

**KERN COUNTY SHERIFF'S OFFICE
Lerdo Pre-Trial Section
Policies and Procedures**

TITLE:	RECEIVING INMATES AND ENROUTE INMATES	C-100
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EFFECTIVE DATE:	10/29/96	REVISED:	10/17/19
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APPROVED BY:	Lerdo Pre-Trial Section Manager	REVIEWED:	10/17/19
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REFERENCE:	P.C. 4015, CRFPPM Section C-400, DBPPM Section C-500		
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POLICY

Kern County Jail Facilities will receive prisoners transferred from other Kern County Jail Facilities for housing. Prisoners will also be accepted from officers of other law enforcement agencies which are "enroute" with prisoners, however such prisoners will be received at the Central Receiving Facility only for processing in accordance with CRFPPM Section C-400.

All received inmates will be processed in a safe and timely manner and will be segregated during the receiving process by gender and known classification factors.

DIRECTIVE 1: WEAPONS

Inmate property consisting of items such as Mace, O C Spray, fixed blade knives, firearms, ammunition, or any other item deemed to be a potentially dangerous weapon by the Shift Supervisor, will not be received into Kern County Detention Facilities. Items of this type must be retained by the transporting officer.

DIRECTIVE 2: MEDICAL CLEARANCE

Prisoners being received into any Kern County Detention Facility will be examined by medical staff for any of the following:

- If the inmate is a fresh arrest or enroute from an outside agency;
- Must receive prescription medicine;
- Have been subjected to the carotid artery restraint and rendered unconscious;
- Were under the influence of PCP when subjected to a carotid artery restraint;
- Have visible injuries or complain of internal injury;
- Have been involved in any type of accident;

- Have fallen from heights;
- Have been involved in a fight and complain of pain or have visible injuries;
- Are unconscious;
- Are exhibiting or complaining of any serious medical difficulty or discomfort;
- Are pregnant females who are:
 - Under the influence of any chemical substance;
 - Withdrawing from the addictive effects of any chemical substance;
 - Showing any symptoms of medical or health problems;
 - Making any complaint of experiencing any current medical or health problem.

DIRECTIVE 3: INMATE CLOTHING/PROPERTY

Before Transporting Officer(s) are allowed to depart the Pre-Trial Facility, Receiving Staff will check the inmate clothing/property brought by the Transporting Officer(s) to verify that it belongs to a prisoner being housed at Pre-Trial. The Transporting Officer will retain custody of any clothing/property that does not belong to an inmate housed at Pre-Trial in addition to any unidentified clothing/property they may have brought with them.

DIRECTIVE 4: SEARCHING PRISONERS

All received prisoners will be searched in accordance with DBPPM, Section C-500. Normally, searches will be conducted with restraints removed. However, prisoners who pose a potential physical threat because of their combative or bizarre behavior will remain in restraints during the search and receiving process. A detailed Incident Report and Restraint Log will be initiated. In order not to delay the Transporting Officer(s), Pre-Trial restraints will be placed on such inmates in place of the transportation restraints.

DIRECTIVE 5: PRISONER DEEMED NOT RECEIVABLE

If for any reason a prisoner is deemed to be not receivable and is subsequently not accepted, a detailed explanation will be made in the Shift Supervisors logbook. The explanation will include, but not be limited to, the name of the prisoner, the name of the staff member rejecting the prisoner, and a reason for the rejection.

DIRECTIVE 6: EXCESS PRISONER PROPERTY

Receiving Staff will not accept large items of prisoner property, such as suitcases or backpacks, unless:

- The inmate is arriving from another facility and will be awaiting a court appointment in our jurisdiction.

DIRECTIVE 7: INMATE CLOTHING AND BEDDING ISSUE

All newly arrived prisoners that are to be housed at Lerdo Pre-Trial, except those on suicide watch, will be issued the following items of clothing and bedding:

- two pants;
- two shirts;
- two boxers (male) or panties(female);
- two bras (female);
- two socks;
- one pair of shoes;
- one pair shower shoes;
- one towel;
- two sheets;
- one blanket.

Procedure A: Inmates Transferred from Other Kern County Facilities

The Transporting Deputy will:

- Secure all weapons prior to entering the receiving area;
- Search for, remove, inventory, and place all prisoner property into a property bag;
- Deliver prisoners' clothing, property and files to the Receiving Officers;
- Remain in Receiving until the Receiving Staff inspects the prisoner clothing, property, and files.
- Retain custody of any prisoner clothing or property that cannot be identified as belonging to a prisoner being housed at Pre-Trial.

The Receiving Deputy will:

- Inspect the prisoner clothing, property and files to verify that only the appropriate items have been delivered;
- Request medical staff to examine the prisoner if DIRECTIVE 2 is applicable;
- Refer to DBPPM, Section C-200 if the prisoner appears to be suicidal, mentally disordered, or developmentally disabled;
- Search the inmates in accordance with DBPPM, Section C-500;
- Provide the inmate with clothing and bedding pursuant to DIRECTIVE 7;
- Ensure that the prisoner has a wristband that conforms to their classification;
- Assign the prisoner clothing a storage location via IMS;
- Deliver the prisoner and station cards to the assigned housing location;
- Deliver station cards to Master Control;
- Deliver the prisoner clothing to the assigned storage location;
- Deliver the prisoner files to the Administrative Clerical Office.

The Housing Floor Deputy will:

- Receive the prisoner in IMS;
- Direct the prisoner to the assigned housing.

**KERN COUNTY SHERIFF'S OFFICE
Lerdo Pre-Trial Section
Policies and Procedures**

TITLE:	COURT / HOSPITAL PULL	C-150
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EFFECTIVE DATE:	07/11/86	REVISED:10/17/19
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APPROVED BY:	Lerdo Pre-Trial Section Manager	REVIEWED: 10/17/19
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REFERENCE:	LPTPPM Section D-100
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POLICY:

The efficiency of daily functions within the criminal justice system are dependent on the timely arrival of inmates at their scheduled appointments. Staff will ensure that facility operational schedules are met and that inmates are staged for transportation as required.

DIRECTIVE 1:

Inmates are not allowed to take anything with them in a transportation vehicle except legal documents for court. Any other materials found in their possession will be considered contraband.

DIRECTIVE 2:

The following inmates will not be staged in a court holding cell, but will remain in their housing assignment until they are needed for bus boarding:

- Civil Detainees ("Gray" wristbands);
- Inmates on Suicide Watch;
- Inmates in the Safety Cell.

**DIRECTIVE 3: SEARCHING PRE-ARRAIGNED MISDEMEANOR AND
 INFRACTION DETAINEES**

Strip searches and visual body cavity searches will not normally be conducted on pre-arraignment detainees arrested for infractions or misdemeanors. Refer to LPTPPM - D-100 in this manual.

DIRECTIVE 4: MEDICAL REFUSAL – PREGNANT INMATE

A refusal to attend a scheduled medical appointment from a pregnant female will not be accepted by custody staff. If a pregnant inmate wishes to refuse treatment, they may do so at KMC or other treatment facility. Medical refusals by pregnant inmates will be made directly to a medical professional.

If a pregnant inmate refuses transportation to a scheduled medical appointment, including refusing care, staff will notify the Shift Supervisor and correctional medicine staff. Correctional medical staff will counsel, the inmate regarding the need and reason for the particular evaluation, treatment, or procedure and attempt to facilitate or reschedule the appointment.

Procedure A: Court and Hospital Staging

Refer to DIRECTIVE 2 if inmate is a Civil Detainee, on suicide watch inmate, or housed in the Safety Cell.

The Housing Control Deputy will:

- Obtain a transportation list from Inmate Management System (IMS) each day at 0300 hours;
- Inform the inmates who are on the list to prepare for departure.

The Housing Floor Deputy will:

- Pull the station cards for each inmate on the transportation list;
- Verify the identity of each involved inmate via the station card photographs;
- Apply restraints to each inmate in accordance with the DBPPM C-400;
- Consult with the Shift Supervisor if any inmate cannot be restrained in a normal manner because of a medical or physical condition;
- Make the appropriate entry for each inmate in IMS;
- Stage the inmates in the designated court holding cell, taking into consideration gender, classification, and “keep-aways”.

The Staff Member assigned to Master Control will:

- Pull the Master Control station cards for the inmates being transported and give them to the Court Deputy.

The Court Deputy will:

- Ensure inmates are changed into “Court Clothes”, if required;
- Obtain the Master Control station cards and insert them in a vertical file;
- Obtain from the Inmate IMS a list of the inmates being transported and ensure it matches the station cards received from Master Control;
- Perform a roll-call count of the inmates that are staged to verify that all are present in the holding cells;
- Assist Transportation in moving inmates from the holding cells to the busses.

Procedure B: Inmates Returning

Refer to DIRECTIVE 3 if inmate is a pre-arraigned detainee.

The Court Deputy and Search and Escort Deputy will:

- Receive inmates returning to the Facility and verify their identity by using the station cards received from Master Control.
- Return the Master Control station Cards to the Master Control Deputy;
- Ensure all returning inmates are searched in accordance with Section D-100 of this manual.
- Escort the inmates to their housing location and inform the Housing Floor Deputy the identity of the inmates being returned.

The Housing Floor Deputy will:

- Verify the identity of the returned inmate by using the station card photograph and make an entry in IMS that the inmate has returned.

Procedure C: Court Refusals

The Kern County Sheriff's Office Detention Bureau has a duty to transport inmates in custody to all scheduled court appointments and hearings. If an inmate refuses to leave his or her cell or housing unit solely for being transported to court, force will not be used to extract the inmate unless directed by a court order. Reference DBPPM C-600.

If and inmate refused to go to court the Housing Floor Deputy will:

- In accordance with DBPPM C-600 Directive #2, Warn the inmate that they do not have the right to refuse to attend scheduled court hearings;
- Refusal to attend court is a violation of DBPPM I-0100, Rule #1: Inmates must immediately obey all orders from staff.
- Warn the inmate that their attendance in court is mandatory and that they will be forcibly sent to court if necessary;
- Notify the Shift Supervisor if the inmate continues to refuse.

The Shift Supervisor will:

- Warn the inmate that their attendance in court is mandatory and they could be forcibly sent to court;
- Check the IMS system for a court order to force the inmate to attend court (IMARF). If a force order exists, proceed with the following. If no court order is present instruct the Floor Deputy to write the inmate up as per DBPPM C-600.
- Order a lock down of the unit if the inmate continues to refuse;
- Assemble and equip sufficient staff to remove the inmate;
- Direct staff to remove the inmate if the inmate still refuses to comply;
- Remove the inmate and apply restraints;
- Have medical staff check for injuries;
- Escort the inmate to the loading area;
- Inform Transportation of the situation;

- Direct a staff member to document the incident with an Incident Report.

Procedure D: Medical Refusals

Refer to DIRECTIVE 4 if inmate is pregnant.

The Housing Floor Deputy will:

- Give a Medical Waiver Form (LPTPPM Appendix A) to the inmate who refuses to keep a medical related appointment;
- Have the inmate sign the Form, or write "Refused" on the signature line if the inmate will not sign it;
- The Deputy witnessing the inmate's signature will sign, write their badge number, and date, the Form;
- Send of the completed Form to the medical staff and notify transportation of the refusal.

KERN COUNTY SHERIFF'S OFFICE
Lerdo Pre-Trial Section
Policies and Procedures

TITLE:	COURT CLOTHES	C-151
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EFFECTIVE DATE: 03/24/95	REVISED: 11/15/19
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APPROVED BY: Lerdo Pre-Trial Section Manager	REVIEWED: 11/15/19
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REFERENCE:

POLICY

Kern County Detention Facilities will accept civilian clothing from attorneys, investigators, or family members of inmates who will need the clothing to wear at court appearances. These clothes, referred to as "Court Clothes", will be accepted at any time CJIS indicates the inmate is having a "JURY TRIAL". The clothing must be brought to the Facility before the first court day of the jury trial.

The Housing Shift Supervisor, or designee, will assign a Deputy to receive, release, exchange and control the inventory of Court Clothes at the Pre-Trial Facility;

Court Clothes for inmates will be stored on a designated rack in the inmate clothing storage area of A-Pod Warehouse. Although a clean set of clothes may be delivered at anytime, no more than two sets of clothing per inmate (one clean, one dirty) will be warehoused at the Pre-Trial Facility at any one time.

Abandoned Court Clothes will be given to the Public Defenders Office for use by their clients.

DIRECTIVE #1

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

DIRECTIVE #2

Prior to the end of each shift the Court One Deputy will remove all court clothing that has been dropped off during their assigned shift.

Procedure A: Receiving Court Clothes

The Administration Clerk will:

- Have the individual delivering the Court Clothes fill out the top portion of Form LPT C-151; (**Attachment A**)

- Have the person delivering the clothes read and sign the portion of the Form LPT C-151 that advises the person of the 30-day period available for claiming the clothes;
- Receive only the following items as Court Clothes:
 - FEMALES:
 - Only one of the following three items:
 1. A dress, or;
 2. A pair of pants and a blouse, or;
 3. 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.
- Enter IMMNTCLO on the nearest available Criminal Justice Information System (CJIS) terminal, then press “Enter”.

- Type in your employee ID number;
- Type your Password;
- Type the inmates Booking Number, and then press “Enter”;
- Type an “X “at ADD NEW SET and then press “Enter”.

Type in Court Clothes Location at **RACK** field. Court clothing will consist of the letter “P” then an abbreviation for court and rack number. Examples: PCT01, PCT02 etc. The doubling of other inmate bags per hook is strictly prohibited. (Contact the Court Deputy for a physical location if ACIS is not available.) If unable to contact the Court Deputy for a location enter, “PHOLD”.

- Type a description of clothing being received (Pants, shirt, shoes, etc.) and an estimated value in the **ITEM** field;
- Type the quantity, value, color, etc., of each associated ITEM entry in the DESCRIPTION field
- 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;
 - List any person(s) authorized to pick up the clothing in the absence of the original person who dropped them off.
- Press “**Enter**”.
- Make three copies of the receipt to be distributed as follows:
 - For the person dropping off the clothing;
 - The inmates file;
 - To remain with the clothing;
- Give the Person delivering the clothes one copy of the PROPERTY/CLOTHING RECEIPT;
- Advise the person delivering the clothes of their responsibility to pick the clothing

up at the end of the inmate's court process;

- Place a copy of the Form LPT C-151 with the clothing for a Search & Escort Deputy when they retrieve the clothing;
- File a copy of Form LPT C-151 in the inmate's file;
- Call and notify the Court One officer that court clothes are in administration to be picked up.

The Search & Escort Deputy will:

- Obtain the Court Clothes from the Administration Clerk;
- Search the clothing for contraband;
- Place the clothing in a clothing bag with a tag indicating the inmate's name and booking number. Place the copy of **(Attachment A)** in the front pocket of the clothing bag;
- Place the clothing on the "Court Clothes" rack in the appropriate location with a copy of the receipt placed in the bag pocket. If the location indicated is "PHOLD", obtain a correct location and update the clothing record in CJIS;
- All Court Clothing will be stored in A-Pod Warehouse.

Procedure B: Releasing Court Clothes - Inmate not being released.

Follow this procedure if the Court Clothes are being physically released to the owner *or authorized person(s)*.

Follow Procedure "C" if the inmate is being released, but the owner of the Court Clothes has not yet claimed them.

If the Court Clothes have previously been released from CJIS pursuant to Procedure "C", it will not be necessary to perform the CJIS functions of Procedure "B".

Court Clothes will be released to the individual or firm who delivered them to the Pre-Trial Facility. The clothes can also be released to anyone so specified on the Form LPT C-151 or in written instructions to the Lerdo Detention Facility, if the instructions are signed by the person who originally delivered the clothes.

Any employee from the Public Defenders Office or law firm, with proper ID, may pick up clothing left by their office.

When an individual desires to retrieve Court Clothes the Administration Clerk will:

- Obtain the PROPERTY/CLOTHING RECEIPT from the Inmates file and notify an S&E of the pending clothing release;
- Have the person picking up the clothes sign the PROPERTY/CLOTHING RECEIPT for receipt of the clothing;
- Retrieve the signed receipt of release for filing in the inmate's file;
- Release the clothes to the person once obtained from the S&E;
- Enter IMMNTCLO on the nearest available Criminal Justice Information System (CJIS) terminal, then press “**Enter**”;
- Type in your employee ID number;
- Type your Password;
- Type the inmates Booking Number;
- Press “**Enter**”;
- Locate the appropriate “Set” of clothing using the PF23 and PF24 keys;
- Type “**Y**” at RELEASE ALL ITEMS;
- Type “**Release Court Clothes**” at REASON;
- Press “**Enter**”;
- File the signed Form LPT C-151 in the inmate’s file folder, or if the inmate has already been released, forward it to Arrest Records for filing.

Procedure C: Releasing Court Clothes from CJIS - Inmate being released.

This procedure will be performed in the event that an inmate is released from CJIS prior to the owner of the Court Clothes arriving to claim them.

The Deputy assigned to release an inmate will:

- Enter **IMMNTCLO** on the nearest available Criminal Justice Information System (CJIS) terminal, then press “**Enter**”;
- Type in your employee ID number;
- Type your Password;

- Type the inmates Booking Number;
- Press **“Enter”**;
- 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”;
- Press **“Enter”**;
- Obtain the PROPERTY/CLOTHING RECEIPT from the clothing bag and write on it “Inmate Released” followed by the date the inmate was released;
- Place the clothing in a brown paper bag. Seal the bag and attach the copy of the PROPERTY/CLOTHING RECEIPT to the bag. Store in the designated location in A-Warehouse;
- Telephone the person, or firm, that delivered the clothing to the Lerdo Detention Facility and notify them that the clothes must be retrieved. If the Court Clothes were delivered to Lerdo Detention Facility by the Public Defender’s Office, telephone the office at (868-4845). Leave a message on their voice mail if unable to speak to someone directly;
- If unable to telephone the person or firm who delivered the Court Clothes, send them a notification letter (**Attachment B**) and attach a copy of the letter to the associated PROPERTY/CLOTHING RECEIPT;
- On the individual’s PROPERTY/CLOTHING RECEIPT indicate the name of the person who was notified, and the date and time of notification. If a notification letter was mailed, indicate on the PROPERTY/CLOTHING RECEIPT the name of the person to whom the letter was sent, and the date the letter was mailed.

Procedure D: Exchange of Court Clothes

An exchange of Court Clothes will be accomplished by receiving a new set of Court Clothes and releasing the old set of Court Clothes.

- Follow Procedure B above to release Court Clothes;
- Follow Procedure A above to receive Court Clothes.

Procedure E: Inventory control of Court Clothes

Court Clothes which are no longer needed for court appearances will be returned to the firm or person who delivered them. All Court Clothes will be inventoried each Saturday on the day shift.

The Housing Shift Supervisor, or designee, will:

- Assign an Deputy to inventory the Court Clothes.

The assigned Deputy will:

- Check all the ACIS listed court clothes in the property room each Saturday, and determine which Court Clothes should be released;
- Telephone the person, or firm, that delivered the clothing to the Lerdo Detention Facility and notify them that the clothes must be retrieved. If the Court Clothes were delivered to Lerdo Detention Facility by the Public Defender's Office, telephone the office at (868-4845). Leave a message on his voice mail if unable to speak to someone directly;
- If unable to telephone the person or firm who delivered the Court Clothes, send them a notification letter (Attachment B) and attach a copy of the letter to the associated PROPERTY/CLOTHING RECEIPT;
- On the individual's PROPERTY/CLOTHING RECEIPT indicate the name of the person who was notified, and the date and time of notification. If a notification letter was mailed, indicate on the PROPERTY/CLOTHING RECEIPT the name of the person to whom the letter was sent, and the date the letter was mailed.

Procedure F: Court Clothes not picked up within 35 days after notification.

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

- Give them to the Public Defender's Office. Call (868-4845) the Public Defender's Office and make arrangements for him to pick up the abandoned Court Clothes;
- Initiate a CJIS Incident Report indicating:
 - The name and booking number of the inmate;
 - The name, address, and telephone number of the person, or firm, which delivered the Court Clothes;
 - The name of the person to whom the clothes were given.
- Indicate on the PROPERTY/CLOTHING RECEIPT:

- That the clothes were given to the Public Defender's Office;
- The name of the person to whom they were given;
- The date they were given;
- The CJIS Incident Report number;
- Forward the PROPERTY/CLOTHING RECEIPT to an Administration Clerk.

The Administration Clerk will:

- File the PROPERTY/CLOTHING RECEIPT in the inmate's file or forward it to Arrest Records if the inmate is no longer in our custody.

Procedure G: Unidentified Court Clothes.

"Court Clothes" for which the owner is not known will be processed as found property pursuant to LPTPPM C-155: Inmate Property.

KERN COUNTY SHERIFF'S OFFICE

Lerdo Pre-Trial Section Policies and Procedures

TITLE:	INMATE PROPERTY, FUNDS & CLOTHING	C-155
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EFFECTIVE DATE: 3/09/93 REVISED: 11-15-19

APPROVED BY: Lerdo Pre-Trial Section Manager REVIEWED: 11-15-19

REFERENCE: Title 15, Article 12, Sections 1260 & 1265, Yeager vs. Smith,

POLICY

The Sheriff's Office is responsible for maintaining custody of an inmate's personal items and funds while in custody. Personal Property may be searched or seized by law enforcement Deputies in accordance with the procedures in DBPPM, Section C-1000. Inmates may release their money and property (not clothing) to any out of custody person, if the person possesses government issued picture identification.

There is no limit on the amount of money that a person may place on an inmate's account.

Partial releases of property will be allowed during the first 72 hours of custody. After the person has been in custody for 72 hours, only a complete property release can be made.

Prescription glasses and dentures will be accepted for use by inmates housed at the Pre-Trial Facility. All other property items will only be accepted with the Shift Supervisors Approval.

Money and property releases will normally be made between the hours of 0800 and 2000. The Shift Supervisor may authorize a release after those hours if there are extenuating circumstances.

Federal inmates may mail out (at the inmate's expense) or release any personal property (Stored at Max-Med) or items in their cells such as, letters, books, cards, legal mail, blank paper, stamps, envelopes, glasses, orange beanies & orange canvas shoes purchased from Commissary. The inmate will turn in an Inmate Request Slip stating they wish to mail their personal home.

The Max -Med Administrative Sergeant will provide the inmate with shipping containers and rates.

Federal inmates may not mail out or release Commissary items (including cups), contraband, pencils, medication, canes/braces, or clothing.

With the exception of inmate trust account checks, any lost or abandoned property found within the facility or on the facility grounds will be processed according to DPPM J-1800. Lost or abandoned inmate trust account checks will be forwarded to the facility account clerk.

DIRECTIVE #1 OBTAINING INMATE SIGNATURES

Signatures from inmates (i.e. check endorsements, stored vehicle releases, releases for property held by another agency, etc.) will be obtained via a release form attached to the document that requires the inmate's signature.

Procedure A: Accepting and assigning locations to clothing and additional property ("Red-Tagged" Bags) contained in the red clothing bags.

All Pre-Trial clothing and additional property, ("Red-Tagged" Bags) will be affixed to a single hook in the clothing property storage areas.

Staff accepting inmate transfers or new arrivals will:

- Print a CJIS list of incoming inmates;
- Confirm every new arrival or transfer accepted into the facility has a clothing bag;
- Ensure any additional property, ("Red-Tagged" Bags) are securely affixed to the original property bag and both bags have the correct inmate identification;
- Highlight each inmate's name on the printed CJIS list that has a red clothing bag;
- Document any inmate clothing and additional property, ("Red-Tagged" Bags) on the daily transfer log (**Attachment A**) for any inmates not on a CJIS transfer list;
- Confirm a lost property report is completed in CJIS detailing any new arrival or transfer with lost or missing property;

- Document any missing inmate clothing or additional property, (“Red-Tagged” Bags) and the CJIS incident number (or document on the log if no report was completed) on the daily transfer log (**Attachment A**);
- Confirm no additional property is accepted for inmates that are released or not currently housed at the Pre-Trial facility;
- Assign a Pre-Trial property location to each clothing bag in CJIS. The A-Pod and B-Pod Warehouse locations are in numerical order starting with the letter “P” indicating Pre-Trial property then four digits. Examples: P0000, P0001, P0002 etc. Note: A zero shall be utilized using caution not to enter a letter “O” in its holding place;
- Notify the Shift Supervisor of any missing property, missing CJIS reports, or additional clothing and property;
- Staple and forward the completed CJIS transfer list(s) and the daily transfer log (**Attachment A**) list to the Property Room Officer’s desk in A-Warehouse prior to the end of that shift;
- Deliver all clothing bags and additional property (“Red-Tagged” Bags) received on their shift to A-Warehouse prior to the end of that shift. The red bags will be placed on designated laundry hooks in A-Warehouse by Court One or Search and Escort Deputies .

The Shift Supervisor will:

- Contact the appropriate facility Shift Supervisor and notify them of any missing property, missing reports, additional clothing or unidentifiable property.
- Return any clothing bags of released inmates, inmates not housed at the Pre-Trial facility or unidentifiable property to the appropriate facility Shift Supervisor.

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Procedure B: Weekly Inventory of Inmate Clothing (Red Bags)

Each Saturday the night shift Court One Deputy , will inventory the inmate clothing bags (Red Bags) hanging in the inmate clothing storage(A Warehouse). An email detailing

the results of the audit will be sent to the Administrative Sergeant prior to the end shift. The Court One Deputy will file the completed CJIS inventory list in the property room archive cabinet.

The Court One Deputy will:

Obtain a list from CJIS of the inmate clothing assigned to storage locations by:

- Enter “DQRY” at a CJIS terminal;
- Enter “Sheriff” as the Sign on name;
- Enter “Happy” as the Password;
- Press the PF8 key (System is slow – allow time to respond);
- Page forward using the PF8 key until you locate your facility. Codes are CRF Clothing, JF Clothing, Cloth Mx-Med and PT Clothing
- Move the cursor to “PT_CLOTHING” and press the PF3 key;
- Leave the X to the left of COLLUMNAR;
- Remove the X to the left of VIDEO TERMINAL by placing the cursor under it and pressing the space bar;
- Place an X to the left of NETWORK PRINTER then enter the appropriate printer number (example: “R131”) in the spaces to the right of NETWORK PRINTER Press F3;
- Follow the prompts (Press PF4) on the screen until you receive a complete report;
- Wait for the system to indicate “YOUR QUERY WAS EXECUTED SUCCESSFULLY then press PF2;
- Press the PF2 key to sign off;
- Remove the list from the printer;
- Use the list to verify that each inmate’s clothing is properly hung in its assigned location;

- Correct any erroneously hung clothing;
- Process any clothing belonging to inmates who have been released as “Found Property” according to **Procedure C**;
- Process any missing clothing belonging to inmates who are currently in custody as “Lost Property” according to **Procedure D**.

Procedure C: Found clothing and additional property contained in the red clothing bags (“Red-Tagged” Bags)

Found clothing and additional property contained in the red clothing bags (“Red-Tagged” Bags) with inmate identification will be processed in a different manner than found inmate property contained in the clear bags (stored in the clerical office) or any other unidentifiable property located within the Pre-Trial facility.

All **identifiable** inmate clothing and “Red Tagged Bags” will be forwarded and processed by the Court One Deputy.

All other **unidentifiable** items or items contained in the clear inmate property bags (stored in the clerical office) will be documented and processed by the responding Deputy.

If found clothing or additional property contained in the red clothing bags (“Red-Tagged” Bags) with or without inmate identification is located from a released inmate, the Deputy discovering the found clothing/“Red-Tagged” bag will:

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- Investigate and identify the cause of any errors made during the clothing process;
- Send an email report to the Administrative Sergeant with all errors and what was done to correct the problem;
- Send a letter to the property owner’s last known address advising them to pick up their property (**Attachment B**). The letter will instruct the owner to pick up the clothing/property within 30 days;
- Complete a CJIS incident detailing the discovery of the found clothing/property and the date the letter was mailed;

- Use CJIS code **OCPR (Found Property on Released Inmate)**. This CJIS code will allow you to link the incident to the released inmate;
- Remove the clear bag containing the clothing from the red bag (Do not open) and place in a brown paper bag;
 - Write the name, booking number and CJIS incident number on the brown bag;
 - Staple the bag shut.
- Attach a copy of the notification letter and the CJIS report to the outside of the brown paper bag;
- Place the bagged and tagged property bag on the found property shelf inside the Property Room;
- Enter the required information on the Found Clothing Log (**Attachment C**).
- .

The Administrative Sergeant will:

- Review the email report from the Deputy;
- Try to determine the cause of the problem and take corrective action;
- Approve the CJIS report.

If the found clothing or additional property contained in the red clothing bags (“Red-Tagged” Bags) is picked up within 30 days of the notification letter being sent, the staff member releasing the clothing will:

- Log the released property information on the Found Clothing Log inside the Property Room; (**Attachment C**);
- Complete a CJIS supplemental report (a supplemental to the OCPR report) detailing that the clothing was picked up by the owner of the property using the information on the Found Clothing Log.

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The Administrative Sergeant will:

- Collect and review the Found Clothing Logs and forward to the archive room.

If found property is not picked up within 30 days of the notification letter being sent, the Property Room Deputy will:

- **Complete a supplemental CJIS stating that the thirty day hold had expired and the property was destroyed and disposed of;**
- **Remove the copy of the letter from the brown paper bag**
- **Place the bag and contents in a black plastic trash bag and dispose of it in a trash receptacle outside of the facility.**

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Found, items contained in the clear inmate property bags (stored in the clerical office), will be processed by the Deputy discovering the found property. The Deputy will:

- Complete a CJIS incident detailing the discovery of the found property, and, itemizing the found property;
 - Place found items in a brown paper bag;
 - Write the CJIS incident number and the incident date on the brown bag;
 - Staple the bag shut.
- Attach a copy of the CJIS report to the outside of the brown paper bag.
- Forward the found items and CJIS report number to the Pre Trial Administrative Sergeant for review.

The Administrative Sergeant will:

- **Review the report and items and make a determination to book the property using PRIMUS system or store it for thirty days and destroy it if it's not claimed;**
- **If the items are to be booked in the Lerdo Pre Trial Property Room as "Found Property" complete the following using the PRIMUS system.**

- Click on “PRIMUS” icon on the desktop;
- Enter the CJIS SO case number from the original report in the “Agency Number Box”; (Always enter the dash symbol (-) in the case number, (Example: SO12-12345);
- Click on “Next page”;
- Type in FP in the “Offense Box”;
- Click on “Date”. Enter the CJIS incident date;
- Click on “Location”. Enter Lerdo Pre-Trial;
- Click on “Type”. Click on “Owner” from the drop-down box;
- Enter “Unknown” in the “Name Box”;
- Enter “17695 Industrial Farm Rd. Bakersfield CA 93308” in the address box;
- Click on “Next page”;
- Click on “Item #”, Enter “1”;
- Enter “Clothing/Shoes” into the “Evidence Category Box”;
- Enter “Found Property” into the “Evidence Type Box”;
- Enter “Item Description” into the “Description Box”;
- Enter “Your Last Name” into the “Officer Box”;
- Enter “Lerdo” into the “Department Box”;
- Enter “L-00” into the “Scene Found Box”;
- Enter “Unknown Owner/ Booked to be Destroyed” into the “Comments Box”;
- Click on “Print label” (at the top of the page);
- Check Box on “Agency Item #”;
- Check Box on “Incident”;
- Check Box on “Offense”;
- Check Box on “Persons”;
- Click on “Print label”;
- Remove label from the printer;
- Attach the label to the front of the “Found inmate clothing bag”;
- Click on “Close form” (at the top of the page);
- Click on “Print case report”;
- Check Box on “Agency Item #”;
- Click on “Print report”;
- Remove property report from the printer;
- Staple the property report to the front of the bag;
- Click on “Close form” (at the top of the page);
- Log Deputy’s Name, Badge Number, Date, SO Number, Number of bags, and locker number on the Evidence Locker Log;
- Place bag in locker;
- .

Procedure D: Lost Property

Any staff member that becomes aware of missing or lost inmate property or clothing will:

- Conduct a search of the property storage location for the missing bag;
- Contact other facilities and attempt to locate the missing bag;
- If not located, complete a lost property CJIS incident report;
 - Document in the lost property report that the inmate was told to contact County Risk Management if they wish to file a claim.

Procedure E: Property Release Process

If a civilian requests to have an inmate release an item of his booked property (No Clothing or Red Bag Items) the Administrative Clerk will:

- Confirm the identification of the person via a U.S. Government issued identification card or passport;
- Release ALL items of inmate booked property in CJIS (Not Clothing) (Per Clerical Procedure);
- Send a copy of the property release document to the printer of the control room where the inmate is housed;
- Call the Deputy to ensure the document is received;
- Have the civilian complete the required areas of the property release form (when it is returned by the Deputy);
- Release the property;
- Place the release form in the inmate's property bag.

If the inmate refuses to sign the property release form the Administrative Clerk will:

- Notify the civilian requesting the property that the inmate has refused to release the requested property;

- Return ALL items of inmate booked property in CJIS (Per Clerical Procedure);
- Write “Refused” on the inmate release form and place in the inmates file.

If a civilian requests to have an inmate sign a document or release a vehicle from impound, the Administrative Clerk will:

- Confirm the identification of the person via a U.S. Government issued identification card or passport;
- Enter the following information on the release form:
 - Inmate’s name;
 - Inmate’s booking number;
 - Inmate’s housing location;
 - A description of what is to be done;
 - Name, identification number, and birth date of the recipient.
- Send the release form and any attached documents to a Search and Escort Deputy.

The Search & Escort Deputy will:

- Have the inmate sign the release form, and any associated documents, if they wish to do so;
- Sign the release form as “Witness”;
- Deliver the release form and any property being released to the Administrative Clerk.

The Administrative Clerk will:

- Ensure the inmate and the witnessing Deputy has signed the form;
- Have the person receiving the property sign the release form as receiving the property;

- Sign the release form on the line below the officer's signature;
- Give the property or document to the recipient;
- Place the release form in the inmate's file.

Procedure F: Found Property – Inmate trust account checks**Upon finding an inmate trust account check, staff will:**

- Attempt to contact the owner of the check and make arrangements for them to respond and take possession of it;
- If the owner is contacted and takes possession of the check, complete an incident report;
- If the owner cannot be contacted, complete an incident report and Attachment "D";
- Forward the check and Attachment D to Pre Trial Clerical Staff.

Clerical Staff will:

- Attempt to contact the owner of the check to make arrangements for the person to pick up their check;
- If Clerical Staff is unable to contact the released inmate and advise him or her of the found check, they will mail Attachment "D" to the inmates last known address;
- Clerical Staff will then forward the check along with a copy of Attachment "D" to the Central Receiving Facility where it will be held for ten days for pick up;
- If the check is not picked up within ten days, Central Receiving Clerical Staff will forward the check and attachment "D" to the Kern County Sheriff's Office Accounting Department at Norris Road.

KERN COUNTY SHERIFF'S OFFICE

Lerdo Pre-Trial Section Policies and Procedures

TITLE: TELECONFERENCING

C-160

EFFECTIVE DATE: 09/01/94

REVISED: 10/17/19

APPROVED BY: Lerdo Pre-Trial Section Manager

REVIEWED: 10/17/19

REFERENCE:

POLICY

The Probation Department and the Public Defender's Office will call each housing area directly and request each teleconference appointment.

- Probation uses the system from 0800-1400 hours.
- Public Defender uses the system from 1400-1700 hours.

Procedure A: Teleconferencing

The Housing Control Deputies will:

- Receive and accept the phone call from the Probation Department or the Public Defender's Office regarding the inmate teleconferencing appointment;
- Notify each inmate of their teleconference;
- Ensure the inmate is moved to the teleconferencing room at the appointed time.

KERN COUNTY SHERIFF'S OFFICE
Lerdo Pre-Trial Section
Policies and Procedures

TITLE:	ELECTRONIC MONITORING PROGRAM	C-205
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EFFECTIVE DATE: 04/20/99	REVISED:10/17/19
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APPROVED BY: Lerdo Pre-Trial Section Manager	REVIEWED: 10/17/19
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REFERENCE:

POLICY

The Kern County Probation Department will select eligible inmates to participate in the Electronic Monitoring Program (EMP) and subsequently inform the Kern County Sheriff's Department of those selections. Inmates assigned to EMP will have a location of SOLER EM in the IMS system and are considered to be "In-Custody" while participating in the program.

Procedure A: Transferring Inmates To EMP

The Probation Department will notify the Administrative Clerk when an inmate is to begin participating in the EMP.

The Administrative Clerk will:

- Verify all charges have dispositions;
- Initiate a Release Order;
- Write at the bottom of the form "RELEASE TO AUTHORIZED PROBATION OFFICER ONLY";
- Obtain an ETA from the Probation Officer;
- Staple an EMP notice to the front of the inmate's folder so that it is visible;
- Initiate a Body Receipt;
- Place the Release Order and Body Receipt inside the folder;
- Confirm that IMS indicates an outdate for the inmate;
- Write the Probation Officer's estimated time of arrival on the release order;

- Close the inmate's account;
- Give the inmate's folder and personal property to the Classification Deputy.

The Classification Deputy will:

- Change the inmate's location in the IMS to SOLER EM;
- Send the folder and property to the Shift Supervisor.

The Shift Supervisor will:

- Verify that all charges have a disposition;
- Sign the check for the inmate's remaining funds;
- Give the package and property to a Search & Escort Deputy.

The Search & Escort Deputy will:

- Notify Master Control of the release;
- Notify the inmate's Housing Control Deputy of the release;
- Obtain the inmate's clothing from the clothing storage area;
- Obtain the inmate's station card from Master Control;
- Respond to the inmate's housing location;
- Ensure that the inmate has possession of all issued clothing and linen;
- Obtain the inmate's station cards from the housing location and compare the photographs to the inmate to ensure the correct inmate is being released;
- Escort the inmate to the release area;
- Print out a Property Release Form in CJIS;
- Ensure compliance with any special handling;
- Ensure the right inmate is being released by:
 - Comparing the inmate to the station card photographs;

- Asking personal questions of the inmate about information obtained from the inmate's file;
- Comparing booking fingerprints, if doubt exists.
- Have the inmate sign Acknowledgement of Account Closure Form for the remaining funds;
- Allow the inmate to change into their clothes;
- Give the inmate the yellow copy of the Account Closure Form;
- Give the inmate his funds and property after the inmate signs for them;
- Date and sign the inmate's Clothing and Property Forms;
- Have the Probation Officer sign the Body Receipt;
- Release the inmate to the Probation Officer;
- Return the transfer package to the Administrative Clerk.

The Administrative Clerk will:

- Punch holes in the property forms, account receipt and station cards, and place these items on the left hand side of the folder;
- Forward the folder to the Central Receiving Facility Classification Unit.

- Make the necessary changes in IMS.

The Housing Deputy will:

- Request a Search & Escort Deputy to move the inmate;
- Have the inmate remove all the property from the cell;
- Inspect the cell for cleanliness, malfunctions or hazards;
- Release the inmate, property, and both station cards to a Search & Escort Officer;
- Complete an Incident Report detailing the reason for the housing change.

The Escorting Deputy will:

- Promptly escort the inmates to their destination;
- Ensure the inmate's station cards are taken to the new housing location;
- Ensure the inmate's personal property accompanies the inmate to the new housing location.

The Floor Deputy at the new housing location will:

- Ensure that the inmate's station cards arrive with the inmate;
- Ensure that the inmate's personal property arrives with the inmate. If it doesn't, notify the Shift Supervisor;
- Ensure the inmate's personal property is inventoried and locked in a secure location if the movement is for purposes of Disciplinary Isolation. Refer to Section I-100 of the Detention Bureau Policy and Procedures.