an agreement to comply with all rules and guidelines outlined in the informational package supplied to them.

Community volunteer organization visits will not be considered general visits. They will be conducted in accordance with the policies and procedures of each facility.

Each Division Commander will retain the right to limit, postpone and, with the approval of the Bureau Assistant Sheriff, discontinue any community volunteer organization's visits.

The Pre-Trial Division Commander will be responsible for the overall administration of this program.

### **Procedure A. Selection Criteria**

#### **The Pre-Trial Facility Office Clerk will:**

- ! Issue an application to any community volunteer organization upon request.

- ! Receive completed applications from community volunteer organizations.
- ! Forward completed applications to the Pre Trial Facility Support Services Sergeant.

**The Pre-Trial Facility Support Services Sergeant will:**

- ! Contact the community volunteer organization and schedule an interview.
- ! Interview the organization members to determine:
  1. What type of program(s) are offered.
  2. What goals they hope to accomplish.
  3. How the services will benefit the inmates.
  4. How many members will participate.
  5. Identity of each organization member participating.
- ! Notify the community service organization or member if the application is rejected and the reasons for the decision.
- ! Conduct a background investigation on each organization member, if the application is approved. The Background Investigation will include:
  1. Criminal history check
  2. NCIC and CHI check
  3. Local warrant check
- ! Write a recommendation.
- ! Submit the application and recommendation to the Division Commander.

**The Division Commander will:**

- ! Evaluate the application and recommendation.
- ! Determine the eligibility of the organization.
- ! Forward their written response through the chain of command to the Bureau Assistant Sheriff.



**The Pre-Trial Support Services Sergeant will:**

- ! Follow Procedure B if the application is approved.
- ! Notify the community volunteer organization if the application is rejected.

**Procedure B. Orientation and Registration****When the Application by a Community Volunteer Organization has been approved by the Bureau Assistant Sheriff, the Pre-Trial Support Services Sergeant will:**

- ! Notify the organization of the approval.
- ! Arrange to meet with organization members for orientation and registration.
- ! Give each organization member an orientation package.
- ! Review the orientation package with the organization member(s).
- ! Answer any questions asked by the organization member(s).
- ! Have each organization member sign the letter of agreement.
- ! Have an identification card typed for each organization member.
- ! Have the Bureau Assistant Sheriff sign each identification card.
- ! Have each organization member photographed and fingerprinted at the Records and Identification Section for the identification card.
- ! Issue each organization member their identification card.
- ! Notify the Bureau Assistant Sheriff when the orientation and registration process has been completed.
- ! Maintain a file of all authorized organizations, their members and each member's signed letter of agreement.
- ! Direct a Memorandum to all facilities authorizing the organization to enter the facilities. The Memorandum shall include:

1. The name of the community volunteer organization.
2. The names of authorized organization members.

**Procedure C. Discontinuing Community Volunteer Organizations Services**

**When a Division Commander finds cause to discontinue the services of a community volunteer organization or member, they will:**

- ! Document their findings and forward their recommendation to the Bureau Assistant Sheriff through the chain of command.

**The Bureau Assistant Sheriff will:**

- ! Evaluate the findings and recommendations submitted by the Division Commander.
- ! Determine if the organization will be discontinued.
- ! Notify each Division Commander of their decision.

**When the Bureau Assistant Sheriff determines that the services of a community volunteer organization or member will be discontinued, he will:**

- ! Arrange to meet with the community volunteer organization or member.
- ! Notify the community volunteer organization or member of the decision to discontinue the organization's services and the reasons for the decision.
- ! Have the community volunteer organization or member return the identification cards issued to them.

**KERN COUNTY SHERIFF'S DEPARTMENT  
DETENTION BUREAU**

**SOCIAL SERVICE VOLUNTEER ORGANIZATIONS  
INFORMATIONAL PACKAGE**



## **DETENTION BUREAU POLICY**

Inmates will be allowed access to social service groups approved by the Bureau Assistant Sheriff. Each member of a social service group must possess a photograph identification card issued by the records and identification section, and signed by the Bureau Assistant Sheriff. The identification card must be on the group member and in plain sight at all times while in each facility. The identification card will be renewed annually, and a new application must be submitted.

Each social service group member will sign an agreement to comply with all the guidelines outlined in the informational package supplied to them.

Social service group visits will not be considered as general visits, but will be conducted in accordance with the policies and procedures of each facility.

Each division commander will maintain the right to limit, postpone, and with the approval of the Bureau Assistant Sheriff, discontinue any social service group visit.

## **COMMUNITY VOLUNTEER GROUPS**

Community service/volunteer groups will be registered with the Kern County Sheriff's Department Detention Bureau.

Contact visits will only be made with the approval of the division commander of the facility the visit takes place. Visits during scheduled mealtime will not be permitted.

## **BRINGING ARTICLES/CONTRABAND INTO DETENTION BUREAU FACILITIES**

Individuals of a community service/volunteer group will not be allowed to bring articles/contraband into Detention Bureau Facilities. Articles/contraband, include, but are not limited to:

- |                    |                              |
|--------------------|------------------------------|
| Λ Letters or Notes | Λ Cosmetics                  |
| Λ Books            | Λ Tobacco                    |
| Λ Food             | Λ Any type of personal items |

Cameras and recording devices will not be allowed into detention facilities security areas. Weapons of any type will not be permitted into any facility.

## **RELEASE OF INMATE PROPERTY**

Under the provisions of Government Code 26640, the Sheriff is the custodian of all

SOCIAL SERVICE VOLUNTEER INFORMATIONAL PACKAGE  
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personal property in the possession of an individual delivered into his custody.

Personal property of all booked prisoners can only be released under the following conditions:

1. Release of the inmate.
2. To an individual designated by the inmate and with the inmate's written consent.
3. In obedience to a lawful court order or search warrant.

### **COURT CLOTHES**

Court clothes will only be accepted for inmates who are involved in a jury trial. Court clothing will be received in accordance with the procedures of the facility that the inmate is housed at. Court clothing will be returned to the person designated by the inmate, immediately upon completion of the jury trial. The individual delivering the clothing will furnish personnel receiving the clothing with their name, address and phone number. The individual leaving the clothing will be given a receipt listing all items of clothing.

### **ALLOWABLE ARTICLES OF CLOTHING**

#### MALES

1. (1) pair of pants
2. (1) shirt
3. (1) jacket/sweater  
jacket/sweater
4. (1) pair shoes
5. (1) neck tie
6. (1) belt
7. (1) pair socks

#### FEMALES

1. (1) dress
2. (1) slip
- 3.(1)
4. (1) blouse
5. (1) pair of pants
6. (1) pair shoes
7. (1) pair hose

No undergarments will be accepted, as these articles are furnished to each inmate by

SOCIAL SERVICE VOLUNTEER INFORMATIONAL PACKAGE  
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the Kern County Sheriff's Department.

### **MEDICAL**

The health and welfare of all inmates is of utmost importance to the Sheriff. Provisions have been established by the Sheriff's Department to meet all medical needs of inmates. Both emergency and non-emergency procedures have been established by the Sheriff's Department to ensure that inmates receive any and all medical attention.

### **COMMISSARY**

An inmate commissary has been established at each facility. Through the inmate commissary, inmates are allowed to purchase such articles as:

- |   |                     |   |                 |
|---|---------------------|---|-----------------|
| Λ | Tobacco             | Λ | Candy           |
| Λ | Stationary Supplies | Λ | Toilet Articles |

Money may be left for inmates at any detention facility with the exception of the Lerdo Max/Med Facility. Federal prisoners are housed at the Max/Med Facility, and money for only those prisoners may be left at that facility.

All inmates in the custody of the Sheriff classified as indigent will be given a welfare commissary package. The welfare package consists of:

- |   |                        |   |                     |
|---|------------------------|---|---------------------|
| Λ | 1 bar soap             | Λ | 1 razor             |
| Λ | 1 tube toothpaste      | Λ | 1 pencil            |
| Λ | 2 sheets writing paper | Λ | 2 stamped envelopes |

### **BOOKS AND PERIODICALS**

Library services are provided for inmates at each facility. Books may be donated At any facility under the following guidelines:

1. Books donated will be inspected upon delivery.
2. No inflammatory literature will be accepted. Inflammatory literature is

SOCIAL SERVICE VOLUNTEER INFORMATIONAL PACKAGE  
PAGE 4

literature that:

- a) incite inmate misbehavior.
  - b) compromise facility security.
  - c) aid inmates in constructing or use of weapons, ammunition, bombs or incendiary devices.
  - d) are written in code.
  - e) are prison union publications.
  - f) encourage or instruct in the commission of any criminal activity.
  - g) depict or describe procedures for brewing alcohol or making drugs.
3. Become the property of the Detention Bureau.
  4. Must be approved by the division commander.

### **CORRESPONDENCE**

Inmate in custody in all facilities of the Detention Bureau are allowed to send and receive an unlimited amount mail. Inmates are not allowed to receive packages from individuals, but may receive books mailed directly from the publisher.

All mail received at the jail facilities is opened and searched for contraband.

### **TELEPHONE AREAS**

Telephone access is determined on a facility basis and procedures are established by each division commander. Inmates are not allowed to receive incoming calls.

### **VISITING**

Visiting privileges are established on a facility basis and procedures have been established by the division commanders. Visitors are required to register at all of the facilities within the Detention Bureau and must provide proper identification at the time of registration.

All clergy visits will be coordinated and arranged through the Chaplain.

### **VOTING**

All inmates in the custody of the Sheriff are afforded the opportunity to vote by absentee ballot.



SOCIAL SERVICE VOLUNTEER INFORMATIONAL PACKAGE  
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**NOTE:**

As policy and procedures varies at each facility within the Kern County Sheriff's Department, it is recommended that you contact the division commander of the facility you intend to visit in order to obtain specific information about that facility.

# KERN COUNTY SHERIFF'S OFFICE

## Detentions Bureau Policies and Procedures

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**TITLE:** INMATE EXERCISE

**G-1100**

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**EFFECTIVE DATE:** 07-11-94

**REVISED:** 06-10-03

**APPROVED BY:** Detentions Bureau Chief Deputy

**REFERENCE:** Title 15, Section 1065, C.C.R., DBPPM H-100

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### **POLICY**

The Detentions Bureau recognizes the value of regular exercise in promoting the overall health of inmates and reducing the stress of incarceration. For this reason, the Bureau maintains safe and secure exercise areas for use by inmates. Inmates will be allowed access to an exercise area for a minimum of three hours distributed over each seven-day period.

Inmates who are on Disciplinary Isolation will be denied access to the exercise area unless they are pregnant or postpartum as defined in Section H-100 of this manual. Inmates housed in the infirmary for medical reasons must receive approval from the Medical Staff prior to being allowed access to the exercise area.

### **Procedure A. Inspections of Recreation Areas Prior to and After Use**

Prior to allowing inmates access to an exercise area, staff will:

- Inspect the area for contraband, security breeches, or hazardous conditions.
- If an Officer finds a potential security breach or hazardous condition that cannot be immediately remedied, the Officer will cancel use of the exercise area until it can be made safe and secure. The Officer will advise the Shift Supervisor, document the reason for the closure in the station logbook, and take steps to have the area made safe and secure.
- Repeat the inspection procedure after the inmates leave the exercise area.

Staff will document the use or refusal of exercise time for any housing unit or individually confined inmates.

Each facility will develop and implement written procedures to ensure inmates receive

exercise time as mandated in this policy. These procedures will include regulations that are reasonable and necessary to protect the facility's security and the inmate's welfare. Nothing in this policy prevents a Shift Supervisor from suspending use of an exercise area during times of emergency.

# KERN COUNTY SHERIFF'S OFFICE

## Detentions Bureau Policies and Procedures

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**TITLE:** INMATE ACCESS TO TELEPHONES

**G-1200**

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**EFFECTIVE DATE:** 07-11-94

**REVISED:** 8-13-13

**APPROVED BY:** Detentions Bureau Chief Deputy Francis Moore

**REFERENCE:** Title 15, Section 1067, C.C.R.; Penal Code Section 851.5;  
DBPPM I-100

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### POLICY

Reasonable inmate access to telephones can be effective in reducing tension and anxiety in detentions facilities by allowing inmates to maintain contact with family and the community. Additionally, Penal Code Section 851.5 gives arrestees the right to at least three completed telephone calls, “...**immediately upon being booked, and, except where physically impossible, no later than three hours after arrest.**”

Therefore, staff will allow inmates reasonable access to telephones and will ensure that new arrestees are not denied their right to make telephone calls as provided in Penal Code Section 851.5.

### Procedure A: Telephone Calls for New Arrestees

Staff will ensure that each arrestee is allowed to make at least three completed telephone calls at no charge within the local dialing area, or outside the local dialing area at the arrestee's expense:

- Immediately upon being booked, and;
- Except where physically impossible, no later than three hours after arrest.
- These telephone calls shall be granted immediately upon request, or as soon as practicable.

During the booking process, staff shall inquire if the arrestee is a custodial parent with responsibility for a minor child. **If the arrestee states that he or she is a custodial parent with responsibility for a minor child, the arrestee shall be entitled to, and may request to, make two additional calls at no expense** if the calls are completed to telephone numbers within the local calling area, or at his or her own expense if outside the local calling area, to a relative or other person for the purpose of arranging

for the care of the minor child or children in their absence.

**Staff will not deny these telephone calls unless directed to do so by a court order.**

#### **DIRECTIVE A-1**

Each facility that detains arrestees will have a conspicuously posted signs in English and Spanish that inform arrestees of their telephone access rights. The sign shall include the following information in bold black type:

Arrestees are entitled to make three free completed telephone calls within the local dialing area, or at his or her own expense if outside the local area to three of the following:

- An attorney of his or her choice or, if he or she has no funds, the Public Defender;
- A bail bondsman;
- A relative or other person.

Arrestees that are a custodial parents with responsibility for a minor child, have the right to two additional telephone calls within the local dialing area, or at the expense of the arrestee if outside the local area, for the purpose of arranging for the care of the minor child or children in the arrestee's absence.

Additionally, the sign shall include the telephone number of the Public Defender.

#### **Procedure B: Inmate Telephone Calls**

Once housed, inmates will be allowed reasonable access to inmate telephones to make calls. Staff may prevent inmates from using the telephones under circumstances including, but not limited to:

- As the result of informal disciplinary action or disciplinary isolation as detailed in Section I-100 of this manual;
- During emergency incidents or as necessary to maintain the security of the facility;
- During designated hours of the day (e.g., feeding periods, counts, night time, etc.).

Each facility will implement procedures that designate during what times and activities inmates' access to telephones will be suspended.

# KERN COUNTY SHERIFF'S OFFICE

## Detention Bureau Policies and Procedures

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**TITLE:** LANGUAGE LINE SERVICES **G-1210**

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**EFFECTIVE DATE:** 10-20-99 **REVISED:** 12-6-00

**APPROVED BY:** Detention Bureau Chief Deputy

**REFERENCE:** [Section 1067, C.C.R.](#); Section 851.5, Penal Code;  
[Detention Bureau Policies and Procedures G-1200](#)

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### **POLICY**

Pursuant to Kern County Sheriff's Office Detention Bureau Policies and Procedures [Section G-100](#) Language Line Services shall be made available to all non-English speaking inmates committed to the care and custody of the Sheriff of Kern County.

#### **Directive 1:**

The Administrative Sergeant of each Detention Facility will update all materials with our organization name, client identification number and personal codes. The quick reference guide will be available near all designated telephones.

#### **Procedure A. Staff Training**

##### **The Shift Supervisor will:**

- Ensure that all personnel know how to use the conference feature of the telephone.
- Ensure that all personnel are properly trained on how to use the service.
- Show the "Connection" video to all personnel.
- Demonstrate the service by calling 1-800-821-0301. Choose one of the nine different scenarios for which interpretations may apply.

**Procedure B. Outbound Calls****The Deputy/Detention Officer will:**

- Identify the language needed by using the language identification card. Attempt to determine the person's country of origin. Open the language identification card to that section. Show the person the languages listed. The message underneath each language tells the non-English speaker to point to his or her language and that an interpreter will be called.
- Dial the Language Line Services at 1-800-874-9426.
- Give the "answer point" your account information.
  1. Language needed (tell them if you are unable to identify the language you need, and they will initiate a language identification process).
  2. Client identification number (501207).
  3. Organization name (Kern County Sheriff – Detentions).
  4. Personal code (your facility address e.g. 17635).
- Wait for the "answer point" to conference with your interpreter.
- Brief your interpreter on the nature of the call. Summarize what you want to accomplish and give any special instructions.
- Add non-English speaker to the line.
- Say "end of call" to the interpreter when the call is completed.



# KERN COUNTY SHERIFF'S OFFICE

## Detention Bureau Policies and Procedures

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**TITLE:** INMATE ORIENTATION **G-1300**

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**EFFECTIVE DATE:** 07-11-94 **REVISED:**

**APPROVED BY:** Detention Bureau Chief Deputy

**REFERENCE:** [Section 1069, C.C.R.](#)

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### POLICY

In order to provide a better service to the inmate population and to provide for a better accountability for inmate rules of behavior, each facility which receives new inmates into the Detention Bureau will provide published inmate orientation information available to each inmate received for housing. The orientation will include information regarding:

- ! correspondence, visiting, and telephone usage rules.
- ! inmate rules of behavior and disciplinary procedures.
- ! inmate grievance procedures.
- ! programs and activities available and method of application.
- ! medical services.
- ! classification/housing assignments.
- ! where they will appear in court, if known.

The Bureau inmate orientation information is attached. Each facility may develop addition orientation information if necessary.

# KERN COUNTY SHERIFF'S DEPARTMENT DETENTION BUREAU INMATE ORIENTATION BOOKLET

## INTRODUCTION

The information presented in this booklet is intended to provide you with information about the jail system of Kern County. Material in this booklet explains:

- Expected conduct of inmates.
- Penalties for violating rules of conduct.
- Services and programs available to inmates.

## JAIL ROUTINE

**Housing Assignments:** All inmates in the Kern County Jail will be classified, and may be sent to any Sheriff's Detention Facility, at the discretion of staff. The responsibility of classifying inmates rests solely with the Kern County Sheriff's Department. Classification decisions are based on, but not limited to:

- type of offense
- prior record
- inmate behavior
- gang affiliation
- medical considerations

If you feel you need special housing contact an officer immediately and advise them of your situation. You have the right to request a change in your classification every thirty (30) days.

**Out Dates:** An out date will not be computed for at least two days after your sentencing. If you were sentenced in Superior Court to County time expect a delay of up to three weeks. This outdate is subject to change based on your actions while in custody.

**Personal Hygiene/Housekeeping:** You will shower at least every other day and will keep your housing area clean. Mops and brooms are available for your use.

**Repairs needed:** Notify staff of any needed repairs.

**Following Instructions:** You will listen to, and obey, any announcements, instructions, or orders.

**Outside Appearances:** If you think you should be going to court or the hospital,

## INMATE ORIENTATION HANDBOOK

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but have not been sent, tell an officer immediately.

**Meals:** When you receive your food during chow, go directly to a table and sit down. If you should be receiving a special diet, and don't, tell an officer.

**Haircuts:** Sentenced inmates can request an occasional haircut. Unsentenced inmates do not have access to a haircut, but may request a trim. Inmate Laborers perform this service. Submit a request to an officer for this service. Inmates may not give or receive haircuts, except as specifically provided for by staff.

**Storage of Personal Property:** Some bunks have individual bins for the storage of personal items. All personal items will be stored in these bins. If your bunk does not have a bin, your personal items will be stored neatly in an area out of the way of other inmates.

**Requests for Information:** Any questions regarding the jail, or services available should be in writing on an Inmate Request Form provided by jail staff. Forward the request to an officer. Answers to questions will be made as soon as practical. Allow enough time for someone to respond to your request before you submit another request for the same information or service.

### RULES OF CONDUCT:

Inmates are reminded that all criminal laws remain in effect while they are in custody. A violation of any law is a major rule violation. In addition, inmates will follow the rules and regulations of the Facility. Violations of these laws or rules may result in one or more of the following:

- Criminal prosecution on a new charge.
- Oral reprimand
- Loss of "good" time credit.
- Transfer to a more secure facility.
- Loss of privileges (phone, visits, commissary, etc.)
- Disciplinary isolation
- Loss of ability to earn "work" time credits.
- Extra work details.
- Removal from work details.
- Disciplinary diet

The rules of the facility include:

**Inmates must Always Address Staff by Title and Last Name.**

If you don't know the staff member's name, just the title is appropriate.

Disrespect of any type to staff is not allowed.

**Inmates are not to linger at, or enter into, any area to which they have not been directed, or to which they are not assigned.**

**Inmates may not crowd, "cut", or jump places in line.**

**Inmates are not to enter a cell, dorm, or housing unit they are not assigned to. Inmates will not invite or allow another inmate into a cell, dorm, or housing unit the other inmate is not assigned to.**

**Inmates Will Not Cause Unnecessary Noise.**

**Do not attach anything to the walls or write on the walls unless it is done in a place designed for that purpose. Do not hang anything from the bars, shelves, tables, beds, lockers, ventilation covers, or light fixtures. Do not cover any window.**

**Inmates are to keep their bedding, or other personal items arranged so that staff can clearly view the housing area and bunks.**

**Do not arrange items so that the view to staff is obstructed, or in a way that the location of another inmate and/or contraband is hidden from staff.**

**Inmates are allowed to possess only authorized types and quantities of clothing and linen items.**

**You are allowed to wear headbands, headgear, and hair nets only if specifically authorized by staff.**

**Institutional and personal items issued to inmates are to remain in the possession of the inmate to which they are assigned.**

**Do not trade or exchange property or food with other inmates.**

**Inmates must behave in a dignified manner during visits.**

## INMATE ORIENTATION HANDBOOK

### Page 4

You must be fully clothed during visits and at any time when in public view.

You may not place your feet on stools or change phones during visiting.

You may not engage in overly affectionate acts, sexual gestures, or petting during visits.

You may not pass anything to, or accept anything from a visitor without prior authorization of staff.

**Unauthorized communication between inmates is prohibited.**

**Inmates must keep their booking slips in their possession until they are placed in a housing unit.**

Do not alter your booking slips.

Do not give your booking slip to another inmate.

**Inmates must wear their wristbands at all times.**

Do not alter, remove or damage your wristbands. If the wristband becomes damaged or unreadable, notify staff immediately.

**The destruction, damaging, or defacing of county property is not allowed.**

**Gambling of any type is not allowed.**

**Inmates are allowed to smoke at the Minimum Facility only.**

Smoking is not allowed inside any building at Lerdo Minimum. If you leave the Minimum Facility for any reason, leave all smoking material in your housing unit.

**County documents are for official use only.**

You may not read or possess county documents unless the document is intended for you.

**Bedding items are to remain in the housing unit with the inmate to which they were assigned.**

You may not exchange bedding with other inmates.

You may not remove the mattress cover from your mattress unless so directed by staff. Bedding is to remain on your bunk and is not to be used in any other way such as seat cushions or clothing.

**You are allowed to possess only the type and quantity of items authorized by the Sheriff. Anything else is contraband, and will be confiscated.**

Contraband includes, but is not limited to:

Lottery tickets

Jewelry (including jail made items), unless not removable.

Items not sold or provided by Commissary.

Money

Any electrical or musical instrument.

Make-shift weapons of any type.

Smoking materials or supplies outside of the Minimum Facilities.

**You have the right to refuse to take medication given to you but if you accept the medication you must take it immediately, unless you have been provided a supply of medication for personal use by the medical staff.**

**You are not allowed to give or receive a tattoo.**

**Sinks and toilets are to be used for their intended purposes only.**

**While at KMC, You are not to go to the rest room, use a phone, go to the snack bar or cafeteria, unless authorized to do so by the escorting officer.**

**Do not communicate with visitors or other civilians, except through normal visiting procedures.**

**Upon release, all county-issued property is to be returned to staff.**

**You are expected to get along with other inmates and to avoid fights or arguments.**

**Horseplay, mock fighting, and martial arts instruction are not allowed.**

**You may not alter any item that would cause a safety or health hazard to staff**

**or other inmates. You may not possess or make items capable of being used as a weapon, or to defeat any security device or restraint.**

**You must avoid placing yourselves in situations or behaving in a way that will encourage sexual activity. You are not to solicit or engage in sexual activity with other inmates.**

**Fires of any type, are not allowed within the facility.**

**You will not tamper with any electrical or mechanical device, including, but not limited to: television sets, phones, communication boxes, electrical or mechanical locks or lights.**

**You may not engage in any activity which might endanger the safety of staff or inmates, jeopardize security, or interfere with efficient operation of the facility.**

**In addition to all other rules, inmate workers must obey the following rules.**

Report to work immediately when called by staff.

Do not talk to inmates when serving chow.

Do not take food or drink unless authorized by staff.

Do not leave work assignments unless authorized to do so by staff.

**You will not lie to any staff member.**

**You will not engage in any activity which would associate you with any gang. This includes:**

- ! Improper wearing of any clothing item, i.e., headbands, pants lowered to expose underwear or buttocks, feet not fully in shoes, etc.
- ! Hand signaling or sign language associated with gang activity.
- ! Any writing, marking or drawing of any gang member, with the exception of a response to a staff member's inquiry.
- ! Any modification of county-issued property to resemble or identify the inmate as gang affiliated.

## INMATE ORIENTATION HANDBOOK

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- ! Any verbal comment intended to identify an inmate as a gang member, with the exception of a response to a staff member's inquiry.

**You will return all County owned property when you are released from custody.**

**You will get along with other inmates.**

- ! Fighting is not allowed. This includes horseplay, mock fighting and martial arts instruction.

**You will respect the ownership of other inmate's property.**

- ! Theft of another inmate's property will not be tolerated.

**You are not allowed to alter any item so as to cause a safety, or health, hazard to staff or other inmates. You are not allowed to possess, or make, items capable of being used as a weapon or items that can defeat security devices.**

**You must avoid deliberately placing yourself in a situation, or behaving in a way, that will encourage sexual activity.**

- ! Inmates are not to solicit, or engage in, sexual activity with other inmates.

- ! Entering an occupied shower is not allowed.

**You are not to start fires of any type are not allowed within the facility.**

**You will not tamper with any electrical or mechanical device, including, but not limited to:**

1. Television sets
2. Telephones
3. Communication Boxes
4. Electrical or mechanical locks or lights

**You are not to engage in any activity which might endanger staff or other inmates, jeopardize security, or interfere with the smooth operation of the facility.**

**You are to abide by laws, regulations, and ordinances. The commission of any felony, misdemeanor, public offense, or violation of a county or city ordinance could result in criminal prosecution.**



**If you are released on Work Release, Work Alternative, County Parole, Electronic Monitoring or any other type of release from custody program, you will abide by the rules of these programs.**

**You will not damage or steal jail property.**

**Failure to follow any rule of the Kern County Sheriff's Department while in custody may result in the administration of disciplinary action. Unsentenced inmates may have their disciplinary file forwarded to the sentencing court with a recommendation for a reduction of good time credits. A copy of the disciplinary file may also be forwarded to a State Prison, or any county or city jail, upon the inmate's release from the Kern County jail system.**

## **EMERGENCY EVACUATION PROCEDURES**

Under no circumstances are inmates to attempt to recover personal property. Any delay in evacuation procedures may result in needless injury.

You must do exactly as instructed by staff. Armed officers will take appropriate action in the event of disorderly conduct.

## **SAFETY GUIDELINES**

You must keep all parts of your body away from the cell doors when the doors are in operation.

You are not to keep any cleaning supplies or materials inside the housing unit unless authorized by staff.

## **MEDICAL PROCEDURES**

### **Sick Call**

Ask the Housing Officer or the Nurse for a Sick Call Request.

Fill it out completely.

Return it to the Housing Officer, who will pass it onto the Medical Staff, and they will place you on sick call. You may also give the sick call request to the Nurse during medication pass.

### **Appointment with a private doctor**

Your family or friends must contact the private Doctor's office and make financial arrangements with the Doctor.

The Doctor's office may contact the Facility Medical Staff secretary between 8:00 a.m. and 3:00 p.m., Monday through Friday, to arrange an appointment.

The family of the inmate will not be told the time or date of the appointment. If the family does come to the Doctor's office while the inmate is present, the Transporting Officer will cancel the appointment and return the inmate to the facility.

## **COMPLAINTS**

You have the right to file a complaint about any condition of your confinement. Your complaint should be in writing and given to an officer.

If the housing officer cannot resolve your complaint, you may request a formal complaint form which will be supplied by the officer. Write out your complaint and return it to the officer. The officer will forward the complaint to the Shift Supervisor, who will investigate and write you back. If you are still not satisfied with the action taken you have the right to appeal to the Facility Commander. The appeal must be in writing. You will be notified of the results as soon as possible.

## **INMATE SERVICES AND PROGRAMS**

### **Mail**

You are permitted to send and receive an unlimited amount of mail. If you do not have enough money to pay postal charges two letters per week will be paid for by the Inmate Welfare Fund. You will be allowed unlimited postage for legal mail. Mail is sorted and passed out as soon as possible after it is delivered to the jail. Receipts for money orders are passed out with the mail. You will not be permitted to receive photographs, so ask your friends and family not to send them.

Packages, with the exception of legal mail, will not be accepted.

**Money orders sent must be made out to the inmate for whom the money is intended. Include the inmate's booking number on the money order.**

**You will be required to show a staff member your wrist band in order to receive your mail.**

**Letters, with the exception of Legal Mail, will not be sent without sufficient postage.**

### Publications

You may receive magazines and newspapers if they are sent directly from the publisher. All others are refused. Literature of an inflammatory nature will not be allowed. You will be allowed to keep only (2) books, one (1) newspaper, and two (2) magazines in your housing unit. Excessive books, magazines, and newspapers will be removed from the housing area.

Outgoing legal mail addressed to attorneys or government officials will not be opened by the jail staff. Such mail must be plainly marked "Legal Mail".

Incoming legal mail from attorneys or government officials will be opened by the jail staff in the presence of the inmate but will not be read.

All other mail to or from an inmate may be opened and inspected by the jail staff outside the presence of the inmate involved to maintain jail security.

Excess mail and periodicals creating a fire hazard may be taken and placed into the inmate's property.

Your mailing address while at the Lerdo Facilities is:

Your full name, as shown on your wrist band  
Booking number  
17635 Industrial Farm Rd  
Bakersfield, CA 93308-9770

### **Visiting**

Generally, you will be allowed a minimum of one hour of visiting per week. Ask the officer on duty for visiting times. Be sure to advise your visitors of the following rules:

Visitors under the age of 18 must be accompanied by an adult.

Visitors are required to show a valid California Driver's License, or California Identification Card, or other recognized pictured identification in order to visit.

Tell your visitors to ask for you using the name, and booking number, on your wrist band (someone may know you under a different name). Some facilities allow visiting on different days based on your last name, as shown on your wrist band.

### **Telephone**

Special telephones have been installed in most cells. Each facility will establish rules for the use of such phones. Phone use is subject to the following conditions:

All calls made from these telephones are collect calls. No incoming calls can be received on these telephones. The Kern County Sheriff's Department assumes no responsibility for cost incurred by those persons who accept collect calls from prisoners.

In the event these phones are damaged or destroyed, a substantial delay in their repair or replacement can be expected.

Remember: Use of the telephone is a privilege. Failure to use common sense and courtesy can result in the loss of that privilege.

### **Television**

Televisions are provided in most housing areas. Televisions will be turned off at night. Damage to televisions will result in a long period of time prior to repair or replacement.

Remember: T.V. is a privilege. Use is subject to inmate conduct and housing cleanliness.

### **Commissary**

The inmate Commissary will sell inmates a variety of items including candy, and personal care products. The cost of your purchase is deducted from your account. Contact your housing officer regarding your commissary day. Inmates with less than two (2) dollars in their account may receive an indigent inmate package from Commissary.

### **Religious Services**

The jail has a Chaplain who will be happy to assist you with any religious or counseling needs. Chaplain services include assisting you with personal problems and family troubles. Bibles and religious reading materials are available if you ask.

Church services are conducted at the following facilities:

Lerdo Minimum Facility: Friday, Saturday, and Sunday evenings between 7:00 at 8:00. Services are conducted by the Jail Chaplain and invited guests.

Lerdo Pre-Trial Facility: Services for male inmates are conducted on Sunday mornings from 6:30 to 7:15, 7:30 to 8:15, and from 8:30 to 9:15. Services for female inmates are conducted on Sunday mornings from 8:30 to 9:15.

### **Non-Religious Organizations**

Several non-religious organizations serve the inmate population within the Kern County Detention Bureau:

Friends Outside is a volunteer organization that provides various services to jail inmates. For these services, contact the Jail Chaplain or Friends Outside. The local office of Friends Outside is at 327 18th St., Bakersfield CA. The phone number is 323-0300.

Drug and Alcohol programs, contact your housing officer for information about availability.

### **Education and Vocational Training**

You may be eligible for certain vocational training or educational programs. The availability of these programs depend on your classification and housing. Contact your housing officer for information.

### **County Parole Program**

The Sheriff's Department operates a County Parole program. This program allows inmates to be released from custody early if they are

eligible and they agree to follow various rules. In order to be considered for this program you must be sentenced on all charges, and be sentenced to more than 60 days in custody. Your application will be denied if you have lost any "good" or "work" time as a result of misconduct. A complete list of rules should be posted at each Facility. Application forms are available from your Housing Officer.

### **Work Release Program**

The Sheriff's Department operates a Work Release/Work Alternative program. This program allows you to be released from custody in exchange for your promise to perform work at any one of many job sites throughout the county. Application forms are available by completing a request form.

# KERN COUNTY SHERIFF'S OFFICE

## Detentions Bureau Policies and Procedures

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**TITLE:** INMATE VIEWING OF COPYRIGHTED VIDEOS

**G-1400**

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**EFFECTIVE DATE:** 07-09-03

**REVISED:**

**APPROVED BY:** Detentions Bureau Chief Deputy

**REFERENCE:** Federal Copyright Act (Title 17, U.S.C., Public Law 94-553, 90 statute 2541); Swank Motion Pictures Inc. Contract

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### **POLICY**

Showing videos to inmates within detentions facilities can be an effective means of encouraging inmates to cooperate with staff and to abide by facility rules. The purpose of this policy is to establish guidelines for showing videos within detentions facilities that are in compliance with the Federal Copyright Act. The Federal Copyright Act prohibits the unlicensed showing of copyrighted videos in public performances, which includes playing videos in jails.

To provide videos for inmate viewing, the Detentions Bureau maintains a licensing agreement and has established a library of videos that will be maintained by the Support Services Division. All videos kept in the library will be rated PG-13 or lower. At the discretion of the Support Services Division Manager exceptions will be made on a case-by-case basis for R-rated movies. A set number of videos from the library, to be determined by availability and facility need, will be provided by Support Services to be kept at the Pre-Trial and Minimum facilities for inmate viewing. Support Services will exchange the videos kept at the facilities for a like number of videos from the library on a weekly basis.

Staff will show to inmates only those videos that are provided by the Support Services movie library. Each facility will develop procedures to ensure that all of the videos checked out to the facility are accounted for and are available for weekly exchange.



# KERN COUNTY SHERIFF'S OFFICE

## Detentions Bureau Policies and Procedures

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**TITLE:** INMATE PROGRAM PLAN

**G-1500**

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<b>EFFECTIVE:</b>	<b>REVIEWED:</b>	<b>REVISED:</b>	<b>UPDATED:</b>
03-01-21	03-01-21	03-01-21	03-01-21

**APPROVED BY:** Detentions Bureau Chief Deputy James Morrison

**REFERENCE:** Title 15, CCR, Section 1061

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### **POLICY**

The Kern County Sheriff's Office Compliance Section, Programs Unit, in cooperation with contractors, community-based organizations (CBO), and other professional and non-profit organizations, will provide or arrange for the facilitation of a variety of curriculum to the eligible in-custody population.

The goal of inmate programs is to collaborate with community agencies and organizations to produce programs that promote the goal of removing barriers to successful re-entry into the community while reducing recidivism in Kern County. The purpose of this procedure is to establish a uniform process for assigning inmates to in-custody programs. When feasible, specific program placement should be guided by data collected from approved risk and needs assessments and educational testing.

### **DEFINITIONS:**

When used in this policy:

- Community-Based Organization (CBO) means a non-governmental organization that provides services to the community.
- Education-Based Program means a program focused on the acquisition of knowledge using methods that include teaching, training, storytelling, discussion, and directed research.
- Evidence-Based Program means a program implemented with fidelity to a consistent model that is research-based, with a rigorous research design and grounded in relevant, empirically-based knowledge.

- Vocational Program means a program focused on practical application of learned skills and provides hands-on instruction in a specific trade.

Inmate programs offered at the Lerdo Detentions Facilities include a variety of educational, vocational, and evidence-based curriculum. Educational and vocational programs are generally facilitated by a contracted service provider and partner agencies.

Evidence-based programs focusing on cognitive behavioral therapy are generally facilitated by KCSO Program staff and Behavioral Health and Recovery Services (BHRS) staff.

Program staff shall be trained in conducting risk and needs assessments to determine the best programming and/or re-entry services for the inmate population. These assessments conform to best practices related to addressing the specific risks and needs for an individual. Program staff will assign inmates to programs by request in accordance with eligibility requirements for the specific class. Eligibility can be limited based upon security of staff or other inmates, inclusion/exclusion criteria of the specific class, class purpose and fidelity, and/or classroom capacity.

### **Procedure A: Program Requests**

Any individual incarcerated in the Detentions Bureau jail facilities may request to participate in a program at any point in their incarceration. Inmates may contact any detentions staff (including Program staff) and request information through the normal inmate request process (i.e., request slip, intercom, in-person). Such requests will be referred to Program Staff.

#### **Program staff will:**

- Review and respond to all requests to attend programs by the inmate population;
- Determine inmate eligibility in accordance with the following:
  - Classification
  - Security level
  - Housing location
  - Program requirements/capacity
  - Gang affiliations
  - “Keep-away” status
  - Disciplinary history
  - Medical/Mental Health status
- When feasible, conduct an assessment to identify the specific criminogenic needs of inmate requesting a program;

- Coordinate with other program staff to determine the most appropriate program(s) for each individual;
- Assign the inmate to the appropriate programs via the Jail Management System (JMS);
- Notify the inmate of their enrollment into the program(s) and ensure they are aware of their schedule and immediate responsibilities as they relate to attending class.

**Procedure B: Program Attendance**

While program attendance for the in-custody population is not mandatory, it is strongly encouraged. Many in-custody programs include a signed behavioral contract wherein the inmates agree to certain rules while attending the specific class. Failure to adhere to class rules or a behavioral contract may lead to removal from the class.

Guest speakers inside the classrooms are allowed upon the review and approval of the Programs Sergeant. Outside service providers, CBOs, and other county or private agencies are also encouraged and will be allowed access to inmate programs and participants upon the approval of the Programs Sergeant on a case-by-case basis.

**Housing Unit Deputies and Sheriff's Aides will:**

- Familiarize themselves with the daily program schedules;
- Make announcements at the appropriate time for each program in the housing units via the public-address system advising the inmates to prepare for classes. Repeat the announcements as needed;
- Take reasonable measures to ensure all inmates who are both eligible and currently enrolled in educational, vocational, and evidence-based programs are given the opportunity to attend the classes for which they are scheduled.

**Program Deputies and Specialists will:**

- Ensure the housing/control room deputy/sheriff's aide is aware of the program schedule for that housing unit;
- Obtain a printed JMS list of the inmates enrolled in each class;
- Provide the instructor with a copy of the printed list;
- Ensure that the inmates are escorted safely to and from the classroom in accordance with facility escort protocols;

**Note:** Program Specialists may not escort inmates without a detentions deputy or deputy sheriff present.

- “Send” the inmates in the JMS via the “IMMNTOUT” function;
- Ensure the inmates are returned to their housing unit at the completion of class;
- “Receive” the inmate in JMS via the “IMMNTOUT” function once they are returned to their housing units.

### **Directive B-1**

The facility manager or shift supervisor may cancel a class or classes if an unusual circumstance arises that makes continuation of the class(es) unsafe or infeasible. If class(es) are canceled, the shift supervisor will notify the Programs Sergeant of the cancellation and the reason for it.

### **Procedure C: Classroom Supervision**

Program and facility staff will supervise classes each day via the cameras and/or direct supervision to assist in improving the programs at the Lerdo Detention Facilities. This will be done for the following reasons:

- To eliminate potential security issues;
- To ensure maximum participation/attendance;
- To promote communication among instructors and security staff regarding programs.

### **Directive C-1**

The Program Sergeant will ensure instructors and guest speakers are informed of the rules they are expected to follow, including:

- Adhering to all Program and Facility procedures/directives;
- Wearing their approved/issued KCSO identification card (instructors) or a KCSO issued visitor’s badge (guest speakers);
- Carrying and monitoring a departmentally-issued radio when inside the classroom (instructors only);
- Not giving or receiving anything other than class materials from any inmate;

- Not carrying verbal or written messages for inmates;
- Not hugging, kissing, grabbing, feeling, or touching any inmate, or encouraging or suggesting that inmates touch each other;
- Being subject to search at any time. The Program Sergeant will be notified before a search is conducted unless prior notification is prevented by exigent circumstances. In such cases, the Program Sergeant will be notified as soon as possible.

Instructors who are cleared for facility access via the backgrounds investigation process will attend the civilian training course facilitated by the Sheriff's Office.

#### **Procedure D: Program Development**

The Programs Unit Supervisor is responsible for the coordination of all educational, vocational, evidence-based programs, re-entry services, and referrals to community resources and programs in the custody setting. This responsibility includes but is not limited to:

- Coordination between the detention facilities, the program provider, and other community-based organization service providers that may be involved in any of the programs;
- Establishing classroom hours of operation;
- Coordinating with providers to develop a schedule of classes at each Lerdo facility.

Any new program or program element will be first piloted through a Pilot Program Proposal for a minimum of 30 days, unless implementation without a pilot program is authorized by the Compliance Section Manager. A Pilot Program Proposal Form (Attachment A) will be completed for each new program that is proposed. If the Compliance Section Manager approves, the new program or program element may be fully implemented.