

KERN COUNTY SHERIFF'S OFFICE

Maximum-Medium Facility Policies and Procedures

TITLE: PIPE INVENTORY

C- 475

EFFECTIVE DATE: 2/23/2018

REVISED: 09/25/2019

APPROVED BY: Maximum-Medium Facility Manager

REFERENCE:

POLICY:

To maintain facility security, all employees will maintain strict control of PIPE readers, wallets, and/or holsters at all times. PIPE readers, wallets, and/or holsters will be carried on the employee's person at all times. PIPE readers will not be stored in any manner that might give inmates access to them (workstation drawers, desktops, etc.). At no time will an employee give PIPE readers to an inmate. All PIPE readers, wallets, and/or holsters will be turned into Maximum-Medium duty office if an officer is reassigned or their shift ends with no officer relieving their position. All PIPE readers, wallets, and/or holsters will be counted daily. Facility PIPE readers, wallets, and/or holsters are not to leave the facility without the approval of the shift supervisor or the facility manager. All staff members will immediately notify the shift supervisor if any equipment is damaged or missing.

DEFINITIONS:

Daily PIPE inventory (duty office): During the first and last hour of every shift, the Maximum-Medium facility duty officer will contact each officer assigned at each workstation and document every PIPE reader, wallet, and/or holster that is designated on the PIPE inventory log sheet (Attachment A) and confirm the total is the same as the PIPE reader index in the Maximum-Medium facility duty office.

Squad 1 & 2: 0700 Hours & 1800 Hours

Squad 3 & 4: 1900 Hours & 0600 Hours

PIPE Reader: The handheld electronic 'reader' assigned to specific duty stations (referenced on **Attachment A**), which supervise housing units and holding areas.

PIPE Wallet: The PIPE wallet contains 12 buttons which are programmed to correspond with specific inmate actions or messages for the PIPE to 'read' in conjunction with the security check.

DIRECTIVE #1

The Administrative Sergeant or their designee will act as the facility PIPE equipment manager and will be responsible for the maintenance of all PIPE related equipment maintenance and service. The Administrative Sergeant or their designee will be immediately notified of any all PIPE related equipment maintenance and service needs.

Procedure A:

The Duty Officer will:

- Conduct a daily log PIPE inventory during the specified times, according to squad.
- Maintain a log (**Attachment A**) listing:
 - The date on the top of the log (**Attachment A**) for that shift.
 - The tracking number of PIPE reader and wallet number issued.
 - Indicate if the PIPE reader includes its holster.
 - The workstation and the deputy's last name the PIPE reader, wallet, and/or holster were issued to.
 - The duty officer's last name and CAD ID verifying the information.
 - The time the PIPE reader, wallet, and/or holster inventory was completed.
 - The time the PIPE reader, wallet, and/or holster were turned in.
 - The time the PIPE reader, wallet, and/or holster were reissued.

- Notify the shift supervisor if PIPE readers, wallets, and/or holsters are missing.
- Notify the shift supervisor that the PIPE reader, wallet, and/or holster inventory log is complete.
- Document the completed inventory log in the duty office red log book.
- Forward the PIPE reader, wallet, and/or holster inventory log at the end of each shift to the Administrative Sergeant.

The Shift Supervisor will:

- Document the PIPE reader and wallet inventory log is complete in the supervisors' red log book.

Procedure B: Lost PIPE Readers and Wallets

Any staff member who loses their PIPE reader, holster, and/or wallet or discovers that they are missing will:

- Notify the Shift Supervisor immediately;
- Write a detailed incident report.

The Shift Supervisor will:

- Initiate a systematic search of the facility.
- Notify the facility manager.
- Ensure a detailed incident report is completed.

KERN COUNTY SHERIFF'S OFFICE

Maximum-Medium Facility Policies and Procedures

TITLE: CELL/HOUSING AREA SEARCHES **C-500**

EFFECTIVE DATE: 02-16-08

REVISED:

APPROVED BY: Maximum-Medium Facility Manager

REFERENCE: DBPPM C-500

POLICY

Shakedowns and security searches are necessary for maintaining the security, safety, and sanitary needs of the facility. These searches will be done on a periodic basis and whenever a search is deemed necessary. Supervisors will ensure searches are conducted routinely in keeping with DBPPM C-500.

Procedure A. Housing Searches

Any Officer who wishes to conduct a Shakedown/Security Search will:

- Contact the shift supervisor

The Shift Supervisor will:

- Authorize or deny the search.
- Supervise the search.
- If necessary, assign enough staff to conduct the search

The Officer(s) will:

- If in a dorm, check bed assignments to make sure inmates are on their assigned bunks.
- Instruct inmates to place all personal property on their assigned bunks or in their assigned locker. Make sure instructions are given loudly and clearly so all inmates understand. If necessary, have an interpreter repeat the instructions.
- Have the inmates stand by their assigned bunk

KERN COUNTY SHERIFF'S OFFICE

Maximum-Medium Facility Policies and Procedures

TITLE: CELL/HOUSING AREA SEARCHES

C-500

- Instruct the inmates to exit their cell/dorm single file, in-groups of five or less
- Have S & E officers search the inmates and check for wristbands
- Search in a consistent manner.
- Deal with any item of contraband seized on an individual basis. Items that constitute a crime will be investigated and a criminal complaint will be sought through the District Attorney's Office
- Photograph major contraband items (i.e. tattoo kits, disassembled razors, weapons, etc.) for disciplinary hearings and for training purposes.
- Have all extra clothing, bedding, etc. returned to laundry
- Officers will double check each bunk to make sure each inmate is left with his/her issue
- Return the inmates to their housing units as soon as possible
- The housing officer for the area will be responsible for completing an incident report unless the shift supervisor assigned the responsibility to another staff member.
- When the inmates are returned back to their housing areas, the officer in charge will explain briefly the violations discovered
- If any grievances are received resulting from the security search, the housing officer will try to handle prior to the end of their shift
- Ensure all contraband is bagged, tagged, and stored in the receiving sally port.

NOTE: All contraband items will remain in the sally port area for at least 72 hours from the incident date before being removed and destroyed.

KERN COUNTY SHERIFF'S OFFICE

Maximum-Medium Facility Policies and Procedures

TITLE: INMATE SEARCHES C-510

EFFECTIVE DATE: 02-16-08 **REVISED:**

APPROVED BY: Maximum-Medium Facility Manager

REFERENCE: Title 15, Section 1029, C.C.R., PC4030 and DBPPM C-500

POLICY

This policy is intended to be a limited reference. **All searches of persons at Max-Med will be conducted in strict accordance with DBPPM C-500.** Such search policy and procedures are established to provide a safe and secure environment for staff, inmates and visitors. Appropriate and effective searches prohibit contraband and weapons from being brought into the Max-Med facility. All searches will be conducted with due consideration of state and federal constitutional rights to privacy, and to protect inmates from unreasonable searches and seizures.

DIRECTIVE #1

In general, strip searches and visual body cavity searches will be conducted in the Dress Out area, on an individual basis. Group strip searches may only be conducted if partitions are used to prevent inmates being searched from viewing each other and being viewed by other inmates.

PROCEDURE A. Pat Down Searches

Officers will conduct thorough pat down searches in the following situations:

- On every inmate received or returning to Max-Med.
- Whenever an inmate returns from the recreation yard, prior to placement in his/her housing unit.
- Whenever an inmate is being sent to court or an outside appointment.
- Whenever a cell/housing search is conducted.

KERN COUNTY SHERIFF'S OFFICE

Lerdo Maximum-Medium Facility Policies and Procedures

TITLE: Supervisor Exterior Security Checks

C-520

EFFECTIVE DATE: 06-01-16

REVISED: 09-25-2019

APPROVED BY: Maximum-Medium Facility Manager

REFERENCE: Title 15, Section 1029 (a)(6)

POLICY

To ensure the security of the facility, supervising day shift staff will visually inspect the exterior of the Max Med Facility as follows:

- Squad 1 will conduct the security check Thursday each week
- Squad 2 will conduct the security check Monday each week

The exterior check will be conducted during daylight hours. These security checks are designed to identify any breaches in security to prevent an escape and to identify any potential hazards that could prevent a successful evacuation of the facility in the event of an emergency.

The Maximum Medium Facility roof will be completed on the first business day of each month and is the responsibility of the Administrative Sergeant or designee.

Facility Perimeter: All external areas that encompass the Maximum Medium Facility as defined below:

East – Facility entrances (Main and staff entrance, Blue Room patio area)

South - Gate 1 access from parking lot, garage, maintenance storage area, M1/S1, M2/S2 and recreation-yard emergency exits and fencing.

West – Class Room and Dorm 9

North – Gate 12 & 13, fenced evacuation areas between Max and Kitchen/Laundry, Patio between Max & Blue room (Accessible through female locker room).

NOTE: Direct visual observation as used in this policy does not include audio, or closed circuit television monitoring.

DIRECTIVE #1

The supervisor security check and rooftop security check will be logged in the duty office log book when all areas are complete. If circumstances within the facility lead to a missed security check, the shift supervisor will note the reason for the missed check in the duty officer logbook.

Procedure A: Supervisor Security Check - Exterior

The Supervisor will:

- Conduct a direct visual inspection of the exterior perimeter of the Maximum Medium Facility.
- Enter all secured breezeways and temporary inmate holding cells to check for structural integrity and ensure all security measures are in proper state
- Check and make note of facility structure and security features to include the following:
 - Fencing
 - Doors
 - Locks
 - Vents
 - Gates
 - Cameras
 - Lighting
 - Windows
 - Window Bars
 - Access walkways to the Laundry Unit and Food Services

DIRECTIVE 2

In the event a breach in security is discovered, the shift supervisor will initiate an immediate facility lockdown, order and emergency count, notify the facility manager as soon as possible and contact maintenance when necessary to address maintenance related security issues.

KERN COUNTY SHERIFF'S OFFICE

Maximum-Medium Facility Policies and Procedures

TITLE: KEY CONTROL **C-600**

EFFECTIVE DATE: 7-25-05

REVISED: 08-23-09

APPROVED BY: Maximum-Medium Facility Manager

REFERENCE: Title 15, Section 1029, C.C.R.; DBPPM J-600

POLICY

Key control is paramount to the safety and security of the facility. All keys to the common areas of the Maximum-Medium Facility will be kept in the Duty Office and checked out as needed. Personnel not assigned to a fixed post will obtain their keys from the Duty Office at the beginning of their shift and all keys will be turned in at the end of each shift. Keys will not be removed for any reason from the security area.

Keys will not be given to an inmate for any purpose, nor will keys be thrown or slid on the floor, or left on the ledge of the door of the Duty Office when leaving the security area.

DIRECTIVE #1

The Maximum-Medium Facility Utility Officer is designated as the Key Control Officer.

Procedure A. Key Control for Non-Fixed Post Positions and Common Areas

The Duty Officer will:

- Issue keys to personnel as needed
- Maintain a key log listing:
 1. Which keys were issued
 2. Who the keys were issued to
 3. The time and date the keys were issued
 4. The time and date the keys were returned

Key rings checked out from the Duty Office will be logged out to the person requesting the keys.

DIRECTIVE A-1

The master security keys will be kept in the duty office. These keys will be issued only at the direction of the shift supervisor or higher authority. These keys will be kept secure, protected from inmates at all times and used only in emergency situations or to periodically test doors.

DIRECTIVE A-2

No one key ring shall contain both inside and outside security door keys, nor will an officer carry key rings that contain both inside and outside keys at the same time.

Procedure B. Reporting broken or malfunctioning keys, locks, and key rings**All officers will:**

- Notify the shift supervisor immediately of the effected key, lock, or key ring.
- Fill out a maintenance request form describing the nature of the problem
Example key number, location of lock, and key ring number.
- Mark broken keys or rings as “broken” and leave them in the duty office lock box until repairs are made.
- Immediately forward a memo describing the nature of the problem to the Key Control Officer.
- Not remove the security keys from the security areas for repair unless authorized by the facility manager.

KERN COUNTY SHERIFF'S OFFICE

Maximum-Medium Facility Policies and Procedures

TITLE: WEAPONS STORAGE

C-700

EFFECTIVE DATE: 02-16-08

REVISED:

APPROVED BY: Maximum-Medium Facility Manager

REFERENCE:

POLICY

Firearms and most other weapons are not allowed inside the facility without facility manager approval. Gun lockers are provided in the Admin area and outside the receiving sally port for storage of handguns and other small weapons prior to entering the security area.

Staff assigned to the facility will have the option of using the gun lockers or their personal lockers for securing their weapons.

Staff members will make sure they remove their weapons from the gun lockers prior to leaving the facility at the end of the shift. No staff member will take the key to a gun locker home.

KERN COUNTY SHERIFF'S OFFICE

Maximum-Medium Facility Policies and Procedures

TITLE: COURT AND HOSPITAL PULL **C-1700**

EFFECTIVE DATE: 02-16-08

REVISED:

APPROVED BY: Maximum-Medium Facility Manager

REFERENCE: DBPPM C-500, C-550

POLICY

Inmates scheduled to go to court or the hospital will be ready for transportation officers based on the transportation schedule, Monday through Friday. All inmates will wear full restraints unless the inmate is pregnant. Pregnant inmates will be handcuffed in the front only, unless the Shift Supervisor approves a higher level of restraint.

DIRECTIVE #1:

If an inmate refuses a hospital appointment, the inmate must sign a medical refusal form in the presence of custody and medical staff. If a pregnant inmate wants to refuse a medical appointment they must be transported to the appointment and refuse treatment in the presence of a qualified medical professional at that facility.

DIRECTIVE #2:

If an inmate refuses to go to court, notify the shift supervisor immediately.

Procedure A. Court/Hospital Pull

The Designated Court Officer will:

- Generate the court/hospital list from CJIS
- Mark all Ad-Seg inmates on the list and note on the bottom of the list how many of each
- Note on the bottom of the list the total number of inmates going to court/hospital
- Count handcuffs, leg irons, and waist chains. If short, get amount needed from Pretrial, Justice or CRF. If iron count is still insufficient, inmates will still be pulled for court. Transportation will have to refuse to take the inmate(s) not restrained

KERN COUNTY SHERIFF'S OFFICE

Maximum-Medium Facility Policies and Procedures

TITLE: COURT AND HOSPITAL PULL

C-1700

- Notify max and dorm station officers to pull inmates to go to court/hospital
- Pull the inmates on the list for court and appointments
- Check inmates off the court list as they are searched and secured
- SR inmates will be put in the max visiting booth unless Yeager v. Smith applies
- PC inmates will be put in the #3 visiting booth
- Dorm inmates will be escorted to a receiving holding cell
- Transportation will pick up inmates as scheduled
- Enter all inmates leaving or returning to the facility in the receiving logbook
- Enter all inmates leaving or returning to the facility in the CJIS - Inmate Maintain Transportation screen

Search & Escort Officers will:

- Assist with preparations for court/hospital pull
- Receive court/hospital list
- Pull station cards for inmates going to court/hospital and place in appropriate slots in the station card file
- Provide appropriate number of body restraints to the dorms
- When notified by the designated Court Officer, go to the dorms and assist dorm officers with searching and securing inmates
- Assist in searching all inmates from Max tiers, Single cell tiers and Clinic cells
- Assist the Court Officer with searching and body restraints

The Max Tier Officers will:

KERN COUNTY SHERIFF'S OFFICE

Maximum-Medium Facility Policies and Procedures

TITLE: COURT AND HOSPITAL PULL

C-1700

- Receive the court list and log out the inmates that will be going to court or the hospital
- Pull inmates for court at 0600 hours and search them
- Pull station cards for inmates going to court/hospital and place in appropriate slots in the station card file
- When needed, assist S&E Officers with body restraints, paying close attention to the classification of each inmate
- Ensure inmates are fully dressed and that nothing is leaving the facility with the exception of court papers
- Assist with the escort of inmates to the Booking/Dressout area

The Dorm Officers will:

- Receive the court list and log out the inmates that will be going to court or the hospital
- Pull inmates for court at 0600 hours and search them
- Pull station cards for inmates going to court/hospital and place in appropriate slots in the station card file
- Apply body restraints, paying close attention to the classification of each inmate
- Ensure inmates are fully dressed and that nothing is leaving the facility with the exception of court papers

Procedure B. Court and Hospital appointment returns

The Court Officer and Search and Escort Officers will:

- Conduct a hand-held metal detector search and pat down search of each inmate prior to placement in the holding cells

KERN COUNTY SHERIFF'S OFFICE

Maximum-Medium Facility Policies and Procedures

TITLE: COURT AND HOSPITAL PULL

C-1700

- Ensure each inmate returning is on the court /appointment list
- Log the inmate's names, booking number and time of arrival in the receiving logbook
- Return the inmates in the CJIS - Maintain Transportation screen
- Strip searches will not be conducted unless there is reasonable suspicion, based on specific and articulable facts, to believe the inmate is concealing a weapon or contraband and the search will result in its discovery. (refer to DBPPM C-550)
- Return the inmates to their assigned housing unit
- Notify the duty officer of the returned inmates

The Duty Officer and the Housing Officers will:

- Pull the inmates cards from the out to court file and place the cards back in the appropriate housing assignment
- Log the names, booking numbers and time of the inmate's return
- Adjust the inmate count sheet

KERN COUNTY SHERIFF'S OFFICE

Leardo Maximum-Medium Facility Policies and Procedures

TITLE: RECEIVING INMATES

C-2000

EFFECTIVE DATE: 07-25-05

REVISED: 09-25-19

APPROVED BY: Maximum-Medium Facility Manager

REFERENCE:

POLICY

All inmates being received into the Maximum-Medium Facility will be processed in a safe and timely manner.

In order to maintain facility security, all incoming inmates will be thoroughly searched.

DIRECTIVE #1

All incoming inmates will be sent from the CRF, Justice and/or Pre-Trial Facility. Inmate property and files will be maintained at the Maximum-Medium Facility. The Classification Officer will have reclassified these inmates to the Maximum-Medium Facility.

Procedure A. Receiving Inmates

The Search and Escort Officer will:

- Retrieve a printout list of incoming inmates from the CJIS transportation list.
- Receive the reclassified, incoming inmates to the Maximum-Medium Facility
- Verify the number of inmates received with the CJIS transportation list and with the transporting officer.
- Check the identity of each inmate by using the wristband and station card comparison.
- Search the inmates, their clothing, and their personal effects for contraband.
- Ensure we have received station cards, files, property bags, clothing, and medical

charts for all incoming inmates.

- Notify the Shift Supervisor immediately if any discrepancies are noted.
 - The Shift Supervisor will notify the appropriate facility Shift Supervisor of discrepancies for proper disposition.
- Deliver inmate files and personal property bag to Administrative Clerical staff.
 - In the absence of Admin Clerical staff, place the personal property bag and inmate file in secure storage on the incoming shelf.
- Deliver medical files to the Maximum-Medium medical staff.
 - In the absence of medical staff, place the files in the Medical box in Admin.
- Issue appropriate clothing and bedding referring to MXMPPM C-2100.
- Present any inmate orientation material, including audio-visual presentations.
- Take incoming inmate's clothing bags to the property room to be stored after the inmates have been processed. Refer to MXMPPM C-2100 for the clothing storage process.

The Classification Officer will:

- Assign all incoming inmates to "housing assignment".

The Duty Officer will:

- Receive the inmates in CJIS.
- Place the following information on both station cards:
 - Date received
 - Housing assignment
 - Job assignment (if applicable)
 - Class member information (if applicable)
- Receive incoming inmates in the logbook and adjust count.
- Place station cards in appropriate housing location.

KERN COUNTY SHERIFF'S OFFICE

Maximum-Medium Facility Policies and Procedures

TITLE: INMATE DRESS OUT **C-2100**

EFFECTIVE DATE: 8-26-05

REVISED: 09-25-19

APPROVED BY: Maximum-Medium Facility Manager

REFERENCE: Title 15, Article 12, Sections 1260 & 1265, Yeager vs. Smith, DBPPM C-500

POLICY

Inmates who are ineligible for release will be dressed out in the appropriate facility clothing, issued bedding and housed by classification following their booking.

All pre-arraigned inmates must be afforded the privacy as pursuant to DBPPM C-500 during the dress out process.

Special attention to clothing will be given to Class Member female inmates as outlined in Yeager vs. Smith DBPPM H-100.

DIRECTIVE #1

The Shift Supervisor will receive a daily property clothing inventory checklist. A search and escort officer shall retrieve the inventory checklist from the Shift Supervisor every Saturday evening and inventory the clothing property room.

DIRECTIVE #2

The search and escort officer will be responsible for issuing inmate clothing, bedding and mattress to newly arrived inmates. The clothing sets will be issued as follows:

Procedure A. NEWLY TRANSFERRED INMATES

General Population male inmates will be issued:

- (2) Pair of pants
- (2) Shirts
- (2) Pair of underwear
- (2) Pair of socks

- Pair of shower shoes
- A disinfected mattress

General Population female inmates will be issued:

- (2) Pair of pants
- (2) Shirts
- (2) Pair of socks
- (2) Pair of panties
- (2) Bra's
- Pair of shower shoes

In addition, female "Class Members" inmates will receive:

- Thermal shirt upon request
- Pair of thermal pants upon request
- Jacket to be worn outside if requested.
- The Officer issuing the thermals will indicate on the inmate's Station Card that the inmate received thermals and the date issued.
- The inmate may only possess the jacket while on appointments out of the Facility. The jackets will be maintained and stored in the Laundry Room.

DIRECTIVE A-1:

All inmates, with the exception of those on suicide watch, will receive a bedding set which will consist of: 1 mattress, 1 blanket, 2 sheets, 1 towel, 1 toothbrush, 1 tube of toothpaste, 1 bar of soap, 1 comb and 1 razor.

Procedure B. The Search and Escort Officer will:

- Obtain the Clothing Rack inventory checklist from the shift supervisor's office.
- Determine and confirm the inmate's classification based on CJIS Information.
- Insure the inmates left wristband are legible and in good condition.
- The proper gender staff member will strip search the inmate if the appropriate charges or conditions exist.
- Issue the inmate a set of clothing and bedding.
- Inventory the inmate's clothing, assign a storage location and complete an IMMNTCLO screen in the CJIS.

- Type their Employee Identification Number, and then press “Enter”.
- Type their Password.
- Type the inmates booking number then press “Enter”.
- Replace the clothing location from the previous holding facility to a location in the Maximum-Medium Facility clothing rack system.
- All inmates clothing will be assigned to a specific numbered rack location.
- The locations are in numerical order starting with three digits and then the letter X. Examples: 000X, 001X, 002X ect.
- Place jail clothing from other facilities in laundry clothing carts.
- Court clothing will consist of the letter X then an abbreviation for court and rack number. Examples: XCT01, XCT02 ect.
- Ensure all incoming inmates have or are issued an indigent inmate bag.
- Maintain a daily property location inventory check sheet.

KERN COUNTY SHERIFF'S OFFICE

Maximum-Medium Facility Policies and Procedures

TITLE: COURT CLOTHING

C-2110

EFFECTIVE DATE: 02-16-08

REVISED: 09-03-09

APPROVED BY: Maximum-Medium Facility Manager

REFERENCE:

POLICY

The Maximum-Medium Facility will accept civilian attire, referred to as “court clothes”, for those inmates who are required by the court to wear such clothing for jury trial. Court clothing will be accepted on a 24-hour basis from attorneys, investigators, or family members. Only one set of clothes, per inmate, will be allowed in inventory at a given time. All court clothing will be stored in the Max-Med Property Room.

DIRECTIVE #1

Do not remove clothes from the “Court Clothes” rack or remove the CJIS Property/Clothing Receipt from the “Court Clothes” file until final disposition occurs.

Procedure A. Receiving Court Clothes

The Administrative Clerk will:

- Have the person delivering the clothing, fill out Form MX C-2110 (See [Attachment A](#)).
- Contact the Duty Officer to have a Search and Escort Officer respond and give the S&E the completed form.

The Search and Escort Officer will:

- Ensure that only one set of clothing is being accepted.
- Advise the person they can allow the clothes to be given to the inmate or another person by signing the appropriate part of the form.

KERN COUNTY SHERIFF'S OFFICE

Maximum-Medium Facility Policies and Procedures

TITLE: COURT CLOTHING

C-2110

- Have the person delivering the clothes read and sign the bottom portion of the form that advises they have 30 days to claim the clothing once the inmate has been released.
- Search the clothing for contraband.
- Provide a copy of the completed court clothing form to the individual dropping off the court clothing, if requested
- Receive only the following items as Court Clothes:
 - FEMALES:
 - Only one of the following three items:
 - ❖ A dress, or
 - ❖ A pair of pants and a blouse, or
 - ❖ A skirt and a blouse.
 - One slip.
 - One jacket, vest or sweater.
 - One belt (no large buckles).
 - One pair of shoes.
 - Two pair of pantyhose.
 - Any other item authorized by the Housing Shift Supervisor.
 - MALES:
 - One pair of pants.
 - One Shirt.
 - One coat, vest or sweater.
 - One pair of shoes.
 - One necktie.
 - One belt (no large buckles).
 - One pair of socks.
 - Any other item authorized by the Housing Shift Supervisor
- Ensure that a new property set is added to CJIS using IMMNTCLO.
 - Add the new set.
 - Type a description of the clothing being received (Pants, shirt, shoes, etc.) and an estimated value in the ITEM field.

KERN COUNTY SHERIFF'S OFFICE

Maximum-Medium Facility Policies and Procedures

TITLE: COURT CLOTHING

C-2110

- Type the quantity, value, color, etc., of each associated ITEM entry in the DESCRIPTION field.
- Enter the following in the last three ITEM fields:
 - “Name”.
 - “Address”.
 - “Phone”
- Type the following in the last three DESCRIPTION fields:
 - The name of the person delivering the clothes. If the person is from the Public Defender’s Office or a law firm, just type “Public Defender” or the name of the law firm.
 - The address of the person delivering the clothes. The phone number of the person delivering the clothes.
- Print and remove both copies of the CJIS PROPERTY/CLOTHING RECEIPT from the Printer and place a copy inside the Identification display holder located on the upper right hand quadrant of the garment bag.
- Sign and date the second copy of the CJIS PROPERTY/CLOTHING RECEIPT on the line adjacent to “SIGNATURE OF OFFICER RECEIVING/RELEASING PROPERTY”.
- Sign and date the Maximum-Medium Facility Court Clothes Form C-2110 (See [Attachment A](#)).
- Return the Maximum-Medium Facility Court Clothes form and the signed CJIS PROPERTY/CLOTHING RECEIPT to the Administration Clerk

The Administration Clerk will:

KERN COUNTY SHERIFF'S OFFICE

Maximum-Medium Facility Policies and Procedures

TITLE: COURT CLOTHING

C-2110

- File the signed CJIS PROPERTY/CLOTHING RECEIPT and the completed Maximum-Medium Facility Court Clothes form in the inmate's file folder, or if the inmate has already been released, forward them to Arrest Records for filing.

Procedure B. Storage of Court Clothing

The Officer storing the clothing will:

- Place the clothing on a hanger and place in a clothing storage bag. Fill out a nametag (name and booking number) and attach it to the inside of the bag over the window space.
- Ensure there is a copy of the signed CJIS PROPERTY/CLOTHING RECEIPT inside the clothing bag.
- Obtain the Clothing Rack inventory checklist from the shift supervisor's office. Assign a storage location in IMMNTCLO screen in CJIS utilizing "XCT00, XCT01, XCT02, etc. as a rack location.

Procedure C. Release of Court Clothing – Inmate not being released

The Administration Clerk will:

- Have the individual retrieving the court clothing fill out the retrieval section of the inmates Maximum-Medium Facility Court Clothes form C-2110.
- Send the form to the Max Duty Office to have a Search & Escort Officer respond for pick up.

The Search & Escort Officer will:

- Confirm which court clothes are to be picked up and retrieve them from storage.
- Have the person picking up the clothes sign the CJIS PROPERTY/CLOTHING RECEIPT adjacent to "INMATE ACKNOWLEDGING PROPERTY RECEIVED" for receipt of the clothing.
- Release the clothes to the person.

KERN COUNTY SHERIFF'S OFFICE

Maximum-Medium Facility Policies and Procedures

TITLE: COURT CLOTHING

C-2110

- Enter IMMNTCLO and locate the appropriate “Set” of clothing using the PF23 and PF24 keys.
 - Type “Y” for RELEASE ALL ITEMS.
 - Type “Release Court Clothes” as REASON.
- Complete the CJIS PROPERTY/CLOTHING RECEIPT and Max-Med form C-2110 and forward to the Administration clerk.

The Administration Clerk will:

- File the CJIS PROPERTY/CLOTHING RECEIPT and Max-Med form C-2110 in the inmate’s file.

Procedure D. Inmate being released prior to Court Clothing pick up

This procedure will be performed in the event that an inmate is released from CJIS prior to the owner claiming the court clothing.

The Releasing Officer will:

- Enter IMMNTCLO and locate the appropriate “Set” of clothing using the PF23 and PF24 keys.
- Type “Y” at RELEASE ALL ITEMS.
- On the REASON line type, “Inmate being released, clothes being stored for owner”.
- Obtain the CJIS PROPERTY/CLOTHING RECEIPT from the “Court Clothes” and write on it “Inmate Released” followed by the date the inmate was released.
- Return the CJIS PROPERTY/CLOTHING RECEIPT to the “Court Clothes” to the administrative clerk.

Procedure E. Exchange of Court Clothing

KERN COUNTY SHERIFF'S OFFICE

Maximum-Medium Facility Policies and Procedures

TITLE: COURT CLOTHING

C-2110

An exchange of court clothing will be accomplished by releasing the old set of court clothing first and then receiving the new set.

- Follow Procedure C for releasing court clothing.
- Follow Procedure A for receiving court clothing.

Procedure F. Weekly Inventory of Court Clothing

DIRECTIVE #2

ALL COURT CLOTHING WILL BE INVENTORIED EVERY SATURDAY BY THE NIGHT SHIFT USING THE CJIS INVENTORY CHECKLIST.

The Shift Supervisor will:

- Assign an officer to inventory the court clothing.

The Assigned Officer will:

- Check all the CJIS PROPERTY/CLOTHING RECEIPTS in the property room each Saturday, and determine which "Court Clothes" should be released.
- Contact the person or firm that delivered the clothing that the clothes must be retrieved. If the Court Clothes are the property of the Public Defender's Office, telephone (868-4749). Leave a voice mail message if unable to speak to an investigator directly.
- On the individual's CJIS PROPERTY/CLOTHING RECEIPT indicate the name of the person who was notified, and the date and time of notification.

Procedure G. Disposition of Unclaimed Court Clothing

All "Court Clothes" not retrieved within 35 days after notification will be considered abandoned and the assigned officer will:

- Write a incident report indicating:
 - The name and booking number of the inmate.

KERN COUNTY SHERIFF'S OFFICE

Maximum-Medium Facility

Policies and Procedures

TITLE: COURT CLOTHING

C-2110

- The name, address, and telephone number of the person, or firm, who delivered the "Court Clothes".
- Indicate in the report that contact was attempted by the contacting officer listed on the CJIS PROPERTY/CLOTHING RECEIPT.

Procedure H. Unidentified "Court Clothes".

Court Clothing for which the owner is not known will be treated as found property.

KERN COUNTY SHERIFF'S OFFICE
MAXIMUM-MEDIUM FACILITY
INMATE COURT CLOTHING RECEIPT

For Office Use Only: Property received by/ID: _____ Date Received: _____ Property released by/ID: _____ Date Released: _____

Inmate's Name: _____ Booking # _____ Date: _____

Description of Property: (BLK, RED, WHT, GRY, BRO, BLU, YEL, ect.)

Shoes: _____ Pants: _____ Tie: _____

Socks: _____ Belt: _____ Other: _____

Shirt: _____ Coat: _____

Individual dropping off clothing must provide name, address and phone number:

Print Name: _____ Phone Number: () _____ - _____

Mailing Address: _____

City, State & Zip: _____

To the Sheriff: As the owner of the above listed clothing I authorize you to release this set of clothes to the above listed inmate upon his/her release, or to the following person(s) in addition to myself:

Signature: _____

By delivering the above listed clothing I understand it is my responsibility to pick up this court clothing. I further understand if this clothing is not picked up within 30 days after the inmate has been released that these items will be considered abandoned and will be disposed of appropriately.

Signature: _____ Date: _____

Clothing Release:

Individual Receiving Clothing Signature: _____ Date: _____