

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

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<b>TITLE:</b>	<b>INMATE MAIL</b>	<b>F-130</b>
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EFFECTIVE DATE:	4/26/93	REVISED: 10/16/19
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APPROVED BY:	Lerdo Pre-Trial Section Manager	REVIEWED: 10/16/19
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REFERENCE:	Title 15, Section 1063; DBPPM, Section F-100, 200 & 300	
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**POLICY**

It is the policy of the Kern County Sheriff's Office to allow all persons in custody access to use the United States Postal Service. Personal mail for purposes of this procedure includes all mail **except** Legal Mail.

Staff will not hold, censor, or read inmate mail unless there is convincing evidence that such correspondence poses a clear threat to the safety and security of the Facility, public officials or the general public.

Personal mail may be read by staff at random to prevent criminal conspiracies including, but not limited to, escapes, assaults, smuggling of contraband or other criminal activity, and any threats to the safety or security of the Facility. Staff discovering mail meeting these criteria will process it in accordance with DBPPM F-100.

Facility personnel may open and inspect Legal Mail only for the purposes of searching for contraband, cash, checks or money orders, but only if such searches are conducted in the presence of the inmate. Staff will not read Legal Mail.

C.O.D. or "Postage Due" mail will not be accepted.

To prevent the possibility of fire, inmates are restricted to keeping in their housing unit only ten (10) personal letters, two (2) periodicals, one (1) newspaper, and two (2) books that they have received in the mail. An inmate in possession of such items in excess of this amount must select to either dispose of the item by destroying it or mail them to a person outside the Facility, at the inmate's expense. Inmates may possess, in excess of this restriction, a reasonable number of religious devotional books, multi-volume sets of books, and correspondence education material, if in the opinion of a Shift Supervisor the items pose no fire hazard or housekeeping problems.

Inmates may possess all Legal Mail they receive that is relevant to the court proceedings for which they are in custody.

**DIRECTIVE 1**

Mail will not be left unattended by staff, unless in a secured location.

**DIRECTIVE 2**

Employees should make every effort not to open any mail that will be “Returned to Sender” unless necessary for safety and security concerns.

**Procedure A: Incoming Mail****The Pre-Trial Administration Office Clerk will:**

- Receive the mail from the U.S. Postal Service;
- Verify that the inmates’ housing locations shown on the envelopes are correct and forward incorrectly addressed envelopes to the appropriate Facility;
- Check inmate to inmate mail and verify via “Appointments” in CJIS that correspondence has been approved between the two inmates; If not authorized, “Return to Sender”.
- Open all mail, except “Legal Mail”, and inspect it for contraband. If contraband is found, “Return to Sender” in accordance with Procedure C;
- Refer all contraband of a criminal nature to the Charles 5 Deputy for investigation;
- Confer with the Chaplain regarding religious material of questionable origin;
- Remove and deposit any enclosed money orders into the inmate’s account;
- Place deposit receipts in the envelopes from which the funds were removed.
- Remove the stamps from all mail (except Legal Mail) that is being forwarded to the Pods;
- Band the mail together, sorted by Pod, and place it in a bag for delivery;

**Between 1900 and 0700, the Housing Floor Deputy and Infirmary Deputy will:**

- Sort mail by housing unit;
- Confirm that the inmate is in custody;
- Forward mail to the correct housing location if the inmate has been moved;
- Thoroughly search all mail, except “Legal Mail”, and process any restricted mail by referring to the following policies:
  - Security Risk Mail - DBPPM, Section F-100

- Gang Related Mail - DBPPM Section F-100
- Receiving and Searching Packages – DBPPM Section F-200
- Read mail when deemed necessary for security reasons;
- Complete necessary DBPPM F200 attachment A Forms;

**Between 1900-0700 Hrs. the Housing Floor Deputy/Infirmary Deputy will:**

- Enter the housing unit and announce, "Mail Call."
- Check the inmate's wristband to confirm identity;
- Give the mail to the inmate;
- Open Legal Mail in the presence of the inmate and search it for contraband, **but do not read it**. If contraband is found, notify the Shift Supervisor before giving the mail to the inmate;
- Have the inmate sign any forms attached to mail;
- Write "Refused to Sign" on the signature line and include the date, time, your initials and I.D. number on the form, if the inmate refuses to sign any forms;
- Hold all mail for those inmates who are temporarily out of the housing unit and deliver it when the inmate returns to the housing unit;
- Forward mail to the appropriate housing location if the inmate has been moved.

**The Clerical Administration Clerk will:**

- Add the necessary postage to "Return to Sender" mail;
- Place mail in the appropriate outgoing mailbag.

**Procedure B: Outgoing Mail**

**The Housing Floor Deputy and Infirmary Deputy will:**

- Collect outgoing mail from the inmates;
- Check the outgoing mail for possible gang related or security risk mail and process it pursuant to DBPPM, Section F-100, if any such mail is found;

- Deliver the outgoing mail at the end of each shift to the "Outgoing Mail Box" in the Squad Room.

**If an item is received for an inmate who is no longer in custody, the item will either be:**

- Returned to sender, if the sender is known;
- Mailed to the intended recipients last known address;
- Booked into the Sheriff's Property Room if not perishable;
- Destroyed if the item is perishable.

#### **Procedure D: Possession of Excessive Mail**

**Any staff member who discovers an inmate in possession of an amount of mail, periodicals, books, or newspapers in excess of that allowed by this policy will give the inmate the opportunity to either:**

- Dispose of the item by destroying it;
- Mail the item to a person outside the Facility, at the inmate's expense.

**If the inmate chooses to dispose of the item, the staff member will:**

- Allow the inmate to dispose of the item in an appropriate trash receptacle;
- Initiate an Incident Report documenting the occurrence in detail.

#### **Procedure E: Legal Mail Supplies for Indigent Inmates**

Inmates are allowed an unlimited amount of postage free legal mail to an attorney or the courts.

**The housing floor Deputy will:**

- Obtain legal size, unstamped envelopes, and 2 sheets of paper, from the administration clerk;
- Write "legal mail" on the front of the envelope and give the items to the inmate;
- Deliver the sealed legal mail to the account clerk.

**The Account Clerk will:**

- Apply sufficient postage and mail it.

**Procedure F: Outgoing Legal Mail For Pro-Per Or Co-Counsel**

**Staff will:**

- Route the sealed, unstamped legal mail to the account clerk for postage.

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

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**TITLE: INMATE TELEPHONES**

**F-140**

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EFFECTIVE DATE: 04/17/93

REVISED: 10/16/19

APPROVED BY: Lerdo Pre-Trial Section Manager

REVIEWED: 10/16/19

REFERENCE: Title 15, Article 6, Section 1067, P.C. 851.5(a)

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**POLICY**

Inmates will be allowed access to telephones from approximately 0600 to 2300 hours each day, except during periods of lockdown, facility emergencies, and meals. The phones will be activated each morning after the morning meal cleanup is completed. Disciplinary isolation inmates will not be allowed access to telephones.

**Procedure A: Housing Units**

**The Housing Control Deputy will:**

- Activate the inmate telephones each morning after the housing units have been cleaned at the completion of the morning meal;
- Deactivate the telephones to a housing unit during periods of lockdown, meals, emergencies, or disciplinary separation;
- Deactivate the telephones at the 2300 lockdown count and do not re-activate them until after the morning meal.

**DIRECTIVE**

The inmate telephones in any Administrative Segregation Unit will be activated anytime the day room is occupied by an inmate.

**Procedure B: Infirmary Inmates**

**The Infirmary Deputy will:**

- Log each telephone use in the infirmary log book, including whether the call was completed or not and the time allowed;
- After each use by a "medical isolation" inmate, the telephone must be cleaned with an anti-bacterial disinfectant.

**KERN COUNTY SHERIFF'S OFFICE**  
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<b>TITLE:</b>	<b>EDUCATION PROGRAMS</b>	<b>F-200</b>
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EFFECTIVE DATE: 05/19/93 REVISED:10/17/19

APPROVED BY: Lerdo Pre-Trial Section Manager REVIEWED: 10/17/19

REFERENCE:

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**POLICY:**

The Kern County Sheriff's Office, in cooperation with Bakersfield Adult School, provide educational classes to all eligible inmates. Available courses include the Lerdo Alcohol Rehabilitation Program (LARP), a Substance Abuse Program (SAP), and English as a Second Language (ESL). A Detentions Deputy will be assigned as the Education Program Coordinator to work with program providers, and to insure that inmates are given access to these classes. Every effort will be made to get eligible inmates into available educational programs. Classes will be available for male and female inmates under certain guidelines. Inmates ordered by the Court to attend a class will have priority over all others requesting to attend classes.

All instructors must be pre-approved by the Inmate Services Section.

**Procedure A: Education Program Requests**

**The Education Program Coordinator will:**

- Review and answer all requests to attend classes.
- Determine inmate eligibility in accordance with the following criteria:
  - Except for Federal inmates, an inmate must have a Security Level 5 or below. Federal inmates must have a security level of 5 or below;
  - Except for Federal inmates, an inmate must have a Program Level of 30 below. Federal inmates may have a Program Level as high as 50 if there is no history of disciplinary actions in the inmates record;
  - The inmate must have no gang affiliations;
  - The inmate must have no keep-aways in the class.
- Compile a list of eligible inmates, with all court ordered attendees at the top of the list;

- Enroll names from the eligible list into the Inmate Management System IMS until each class is filled;
- Ensure the inmates are escorted to and from the Classroom;
- Enter all attendance of inmates into CJIS.
  - Enter through “immntout,”
  - Mark out then enter class (i.e. PTFSAP, PTESL1),
  - Type “yes” in the exceptions box, press enter,
  - Mark all inmates whom did not attend the class for that day and press enter,
  - Mark in and enter class, (i.e. PTMSAP) and enter,
  - Mark out and enter class again, enter.
- Monitor the activities of the classroom.

**Procedure B: Education Program Attendance****On the day of the class the Program Coordinator will:**

- Obtain a printed list of the inmates enrolled in the class from IMS;
- Ensure the inmates are escorted to and from the Classroom;
- Provide the instructor with a copy of the printed list of inmates;
- Monitor the activities of the classroom from the Control Room;
- Ensure the inmates are returned to their housing unit at the completion of the class.

**Procedure C: Instructors and Guest Speakers****Instructors and Guest Speakers will:**

- Be required to adhere to all Pre-Trial Facility rules;
- Wear an approved Kern County Sheriff’s Office identification card on the upper left quadrant of their body;
- Not give or receive anything other than class materials from any inmate;
- Not carry messages, verbal or written, for inmates;
- Not hug, kiss, grab, feel, or touch any inmate, or encourage or suggest that inmates touch each other;



- Be subject to search anytime they are at the Pre-Trial Facility. If this should become an issue, the Shift Supervisor will be notified before a search is conducted;
- Be limited a maximum of two guest speakers at any one class meeting;
- Not allow inmates to leave the meeting room for any reason unless accompanied by an officer. Inmates are not allowed to use the toilet in the classrooms.
- Adhere to the following dress code:
  - No clothing that in any way resembles inmate clothing;
  - No Military-type clothing;
  - No transparent, strapless, halter, spaghetti straps, bare midriff, tank tops, sling shot shirts, white T shirts, mini skirts, skirts with excessive or revealing slits above the knee, or shorts;
  - No clothing with obscene, offensive language, or drawings;
  - No clothing determined to be unacceptable by the Shift Supervisors.

**KERN COUNTY SHERIFF'S OFFICE  
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<b>TITLE:</b>	<b>MEDICAL INSTRUCTION SHEET</b>	<b>F-210</b>
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EFFECTIVE DATE:	04/05/92	REVISED:10/17/19
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APPROVED BY:	Lerdo Pre-Trial Section Manager	REVIEWED: 10/17/19
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REFERENCE:	Title 15, Article 10
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**POLICY**

Lerdo Pre-Trial Detention Staff will ensure that all written instructions from Facility Medical or Mental Health staff be complied with properly and completely.

**Procedure A: Medical Instruction Sheet**

All medical instructions will be entered on a Medical Instruction Sheet. These sheets will serve as a Medical Order and will be followed by all staff.

**The Medical and Mental Health Staff will:**

- Fill out a Medical Instruction Sheet on any inmate who requires any special handling and/or unusual items of any type. Include appropriate explanation;
- Place a copy in the Inmate Medical File;
- Forward the original Medical Instruction Sheet to the Shift Supervisor.

**The Shift Supervisor will:**

- Review the Medical Instruction Sheet;
- Address any safety concerns, or other facility operational complications presented by the instructions;
- Coordinate any needed modification to the Instruction Sheet with the medical/mental health staff;
- Sign the Medical Instruction Sheet;
- Have a Search and Escort Deputy process the Medical Instruction Sheet.

**The Search and Escort Deputy will:**

- Make copies for the Pod Floor Deputy and Control Deputy; Forward these copies to the pod the inmate is housed in;
- Place a copy on the briefing board in the shift supervisor's office;
- Send the original to administration.

**The Pod Floor Deputy will:**

- Place Medical Instruction Sheet on the Medical Instruction Sheet board;
- Follow all instructions on the Medical Instruction Sheet;
- When an inmate is moved, see that the Medical Instruction Sheet goes with them

**Clerical Staff will:**

- Place original Medical Instruction Sheet in the inmate file.

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**TITLE: SICK-CALL, MEDICATION PASS AND IN FACILITY APPOINTMENTS F-314**

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EFFECTIVE DATE: 07/01/86

REVISED: 10/17/19

APPROVED BY: Lerdo Pre-Trial Section Manager

REVIEWED: 10/17/19

REFERENCE: Title 15, Article 10

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**POLICY**

The Facility Medical Staff will hold daily sick call for the inmate population. Security staff will coordinate with Facility Medical Staff to see that any inmate requesting medical attention is seen as expeditiously as possible by Medical Staff.

**DIRECTIVE**

The Facility Medical Staff will be responsible for establishing medical protocol to meet the medical and dental needs of the inmate population. Security staff will coordinate with Medical Staff to ensure that inmates are seen by the Medical Staff as expeditiously as possible.

**Procedure A: Nurse's Sick Call**

**Security Staff will:**

- Provide any inmate with a sick call referral slip when requested;
- If an inmate seems seriously ill immediately notify Medical staff;
- Deliver referral slips to the Medical Staff as soon as practical.

**The Medical Staff will:**

- Enter inmates to be seen as appointments in the Inmate Management System (IMS) with a temporary location of "NCS01".

**The On-duty Nurse will:**

- Go to the housing units where inmates need to be seen for sick call.

**The Housing Control Deputy will:**

- Obtain a Nurse's Sick Call List from IMS;

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**TITLE: SICK-CALL, MEDICATION PASS AND IN FACILITY APPOINTMENTS F-314**

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- Alert inmates listed on the Nurses Sick Call list.

**The Housing Floor Deputy will:**

- Make an entry in the station logbook of the time sick call began;
- Direct the inmate(s) to an area designated by the nurse where sick call will be conducted;
- Send and Return inmates in IMS when they are seen by the nurse.

**The Nurse will:**

- Evaluate the inmate and provide the needed treatment or refer the inmate to the doctor or dentist.

**Procedure B: Medication Pass****The Housing Control Deputy will:**

- Announce to the housing units when the nurse arrives to deliver medications.

**The Housing Floor Deputy will:**

- Enter the time of the medication pass in the station logbook;
- Provide security for the nurse while medications are being delivered to the inmates;
- Check on the welfare of inmates who do not report to medication pass to receive any of the following:
  - Heart medication.
  - Diabetic medication.
  - Blood Pressure medication.
  - Psychotropic medication.
  - Infection medication.
  - Any medication deemed important by the nurse.
- Enter in the station logbook the names of inmates who refuse any of the medications listed in the previous item.

**Procedure C: Infirmary Appointments****The Medical Clerk will:**

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**TITLE: SICK-CALL, MEDICATION PASS AND IN FACILITY APPOINTMENTS F-314**

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- Enter Infirmery medical appointments in the Inmate Management System (IMS).

**The Infirmery Deputy will:**

- Obtain a list of inmates scheduled for infirmery appointments from IMS;
- Search the infirmery waiting area for contraband.

**The Housing Control Deputy will:**

- Obtain a list of the inmates with Infirmery appointments from IMS;
- Notify the scheduled inmates to prepare for the infirmery appointments.

**The Infirmery Deputy will:**

- Coordinate with the Housing Control Deputy for the movement of inmates to the scheduled appointments.

**The Housing Control Deputy will:**

- Coordinate the movement of inmates with the Housing Floor Deputy and the Infirmery Deputy.

**The Housing Floor Deputy will:**

- “Send” the inmates in IMS when the inmates leave for the appointments.

**The Infirmery Deputy will:**

- Notify the Medical Staff when the inmates arrive for the appointments;
- Coordinate, supervise and escort the inmates for the Medical Staff;
- Notify the Housing Floor Deputy when the inmates are returned to the housing areas.

**The Housing Floor Officer, with the assistance of the Infirmery Deputy, will:**

- Search, re-house, and enter the returning inmates “Returned” in IMS.

**Procedure D: Infirmery Appointments - Inmates From Other Facilities****The Court Deputy will:**

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**TITLE: SICK-CALL, MEDICATION PASS AND IN FACILITY APPOINTMENTS F-314**

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- Provide the staff member from the other facility with a holding cell for their inmates who have Infirmary appointments.

**The Staff member from the other facility will:**

- Guard their inmates while at the Pre-Trial Facility.

**The Infirmary Deputy will:**

- Assist the officer from the other facility in escorting the inmates to and from the holding cell.

**KERN COUNTY SHERIFF'S OFFICE  
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<b>TITLE:</b>	<b>FIRST AID KITS</b>	<b>F - 316</b>
EFFECTIVE DATE:	03/05/91	REVISED:10/17/19
APPROVED BY:	Lerdo Pre-Trial Section Manager	REVIEWED: 10/17/19
REFERENCE:	Title 15, Section 1220; PC 6030(e)(1)	

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**POLICY**

The Pre-Trial Facility will maintain first aid kits containing minor first aid equipment in pre-determined areas easily accessible to all employees. The Pretrial Facility's responsible physician shall approve the contents, number, location and procedure for periodic inspection of the kits.

**DIRECTIVE 1: FIRST AID KIT LOCATIONS**

**First aid kits will be made available in the following locations within the Facility:**

- All pod floor offices;
- The Shift Supervisors Office;
- The Court Office;
- The Maintenance Shop (D-Pod warehouse).

**DIRECTIVE 2: FIRST AID KIT SUPPLIES**

Infirmery Medical Staff are responsible for providing all items included in the first aid kits.

**Procedure A: First Aid Kit Inventory**

**On the first Saturday of each month, staff members assigned to any work area where a first aid kit is stored will:**

- Use the list included in each kit to inventory the contents and determine missing items;
- Obtain replacements from the Infirmery for any missing, opened, outdated, or soiled items;



- Send a memo to the Infirmary Medical Staff and the Shift Supervisor if the required items are not immediately available from the Infirmary.

**KERN COUNTY SHERIFF'S OFFICE**  
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**TITLE: RELIGIOUS SERVICES**

**F - 330**

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EFFECTIVE DATE: 03/06/93

REVISED:10/17/19

APPROVED BY: Lerdo Pre-Trial Section Manager

REVIEWED: 10/17/19

REFERENCE: Title 15, Section 1072; DBPPM, Section G-600

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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.

**DIRECTIVE 1: ELIGIBILITY TO ATTEND CHURCH SERVICES**

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 DBPPM G-600, Procedure B. Such requests will be evaluated for approval on a case-by-case basis in consideration of inmate and staff safety.

**DIRECTIVE 2: CHURCH SERVICE SCHEDULE**

Church services will be held in the D-Pod multi-purpose room at the following times:

- Males:

- 0630-0715 General Population (E & F Pods)
  - 0730-0815 Protective Custody (E Pod)
  - 0830-0915 General Population (A, B, & D Pods)

- Females:

- 0930-1015 General Population

- Federal Inmates:

- 1100 - 1145

**Procedure A: Inmate Movement****The Housing Deputy will:**

- Place a copy of Appendix "A", Church Sign-up List, in each housing unit during Sunday morning breakfast and announce when you will retrieve it;
- Retrieve the Church Sign-up List from each Housing unit and verify eligibility in accordance with DIRECTIVE 1;
- Inform ineligible inmates of the reason they cannot attend;
- Enter the inmates in IMMNTAPT with a location of "CHURC";
- Pull the station cards for each inmate attending services;
- Notify the Search & Escort Deputy when the pod is ready for religious services.
- Enter the inmates as "Sent" in IMS when the inmates are escorted to church.

**The Search & Escort Deputies will:**

- Escort the inmates to the multi-purpose room.
- Arrange the seating of the inmates by pod.
- Lock the gate inside the DPod multi-purpose room when the service begins.
- Return the inmates to their pods when the service is finished.

**The Search Escort Officer assigned to the Church Services will: :**

- Perform a security check of the D-Pod multi-purpose room before and after each service.
- Notify other Search & Escort Deputies when the services are over, so they can respond and assist escorting the inmates back to their housing unit;
- Monitor the inmates as they exit.

**When the inmates return to the pod, the Housing Floor Deputy or Search & Escort Deputy will:**

- Verify the identity of the returning inmates via the station cards;

- Search returning inmates;
- "Return" the inmates in IMS.

**KERN COUNTY SHERIFF'S OFFICE  
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<b>TITLE:</b>	<b>LIBRARY SERVICES</b>	<b>F-340</b>
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EFFECTIVE DATE: 05/07/86 REVISION: 10/17/19

APPROVED BY: Lerdo Pre-Trial Section Manager REVIEWED: 10/17/19

REFERENCE: Title 15, Section 1064; DBPPM G-500

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**POLICY**

Inmates will be allowed access to books and periodicals from the facility library. Inmates serving disciplinary separation will be denied library privileges. Inmates will be allowed no more than two books and two periodicals in their possession at any one time. Library books and periodicals will be distributed every Saturday between 0700 and 1500 hours.

Books and periodicals may be accepted by the facility as donations from civic groups. Those books or periodicals become the property of the Detentions Bureau. Individuals cannot bring books or periodicals to inmates without the approval of the Facility Manager.

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

**DIRECTIVE:**

If inmate laborers are used for distributing library books, use only laborers of the same gender as the inmates being served.

**Procedure A: Distribution of Library Books to General Population Inmates**

**Every Saturday at approximately 0700 hours, a designated Search & Escort Deputy will:**

- Obtain the library cart from the Utility Warehouse;
- Notify the Housing Control Officer of the pod being served.

**The Housing Control Deputy will:**

- Notify the Housing Floor Deputy that the library carts are being delivered to the pod;
- Have inmates place unwanted library books at the housing unit doors.

**The Search & Escort Deputy will:**

- Take the library cart into each housing unit where distribution will occur;
- Supervise the book exchange;
- Log the library pass in the station logbook;
- Repeat Procedure A until books have been passed to all pods.

**Procedure B: Distribution of Library Books to Inmates who are Locked Down.**

**When library books are being distributed to a pod that houses inmates who are locked down, the Search & Escort Deputy will:**

- Supervise the book exchange on a one-for-one basis, one inmate at a time.

**Procedure C: Distribution of Library Books to Infirmary Inmates****The Search and Escort Deputy will:**

- Supervise the book exchange at the infirmary cell on a one-for-one basis;
- Library services are not available to medically isolated inmates.

**KERN COUNTY SHERIFF'S OFFICE  
Lerdo Pre-Trial Section  
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<b>TITLE:</b>	<b>INMATE NEWSPAPERS</b>	<b>F-342</b>
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EFFECTIVE DATE:	03/25/88	REVISED: 10/17/19
APPROVED BY:	Lerdo Pre-Trial Section Manager	REVIEWED: 10/17/19
REFERENCE:	Title 15, Section 1066	

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**POLICY**

One copy each of the local newspaper and a Spanish language paper will be supplied to each housing unit within a pod, and the infirmary. Daily newspapers are paid for by the inmate welfare fund. Inmates will not have access to the newspapers while serving disciplinary separation.

Inmates may receive personal copies of the newspaper through a paid subscription. These newspapers will arrive marked with the inmate's name.

**DIRECTIVE 1**

Newspapers will not be given to inmates until housekeeping assignments have been completed pursuant to Detentions Bureau PPM, Section D-100.

**DIRECTIVE 2**

Staff will initiate disciplinary action on any inmate who destroys, removes or withholds any portion of the unit newspaper.

# KERN COUNTY SHERIFF'S OFFICE

## Lerdo Pre-Trial Section Policies and Procedures

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<b>TITLE:</b>	<b>COMMISSARY</b>	<b>F-350</b>
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EFFECTIVE DATE: 05/16/86 REVISED: 10/17/19

APPROVED BY: Lerdo Pre-Trial Section Manager REVIEWED: 10/17/19

REFERENCE:

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### **POLICY:**

The Lerdo Pre-Trial Facility will provide an inmate commissary through a contracted commissary services provider. The contracted commissary services provider will be responsible for the purchase, inventory, storage and distribution of commissary items.

Inmates will be allowed to purchase only those items listed on the current Commissary Request Form. Any items possessed by an inmate in excess of the limits indicated on the current Commissary Request Form are considered contraband. Such excess items will be destroyed. Refer to **(Attachment A)**.

Indigent inmates will be supplied with an indigent kit. The current contracted commissary services provider will determine if an inmate is eligible for an indigent kit. Inmates that are eligible to receive an indigent kit will mark the indigent kit bubble on the current contracted commissary services provider order form.

Indigent inmates are those with \$3.01 or less in their inmate trust fund account.

Inmates serving disciplinary separation will not be allowed to purchase commissary, however; they will be given an indigent kit once each week.

### **SCHEDULE:**

The contracted commissary services provider will provide a schedule for commissary distribution. Schedules will be distributed and posted in the in the housing units of each pod.

### **Procedure A: General Population Inmates**

Refer to Procedures B and C for administratively segregated and Infirmary inmates.

**The Housing Floor Deputy will:**



- Give Commissary Request Forms to the inmates the day before the scheduled distribution of commissary;
- Return the completed Commissary Request Forms to the Clerical Administrative Office by 0500 hours on the day of the scheduled commissary delivery.

**The Housing Control Deputy will:**

- Notify the Housing Floor Deputy that commissary will begin;
- Open the housing unit doors only if the food slots cannot be used;
- Direct the inmates to line up for commissary using the P.A. system.

**The Housing Floor Deputy will:**

- Be present to monitor the distribution of commissary if the unit doors are open.

**The contracted commissary services provider employee will:**

- Identify the inmate by the wristband;
- Check the inmate's wristband for identification;
- Confirm the order with the inmate through the food slot;
- Have the inmate sign for his/her order and obtain a fingerprint;
- Give the inmate the order.

**Procedure B: Administratively Segregated Inmates****The Housing Floor Deputy will:**

- Give the Commissary Request Forms to the inmates the day before the scheduled distribution of commissary;
- Return the completed Commissary Request Forms to the Clerical Administrative Office by 0500 hours on the day of the scheduled commissary delivery.

**The Housing Control Deputy will:**

- Announce the commissary pass and lock down any inmates who are out of their cells.

**The Housing Floor Deputy will:**

- Escort the commissary employee to each cell and monitor the commissary pass.

**The Housing Control Deputy will:**

- Allow inmates to return to the housing unit day room, after the current contracted commissary services provider has left the housing unit.

**Procedure C: Infirmary Inmates****The Infirmary Deputy will:**

- Give the Commissary Request Form to the inmates the day before the scheduled distribution of commissary;
- Return the completed Commissary Request Forms to the Clerical Administrative Office by 0500 hours on the day of the scheduled commissary delivery.

**The contracted commissary services provider employee will:**

- Fill infirmary inmate orders and take the requested commissary to the infirmary;
- Identify each inmate by wristband;
- Give each inmate the commissary items requested, through the food slot;
- Have each inmate sign for his/her commissary.

**Procedure D: Make-Up Commissary for Inmates out to Court/Hospital****The contracted commissary services provider employee will:**

- Notify the Housing Control Officer when he will go to the pod to pass "make-up" commissary;
- Issue "make-up" commissary following Procedure A for general population inmates, Procedure B for isolated administrative segregation inmates, or Procedure C for infirmary inmates.

**Procedure E: Inmates Who Miss Commissary Pass****The inmate who missed commissary pass will:**

- Fill out an inmate request form stating that commissary was missed and the reason for missing commissary;
- Turn the request form into the housing unit floor Deputy.

**The Housing Floor Deputy will:**

- Make a reasonable effort to confirm why the inmate missed commissary;
- Forward the request to the commissary services provider.

**The contracted commissary services provider employee will:**

- Check to see when the inmate last received commissary;
- If the time from the inmate's last commissary pass and his/her next commissary pass is 10 days or less, write "request denied," and the last date the inmate received commissary;
- If the time period is 11 days or longer, give the inmate an indigent kit. Note on the request form "Indigent Kit" and the date;
- Forward the original request form and answer to the inmate's file.

**Procedure F: Inmate Released Before Receiving Commissary****The releasing Deputy, when made aware that an inmate is being released from custody prior to receiving his/her commissary, will:**

- Inform the inmate that any commissary ordered, but not received; will be credited to their trust fund account later that evening;
- Instruct the inmate to wait until the next day to return and pick up any money due them;
- Money not retrieved within thirty (30) days after their release will be removed from their account and mailed to the inmate's address of record.

**Procedure G: Possession of Excessive Commissary**

Any staff member who discovers an inmate in possession of a commissary item that is in excess of the limits indicated on **(Attachment A)** will:

- Seize and destroy the item, witnessed by another staff member;
- Complete an incident report, detailing the occurrence;
- Initiate disciplinary action against the inmate for possession of contraband.

# KERN COUNTY SHERIFF'S OFFICE

## Lerdo Pre-Trial Section Policies and Procedures

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<b>TITLE:</b>	<b>INMATE TELEVISION ACCESS</b>	<b>F-410</b>
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EFFECTIVE DATE:	04/17/93	REVISED:	10/17/19
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APPROVED BY:	Lerdo Pre-Trial Section Manager	REVIEWED:	10/17/19
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REFERENCE:	DBPPM G-1400
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### **POLICY**

Inmates will be allowed daily access to televisions except during lock down periods, or if television privileges have been denied for disciplinary reasons. Televisions will not be turned on until the housing unit has been cleaned. Inmates serving disciplinary separation will not have access to televisions. Televisions will be turned off / on and channels changed only in accordance with the listed schedule.

All viewing of videos to inmates within the Pre-Trial facility will be done in compliance with Detentions Bureau Policy G-1400.

### **Procedure A: Housing Unit Televisions**

#### **The Housing Control Deputy will:**

- Inspect the housing unit before notifying the control room to turn on the televisions;
- Allow reasonable access to the televisions;
- Monitor inmates to ensure no problems occur over the use of the televisions;
- Make channel changes according to pre-arranged schedules;
- Turn off the televisions during nighttime sleeping period;
- Turn off the televisions during feeding and clean up periods.

# KERN COUNTY SHERIFF'S OFFICE

## Lerdo Pre-Trial Section Policies and Procedures

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<b>TITLE:</b>	<b>INMATE EXERCISE</b>	<b>F-411</b>
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EFFECTIVE DATE:	05/07/86	REVISED: 10/17/19
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APPROVED BY:	Lerdo Pre-Trial Section Manager	REVIEWED: 10/17/19
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REFERENCE:	Title 15, Section 1065 and DBPPM G-1100
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### **POLICY:**

Inmates who are not serving disciplinary separation will be allowed a minimum of three hours of exercise and recreation each week. Federal Inmates will be allowed a minimum of five hours of exercise and recreation each week.

Participation in outdoor exercise and recreation by inmates is voluntary. The Shift Supervisor may deny outdoor exercise if an inmate poses a significant security risk to the Facility, staff, or other inmates. Such denials will be logged in the station logbook.

Inmates will remain fully dressed while on the recreation yard.

Inmates housed in the Infirmary, who have been medically cleared, will be allowed access to any available exercise yard when it is not in use by other inmates.

Class members who are serving disciplinary separation will be allowed daily walks on the exercise yard. A minimum of thirty (30) minutes will be allowed. These daily walks should be offered at 0800 hours or as early as practical, so as not to interfere with the exercise schedule. These inmates will also be allowed a minimum of three (3) hours per week on the exercise yard and that exercise activity or refusals will be logged in the station logbook.

Exercise yard for administratively segregated inmates will be offered seven days a week. The hours of use will generally be 0630-2230 hours. Administratively segregated inmates will be individually offered exercise privileges on a rotational basis. Exercise activity or refusals will be logged in the station logbook.

Inmates who are removed from the exercise yard for voluntary activities, such as: visits, sick call, etc., will be allowed to return to the exercise yard only if their housing unit is still on the exercise yard. Those inmates who refuse to go to the exercise yard will not be allowed to go at a later time.

### **DIRECTIVE**

The following table will be used as a guideline for scheduling recreation yard for general population inmates. Climatic conditions and Facility needs may be considered when

deciding the hours to accomplish events. If recreation yard is cancelled for any reason, the housing control officer shall note the reason for the cancellation in the station logbook.

	0800	0900	1400	1500	1800	1900
Monday	HU-1	HU-2	HU-3	HU-4	HU-5	HU-6
Tuesday	HU-2	HU-3	HU-4	HU-5	HU-6	HU-1
Wednesday	HU-3	HU-4	HU-5	HU-6	HU-1	HU-2
Thursday	HU-4	HU-5	HU-6	HU-1	HU-2	HU-3
Friday	HU-5	HU-6	HU-1	HU-2	HU-3	HU-4
Saturday	HU-6	HU-1	HU-2	HU-3	HU-4	HU-5
Sunday	Infirmary	Infirmary	Infirmary	Infirmary	Infirmary	Infirmary

**Procedure A: Recreation & Exercise****The Housing Floor Deputy will:**

- Search the exercise yard prior to and after inmate use for contraband, damaged equipment, or other hazards. Submit a maintenance request when needed.

**The Housing Control Deputy will:**

- Follow the exercise schedules as closely as practical;
- Notify the appropriate housing unit that exercise will be offered;
- Monitor inmates on the yard for violations of facility rules or unusual activity;
- Make an entry in the logbook when each housing unit uses the exercise yard.

**The Housing Floor Deputy will:**

- Assist the Housing Control Deputy in monitoring the activity of inmates on the exercise yard for violation of facility rules and unusual activity.

**Procedure B: Infirmary Inmates****The Infirmary Deputy will:**

- Contact the medical staff to determine which inmates are eligible to go to the exercise yard.
- Locate an available exercise yard.
- Enter in the infirmary activity log the time the inmate goes to and returns from the exercise yard.

- Coordinate with an available Search and Escort Deputies for movement of the inmate(s) to and from the appropriate pod exercise yard.

**The Housing Floor Deputy will:**

- Assist the Housing Control Deputy in monitoring the activity of inmate on the exercise yard for violation of facility rules and unusual activity.
- Notify the Infirmary Deputy or an available Search and Escort Deputy when the exercise period is over.