

**KERN COUNTY SHERIFF'S OFFICE**  
**SUBSTATION HOLDING FACILITY**  
**POLICIES AND PROCEDURES**

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**TITLE: ADMINISTRATION**

**NO: A-100**

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EFFECTIVE DATE: 03/22/2004

REVISED: 08/06/2020

APPROVED BY: Commander Timothy Posey

REVIEWED: 01/15/2021

REFERENCE: Title 15, Section 1010&1029, C.C.R.

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**POLICY:**

The Kern County Sheriff's Office, Substation Court Holding Facility, is a court holding facility only. As such, no inmate will be incarcerated for more than twelve (12) hours.

The Substation Sergeant shall be recognized as the Facility Manager for the Substation Holding Facility. The Substation Sergeant shall designate a Bailiff, who shall assume the day-to-day operations of the Substation Holding Facility.

All personnel who enters into a Holding Facility shall abide by the Substation Holding Facility Policies and Procedures Manual and shall submit to the direction of the Facility Manager.

The Area Substation Section Lieutenant shall administer the Holding Facility and will assure that the facility complies with:

- A. The constitution of the State of California and the United States
- B. The laws of the State of California and the United States
- C. California Code of Regulations, Title 15 and applicable sections of Title 24
- D. Court Rulings
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**TITLE: ANNUAL MANUAL REVIEW & REVISION**

**NO: A-101**

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EFFECTIVE DATE: 03/22/2004

REVISED: 08/06/2020

APPROVED BY: Commander Timothy Posey

REVIEWED: 01/15/2021

REFERENCE: Bureau Manual

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**POLICY:**

Policies and procedures play an important role in the daily operation of the facility. They must be properly maintained to be credible and effective. When existing policies and procedures are found to be defective or insufficient, they will be revised to conform to current statutes, constitutional requirements, and other policies and procedures in this manual. At a minimum, the entire Policy and Procedures Manual will be reviewed biennial.

The official version of the Kern County Sheriff's Office Substation Holding Facility Policies and Procedures will be on SheriffNet, the Department's Intranet website. The Facility Administrator will be responsible for placing any revisions of this manual into the SheriffNet website.

The Facility Administrator or his designee shall be responsible for reviewing or updating the Kern County Sheriff's Office Substation Holding Facility Policy and Procedures Manual biennial.

**Procedure A: Revising Policies and Procedures**

Personnel will:

- Monitor the effectiveness of policies and procedures as they use them.
- Detect deficiencies and errors in policies and procedures or more efficient ways to accomplish tasks.
- Write a memo outlining ideas on changing a policy or procedure, listing the procedure number affected by the proposed change.
- Give the memo to the Facility Manager or designee.

The Facility Manager or designee will:

- Review the memo with the author.
- Attach ideas or comments to the original memo.
- Forward all memos, regardless of content, to the Facility Administrator.

The Facility Administrator will:

- Review the memo and existing policy and procedure.
- Determine if the policy and procedure should be revised.
- If it should not be revised, forward the memo through the chain of command back to the author.
- If it should be revised, assign sufficient staff to rewrite the policy and procedure.
- Review the new policy and procedure.
- If not satisfactory, send it back to the authors for appropriate changes.
- If satisfactory, approve the revisions.
- Once approved, the Facility Administrator will be responsible for placing any revisions of this manual into the SheriffNet website.

The Facility Manager or designee will:

- Train Staff on new policies and procedures.

#### **Procedure B: Maintenance of Policy and Procedure Manual**

The Facility Manager will:

- Ensure that computer workstations have access to SheriffNet and the Kern County Sheriff's Office Substation Holding Facility Policies and Procedures.

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**TITLE: REPORTS**

**NO: A-102**

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EFFECTIVE DATE: 03/22/2004

REVISED: 08/06/2020

APPROVED BY: Commander Timothy Posey

REVIEWED: 01/15/2021

REFERENCE: Title 15, Section 1044

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**POLICY:**

Reports will be written on all incidents that occur within the facility which result in physical harm or a threat of physical harm to an employee or inmate; unusual occurrences or situations constituting a risk to security or inmate; incidents requiring medical attention; criminal activity, and any incident or occurrence requiring documentation.

**DIRECTIVE 1**

All reports will be completed prior to the officer going off duty.

All reports will be designated for investigation if the substation investigator will investigate the case.

**PROCEDURE A – REPORT WRITING**

The officer will:

- Write a report on any incidents requiring documentation according to this policy
- Obtain a case/incident/report number
- Complete the report as soon after the incident as possible
- Submit the report to the Substation sergeant responsible for the area.

The sergeant:

- Review the report for completeness and accuracy
- Ensure any needed corrections are made
- Mark any special distribution needed on the report
- Approve the report.

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**TITLE: COURT HOLDING FACILITY STAFFING    NO: A-103**

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EFFECTIVE DATE: 03/22/2004

REVISED: 08/06/2020

APPROVED BY: Commander Timothy Posey

REVIEWED: 01/15/2021

REFERENCE: Title 15, Article 3, Section 1027

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**POLICY:**

A sufficient number of personnel shall be employed in each local detention facility to permit intermittent, direct, and visual supervision of all inmates.

**DIRECTIVE**

At least one (1) deputy will be on duty in the Substation at all times once a prisoner is incarcerated in the Kern County Sheriff's Office Substation Holding Facility.

Whenever one or more female prisoners are held in custody in the holding area, there shall be at least one female employee available and accessible to such female prisoner. When a female employee is not available and accessible, the female prisoner shall be transported forthwith to the Central Receiving Facility.

At no time where there is a prisoner in the Kern County Sheriff's Office Substation Holding Facility, will the assigned officer leave the Kern County Sheriff's Office Substation Holding Facility.

When the Kern County Sheriff's Office Substation Holding Facility is being used as a court holding facility, the Kern County Sheriff's Office Court Services Division will provide the staffing for the facility. The staffing level will be at least one (1) deputy sheriff at all times, and staffing will increase for officer safety in proportion to the number of inmates and inmate classification.



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**TITLE: COURT HOLDING CELL SAFETY CHECKS**

**NO: A-104**

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EFFECTIVE DATE: 03/22/2004

REVISED: 08/06/2020

APPROVED BY: Commander Timothy Posey

REVIEWED: 01/15/2021

REFERENCE: Title 15, Article 3, Section 1027

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**POLICY:**

During the time that there are inmates in the facility, regular periodic checks, conducted at random intervals, of each inmate's well-being will be conducted.

**PROCEDURE A – DUTIES OF PERSONNEL**

Upon bringing an inmate into a Kern County Sheriff's Office Substation Holding Facility personnel will:

- Maintain a complete and accurate log. The log will be kept up to date and will include a minimum:
  - Name of inmate.
  - Time of arrival and departure from the facility.
  - Time of security checks (security checks will be done every thirty minutes, at random intervals).
  - All shift activity, routine or unusual incidents, as well as action(s) taken.

**PROCEDURE B – REVIEW**

The Substation Sergeant will:

- Review the log for compliance with the Kern County Sheriff's Office Substation Holding Facility Policy and Procedure Manual and Title 15.
- This will be accomplished at least once a week, and the sergeant will document in the log the date and time of the inspection.
- If the Substation Sergeant delegates the inspection due to vacation, etc., the reason will be documented in the log by the person designated by the Substation Sergeant.

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**TITLE: INSPECTIONS**

**NO: A-105**

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EFFECTIVE DATE: 03/22/2004

REVISED: 08/06/2020

APPROVED BY: Commander Timothy Posey

REVIEWED: 01/15/2021

REFERENCE: Title 15, Penal Code Sections 6030, 6031, 6031.1, 6031.2

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**POLICY:**

To maintain a court holding facility that is safe and sanitary for the temporary holding of inmates. Inspections will be completed every two years (biennially) to ensure compliance with the laws of the State of California.

**DIRECTIVE 1**

A Kern County Sheriff's Office Substation Holding Facility shall have the following inspections performed:

- Biennial Inspection by the Kern County Fire Department or the State Fire Marshall's Office.
- Annual Inspection by the Kern County Health Department.
- Annual Inspection by the Board of Corrections (unless waived).

**DIRECTIVE 2**

The Substation Sergeant shall coordinate these inspections with the inspections of other facilities of the Detentions Bureau of the Kern County Sheriff's Office.

When the inspections have been completed, the Substation Sergeant will retain the original inspection reports for at least three years.

The Substation Sergeant will audit the files containing the original inspection sheets once a year to ensure they are current and complete. The Substation Sergeant and the Section Lieutenant will maintain a copy of the inspection sheets. The inspection sheets will also be maintained on the Kern County Sheriff's Office network computer drive.

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**TITLE:** ANNUAL FACILITY SECURITY REVIEW

**NO:** A-106

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EFFECTIVE DATE: April 10, 2018

REVISED: 08/06/2020

APPROVED BY: Commander Timothy Posey

REVIEWED: 01/15/2021

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

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**POLICY:**

It is the responsibility of the section lieutenant to review and assess the internal and external security needs of the facility on an annual basis. The section lieutenant will make a record of the security measures review.

The substation sergeant or his designee will:

- \* Review and assess the security measures and needs of the facility on an annual basis.
  - o The substation sergeant will consult with staff as necessary to complete the assessment.
- \* Recommend improvements to the internal and external security measures as necessary.
- \* Prepare a report in memorandum form to the Area Substations Section lieutenant of the findings and recommendations of the assessment.

The Area Substations Section lieutenant will:

- \* Meet with the Substation sergeant at least annually and:
  - o Physically review the internal and external security measures in place at the jail facility.
  - o Review the facility security assessment report's findings and recommendations.
  - o Complete a memorandum of the findings to the Substation Division commander.
  - o Retain the memorandum for a period of two years.
- \* Take appropriate action on the recommendations and findings, as funding allows.

**KERN COUNTY SHERIFF'S OFFICE**  
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**TITLE: EMERGENCY INCIDENTS**

**NO: B-100**

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EFFECTIVE DATE: 03/22/2004

REVISED: 08/06/2020

APPROVED BY: Commander Timothy Posey

REVIEWED: 01/15/2021

REFERENCE: Title 15, Section 1029(a)(6) C.C.R., DPPM H-100

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**POLICY:**

The primary goal of staff during any emergency incident is to preserve or minimize the loss of life to staff, inmates, and visitors. A secondary concern is the reduction of property damage.

Staff shall maintain strict security during an emergency incident unless circumstances force a reduction in the level of security during the incident.

**DEFINITION:**

Major critical incidents addressed in this section of the manual include, but are not limited to: fire, smoke, natural or man-made disasters, earthquakes, floods, and hazardous chemical releases affecting part or all of a Court Holding Facility.

**DIRECTIVE 1**

Employees will notify the Substation Sergeant, if not available, the on-duty supervisor, of the situation as soon as possible. The Substation Sergeant or on-duty supervisor shall assess the severity of the occurrence and determine the need for a Multi-Hazard Function Plan during any critical incident based on the seriousness of the incident and the need to coordinate with a multiple agency response. Critical incident procedures will be followed as per the Kern County Sheriff's Office Policy and Procedures Manual, Section H-100.

If the incident is of a minor nature that can be handled immediately by the personnel on duty, it shall be brought to a close, and the on-duty personnel shall file a report of the incident.

The Substation Sergeant or on-duty supervisor will notify the Section Lieutenant as soon as possible or as soon as the incident is isolated and contained.

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**TITLE: DISASTERS**

**NO: B-101**

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EFFECTIVE DATE: 03/22/2004

REVISED: 08/06/2020

APPROVED BY: Commander Timothy Posey

REVIEWED: 01/15/2021

REFERENCE: Title 15, Section 1029 & 1032, DPPM H-100

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**POLICY:**

The Kern County Sheriff's Office has adopted the Law Enforcement Incident Command System to effectively and successfully manage critical incidents. For major critical incidents, a Multi-Hazard Functional Plan has been adopted by the county to assist in the response. For lesser critical and special operations, such as S.W.A.T., specialized training and procedures have been established.

**PROCEDURE A – ASSESSMENT**

The Substation Sergeant, or in his absence, the on-duty supervisor, will:

- Assess the extent of injuries, death (if appropriate), and structural damage in the facility. Call the bailiff of the Kern County Sheriff's Office Substation Holding Facility and assess their facility. If the communications are out, tour the entire facility.
  
- Implement procedures B-100 and B-103 as needed.

**PROCEDURE B – NOTIFICATION**

The Substation Sergeant or on-duty supervisor will:

- Notify the Section Lieutenant and/or Department Watch Lieutenant or Commander of the disaster assessment and needed assistance.



- Send an officer, by car, to the Sheriff's Office Operations Center with a disaster assessment of the Substation if radio and phone communications are out.

**KERN COUNTY SHERIFF'S OFFICE**  
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**TITLE: FIRE AND SMOKE**

**NO: B-102**

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EFFECTIVE DATE: 03/22/2004

REVISED: 01/15/2021

APPROVED BY: Commander Cindy Cisneros

REVIEWED: 01/15/2021

REFERENCE: Title 15, Section 1029 & 1032

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**POLICY:**

The policy of the Kern County Sheriff's Office Substation Holding Facility is to maintain a fire-safe environment for the temporary holding of inmates.

**DIRECTIVE 1**

All fires, regardless of size or action taken to suppress them, must be reported to the Kern County Fire Department to conform with the Uniform Fire Code.

**DIRECTIVE 2**

A Crime or Incident report will be made on all fires regardless of size. A copy of the report will be routed to the fire prevention officer of the Kern County Fire Department.

**DIRECTIVE 3**

The bailiff of the Court will inspect the Substation Holding Facility each morning and evening for any fire hazards that might have been created during the day.

**PROCEDURE A – DISCOVERY OF FIRE OR SMOKE**

A staff member discovering fire or smoke will:

- Assess the extent of the area(s) involved and type(s) of fire present.
- Attempt to extinguish the fire with the nearest fire extinguishers.

- Contact the Communications Center and advise them of the situation and if the Fire Department is necessary.
- Evacuate inmates per Procedure B-103 if necessary.
- Summon the Fire Department if instructed to do so.
- Notify the Substation Sergeant, or in his absence, the on-duty supervisor.

The Substation Sergeant or on-duty supervisor will:

- Suspend routine operations in the affected area or entire facility as necessary.
- Coordinate reception of responding emergency units.
- Ensure the Fire Department is notified in compliance with Directive #1.
- Assign a deputy to complete a crime or incident report.
- Notify the Substation Sergeant if he/she is not present.
- Notify the Section Lieutenant

**KERN COUNTY SHERIFF'S OFFICE**  
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**TITLE: FIRE SUPPRESSION PRE-PLANNING**

**NO: B-107**

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EFFECTIVE DATE: 03/22/2004

REVISED: 08/06/2020

APPROVED BY: Commander Timothy Posey

REVIEWED: 01/15/2021

REFERENCE: Title 15, Section 1028

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**POLICY:**

The Substation Sergeant will designate a Fire Prevention Officer. The Substation Sergeant will be responsible for the training of the staff in the use of firefighting equipment and will be responsible for the inspection and maintenance of all fire-related equipment.

When there are inmate(s) present, there will be at least one officer trained in the use of all fire equipment, general fire, and life safety.

**DIRECTIVE:**

The Fire Prevention Officer will maintain current training in accordance with Title 15, Section 1028, and the general principles related to Fire and Life Safety in detentions facilities as provided through the Kern County Sheriff's Office Training Division.

The Fire Prevention Officer will check the fire extinguishers, fire alarms, fire doors, and exit lights at the Court Holding Facility every thirty (30) days to make sure they are in proper working order. A Fire Safety Inspection Report will be completed after each inspection and retained by the Substation Sergeant for at least two (2) years.

**PROCEDURE A – FIRE EXTINGUISHERS**

The Fire Prevention Officer will:

- Be trained in the proper use and operation of the facility's fire extinguishers.
- Ensure proper maintenance of fire extinguishers through monthly inspections and after each use.
- Arrange for the recharging or repair of faulty, worn, or used fire extinguishers.
- Maintain all necessary records and files pertaining to the training and use of fire extinguishers.
- Maintain a diagram showing where each fire extinguisher in the facility is located and the type, capacity, and serial number of each unit.
- Ensure that the extinguishers are in their proper locations.

### **PROCEDURE B – SPRINKLER SYSTEMS**

The Fire Prevention Officer will:

- Ensure the fire sprinkler system is inspected, and the valves are working.
- Inspect all sprinkler heads for obstructions, damage, or signs of tampering.
- Maintain all necessary records and files pertaining to the inspection of the sprinkler system.

### **PROCEDURE C – FIRE ALARM SYSTEM**

The Fire Prevention Officer will:

- Test fire alarms every 30 days.
- Maintain all necessary records and files pertaining to the inspection and testing of the fire alarms.

**PROCEDURE D – FIRE DOORS**

The Fire Prevention Officer will:

- Check all fire doors every 30 days to ensure they operate satisfactorily and are unobstructed.

**PROCEDURE E – EXIT LIGHTS**

The Fire Prevention Officer will:

- Ensure all exit lights are working.
- If an exit light is burned out, write out a maintenance request to have it fixed.
- Direct a copy of the request to the maintenance department.

**PROCEDURE F – FIRE SAFETY INSPECTION REPORT**

The Fire Prevention Officer will:

- Ensure that the Kern County Fire Department or State Fire Marshall inspects the facility annually, at a minimum (see Section A-107 of this manual).
- Keep a copy of the Fire Inspector's inspection report on file at the Substation.
- The Substation Sergeant will give the South Area Substation Section Lieutenant a copy of the Fire Inspector's annual report and any other inspection reports.



## MONTHLY FIRE SAFETY INSPECTION

MONTH / YEAR: \_\_\_\_\_ / \_\_\_\_\_      INSPECTED BY: \_\_\_\_\_

ITEM 1 – ELECTRICAL	SATISFACTORY	NEEDS IMPROVEMENT	UNACCEPTABLE	CORRECTED
a. Extension cords				
b. Lights				
c. Receptacles				
d. Emergency Generator				
<b>ITEM 2 – EXIT LIGHTS</b>				
Exit Lights in Working order				
<b>ITEM 3 – EXIT WAYS</b>				
a. Properly Lit				
b. Free from obstructions				
c. Are reliable means provided to permit the prompt release of inmates from locked areas?				
1. Is prompt release of inmates guaranteed by adequate correctional personnel continuously on duty with keys readily available?				
2. Is more than one set of keys readily available in case of loss or breakage during a fire emergency?				
d. Accessible and visible				
<b>ITEM 4 – FIRE EXTINGUISHER</b>				
a. Fully operational				
b. Decals which indicate type of fire the extinguisher can be used on.				
<b>ITEM 5 – FIRE ALARM</b>				
a. Alarm in working order and tested				

**DEFICIENCIES NOTED / CORRECTIVE ACTION TAKEN:**

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**KERN COUNTY SHERIFF'S OFFICE**  
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**TITLE: INMATE DEATHS - INVESTIGATION**

**NO: B-108**

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EFFECTIVE DATE: 03/22/2004

REVISED: 08/06/2020

APPROVED BY: Commander Timothy Posey

REVIEWED: 01/15/2021

REFERENCE: Title 15, Section 1046, Detention Bureau Manual, Section C-900

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**POLICY:**

All staff members will be familiar with and follow the procedures outlined in the Detention Bureau, Section C-900.

**PROCEDURE A**

In addition to the notifications required in Detention Bureau Policy and Procedures Manual Section C-900, staff will also notify:

- Substation Sergeant, or in his/her absence, the on-duty supervisor.
- Area Substation Section Lieutenant.
- Shift Supervisor of the facility where the inmate is housed.

The Substation Sergeant or on-duty supervisor will:

- Respond to the scene.
- Initiate an investigation with the Detective Division, Homicide Protocol, if necessary.
- Immediately secure the Court Holding Facility Log Book and maintain control of it for potential use in the investigation.
- Notify the shift supervisor of the facility where the inmate is housed of the investigation so that the facility death investigation protocol can be initiated.



**KERN COUNTY SHERIFF'S OFFICE**  
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**TITLE: MEDICAL SCREENING/COMMUNICABLE DISEASES      NO: C-100**

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EFFECTIVE DATE: 06/16/2004

REVISED: 01/15/2021

APPROVED BY: Commander Cindy Cisneros

REVIEWED: 01/15/2021

REFERENCE: Title 15, Section 1200, 1207, 1051

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**POLICY:**

To determine if an inmate has a medical, mental health, developmental disability, or a suspected communicable disease, staff shall inquire of the inmate whether or not he/she has had or has any medical, mental health, developmental disability, or a communicable disease or has observable symptoms of communicable diseases. These include but are not limited to, tuberculosis, hepatitis, chickenpox, sexually transmitted disease, AIDS, or other special medical problem.

A Kern County Sheriff's Office Court Holding Facility is not required to have a health authority or a responsible physician in the facility. When an inmate is in need of "immediate" medical attention by a physician, an ambulance will be called, and the inmate will be transferred to Kern Medical, or any other appropriate medical facility for medical assessment.

Inmates with a suspected communicable disease shall not be placed into a Substation Holding Facility. The inmate will be transferred immediately to Kern Medical, or any other appropriate medical facility for medical assessment.

**DIRECTIVE 1**

Staff having reason to suspect that an inmate may have a communicable disease shall keep the inmate from having further contact with other inmates. If there is any question about whether an inmate has a communicable disease or not, the inmate should be treated as if he or she has the disease.

Where a transfer occurs, the transporting officer must notify the Central Receiving Facility of the health concerns.

**PROCEDURE A**

When a subject is taken into custody by a Kern County Sheriff's Deputy at the Substation or is remanded into custody from the court, the officer completing the arrest data form will also complete a Medical Screening Questionnaire. This form is to accompany the Field Data of Arrest at the time of transfer of the prisoner to the Central Receiving Facility (see attached).



*Kern County*

# SHERIFF

## Temporary / Court Holding Medical Hazard Screening

This form is to be completed for all:

- Prisoners remanded and received at Court Holding Units
- Arrestees placed in a Temporary Holding Unit
- Persons (Adult or Juvenile) detained at any Substation

The form is to be provided to the Deck Officer, along with the Field Arrest Data form. The original will be retained at the substation/holding facility. If the subject is transferred, a copy will be forwarded to destination facility (e.g. CRF, Juvenile Hall) with the prisoner's property at the time of transfer.

INMATE NAME		DATE OF BIRTH			
ARRESTING OFFICER / ID		DATE	TIME		
<b>BOOKING MEDICAL QUESTIONS</b>					
Circle all responses and/or fill in, as required. If the subject is under arrest, shaded responses require immediate transport to CRF.					
1. Are you under the care of a Doctor for medical or psychiatric reasons? If so, Doctor's name: _____ Type of problem: _____		YES	NO		
2. Are you taking any medication / birth control pills? If so, what?		YES	NO		
3. Do you have:	Diabetes	Hepatitis	Asthma	AIDS	Tuberculosis
	Heart Disease	High Blood Pressure	Seizures	Hernia	Veneral Disease
4. Other medical conditions? What?		YES	NO		
5. Do you have any rashes, lice, crabs, cuts, sores, boils, or abrasions?		YES	NO		
6. Do you have night sweats, cough, unexplained weight loss?		YES	NO		
7. Do you regularly use drugs? What?		YES	NO		
8a. Have you ever attempted suicide? Last time?		YES	NO		
8b. Are you suicidal now? (Refer to C-200, DBPPM)		YES	NO		
9. Do you think you are facing a three-strike case?		YES	NO		
10. Have you been told that you are developmentally disabled or retarded? (Refer to C-250, DBPPM)		YES	NO		
11. Have you been involved in a fight or traffic accident in the last 24 hours?		YES	NO		
12. Have you been hospitalized in the last three months?		YES	NO		
13a. If female, are you pregnant now? How many months pregnant are you?		YES	NO		
13b. If not now, have you been pregnant in the last 6 weeks? (Refer to H-100, DBPPM)		YES	NO		
<b>BOOKING MEDICAL OBSERVATIONS</b>					
Circle all responses and/or fill in, as required. Shaded responses require immediate transport to CRF.					
1. Are there signs of visible trauma, wounds, or illness? If so, what?		YES	NO		
2. Does the prisoner's behavior appear bizarre, suicidal, or assaultive?		YES	NO		
3a. Does the prisoner appear to be under the influence of drugs or alcohol to the point they need immediate medical attention?		YES	NO		
4. Is the prisoner awake, alert, and responsive to questions?		YES	NO		
5. Does the prisoner's skin have bruises, open lesions, needle marks, rash, yellow color, or vermin?		YES	NO		
6. Nurse called? Time: _____		YES	NO		
7. Was carotid hold placed on prisoner?		YES	NO		

Arrestee Signature: \_\_\_\_\_

D-700 & D-800 (CSDPPM) R. 05/08



*Kern County*

# SHERIFF

## Temporary / Court Holding Classification Hazard Screening

This form is to be completed for all:

- Prisoners remanded and received at Court Holding Units
- Arrestees placed in a Temporary Holding Unit

The form is to be provided to the Deck Officer, along with the Field Arrest Data form. The original will be retained at the substation/holding facility. If the subject is transferred, a copy will be forwarded to destination facility (e.g. CRF, Juvenile Hall) with the prisoner's property at the time of transfer.

INMATE NAME		DATE OF BIRTH	
ARRESTING OFFICER / ID		DATE	TIME
Question			YES / NO
1.	Is the inmate known or suspected to be an escape risk?		
2.	Is the inmate currently, or has the inmate previously been a criminal justice employee?		
3.	Does the inmate belong to or associate with any gang in or out of jail? If yes, which group? _____ Sub set? _____		
4.	Is there any person or group the inmate should be kept away from? If yes, who? _____		
5.	Is there any reason the inmate should not be housed with general population inmates? If yes, why? _____		
6.	Does the inmate require general population medical housing due to need for a wheelchair, crutches, prosthesis, or other reason? If yes, explain: _____		
7.	Is the inmate a citizen of a country other than the U.S.A.? If yes, which Country? _____ Place of birth City _____ Country _____		
8.	Is the inmate a Federal Contract inmate from another facility?		

Arrestee Signature: \_\_\_\_\_

D-700 & D-800 (CSDPPM) R. 05/08

**KERN COUNTY SHERIFF'S OFFICE**  
**SUBSTATION HOLDING FACILITY**  
**POLICIES AND PROCEDURES**

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**TITLE: INMATE HYGIENE & VERMIN CONTROL**

**NO: C-101**

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EFFECTIVE DATE: 03/22/2004

REVISED: 01/15/2021

APPROVED BY: Commander Cindy Cisneros

REVIEWED: 01/15/2021

REFERENCE: Title 15, Section 1265 & 1212

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**POLICY:**

Any inmate held in a Kern County Sheriff's Office Court Holding Facility shall be assured access to adequate personal hygiene.

The Substation Sergeant will be responsible for maintaining a supply of toilet paper and sanitary napkins for use by the inmates of the Kern County Sheriff's Office Court Holding Facility. The Substation Sergeant will check daily to assure these items are available for inmate use when needed.

Inmates with lice or mites must be treated as soon as the infestation is identified to avoid spreading vermin. "Pediculosis" is the name of the condition in which a person is infested with one or more species of lice; the species occurring on people are body lice, head lice, and pubic (or crabs) lice.

**DIRECTIVE 1**

Inmates who are received at a Kern County Sheriff's Office Court Holding Facility will be transferred to a holding facility, which is equipped to meet their personal hygiene needs.

**DIRECTIVE 2**

Inmates with lice or mites will not be brought into a Kern County Sheriff's Office Court Holding Facility. If staff suspects the inmate has Pediculosis, they shall immediately transport the inmate to the facility where they are housed. Where a transfer occurs, the transporting officer must notify the facility of the health concerns.

**KERN COUNTY SHERIFF'S OFFICE**  
**SUBSTATION HOLDING FACILITY**  
**POLICIES AND PROCEDURES**

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**TITLE: SUICIDAL & MENTALLY DISORDERED INMATES**

**NO: C-102**

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EFFECTIVE DATE: 03/22/2004

REVISED: 08/06/2020

APPROVED BY: Commander Timothy Posey

REVIEWED: 01/15/2021

REFERENCE: Title 15, Article 3, Section 1029, Article 5, Section 1058 & Article 11, Section 1208, DBPPM Section C-200

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**POLICY:**

Any inmate, who appears to be suicidal, says he/she will commit suicide, or attempts suicide, will be segregated from the general inmate population temporarily for evaluation and observation.

Any inmate, who is in need of psychiatric attention or is suspected of suffering from any type of mental disorder or developmental disability, will be segregated from the general inmate population. The inmate will immediately be transported to the Central Receiving Facility, an appropriate treatment facility, or Kern Medical, pending an evaluation from the medical and mental health staff.

A minor will be transported immediately to Juvenile Hall, and appropriate treatment facility, or Kern Medical, pending an evaluation from the medical and mental health staff.

Any inmate who appears to be developmentally disabled will be segregated from the general inmate population upon determination that it is necessary for the safety of the inmate.

Inmates who appear to be a danger to themselves or others, and inmates who display violent behavior, will be kept away from other inmates and monitored pending evaluation by the mental health staff.

All incidents involving such inmates will be brought to the attention of the medical staff and mental health staff as soon as possible.

**PROCEDURE A – HANDLING SUICIDAL AND MENTALLY DISORDERED INMATES**

The arresting officer or deputy who notices or is made aware of such behavior will:

- Interview the inmate to determine if an emotional problem does exist and if a suicide watch needs to be started.
- The inmate will be transported immediately to the Central Receiving Facility, an appropriate treatment facility, or Kern Medical, pending an evaluation from the medical and mental health staff.

**DIRECTIVE 1**

If an opinion from the medical staff is not readily available, an inmate will be considered mentally disordered if he/she appears to be a danger to himself/herself or others, or appears gravely disabled. An inmate will be considered as suicidal if there is reason to believe he/she will attempt, contemplate, or threaten to commit suicide.

**KERN COUNTY SHERIFF'S OFFICE**  
**SUBSTATION HOLDING FACILITY**  
**POLICIES AND PROCEDURES**

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**TITLE: FIRST AID KITS**

**NO: C-103**

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EFFECTIVE DATE: 03/22/2004

REVISED: 08/06/2020

APPROVED BY: Commander Timothy Posey

REVIEWED: 01/15/2021

REFERENCE: Title 15, Section 1220, Penal Code, Section 6030(e)(1)

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**POLICY:**

The Kern County Sheriff's Office Court Holding Facility will maintain a first aid kit containing minor first aid equipment in the Facility, which is easily accessible to all employees. The Substation Sergeant or his designee will check the first aid kit monthly.

**PROCEDURE A**

- The first aid kit is to be:
  - Identified as first aid equipment.
  - Large enough to hold all needed supplies.
  - Arranged so that supplies are readily available when the kit is opened.
  - Checked to ensure that supplies are stocked adequately and are not expired.
  
- Contents
  - Ace wrap (1)
  - Alcohol wipes (10)
  - Ammonia ampoules (5)



- Band Aids (20)
- Eye irrigation (2)
- Gauze pads 4x4's (10) \*2 pads per pack
- Gloves, paired (4)
- Kerlix roll (1)
- Peroxide (1)
- Surgical mask (5)
- Tape, 1 inch (1)

It is the responsibility of staff using the kit to advise the Substation Sergeant, or his designee by memorandum, to replace any and all supplies used.

The Substation Sergeant will maintain forms for inspection and reorder of First Aid Kit supplies.

\* The contents and location of the first aid kit had been reviewed and approved by the Health Department Representative.

**KERN COUNTY SHERIFF'S OFFICE**  
**SUBSTATION HOLDING FACILITY**  
**POLICIES AND PROCEDURES**

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**TITLE: PROSTHETIC DEVICES**

**NO: C-104**

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EFFECTIVE DATE: 03/22/2004

REVISED: 08/06/2020

APPROVED BY: Commander Timothy Posey

REVIEWED: 01/15/2021

REFERENCE: Title 15, Section 1207, Penal Code 2656

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**POLICY:**

Penal Code 2656 states that if the facility manager has probable cause to believe possession of such orthopedic or prosthetic appliance constitutes an immediate risk of bodily harm to any person in the facility or threatens the security of the facility, such appliance may be removed.

If such appliance is removed, the prisoner shall be deprived of such appliance only during such time as the facts, which constitute probable cause for its removal, continue to exist; if such facts cease to exist, then the person in charge of the facility shall return such appliance to the prisoner.

When such an appliance is removed, a physician shall examine the prisoner within 24 hours after such removal.

**DIRECTIVE 1**

Inmates with orthopedics or prosthetic appliance shall be kept separated from other inmates.

**KERN COUNTY SHERIFF'S OFFICE**  
**SUBSTATION HOLDING FACILITY**  
**POLICIES AND PROCEDURES**

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**TITLE: PREGNANT/POST PARTUM INMATES**

**NO: C-105**

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EFFECTIVE DATE: 03/22/2004

REVISED: 08/06/2020

APPROVED BY: Commander Timothy Posey

REVIEWED: 01/15/2021

REFERENCE: Yeager v. County of Kern, Detentions Bureau Manual, Section H-100, Title 15

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**POLICY:**

It shall be the policy of the Sheriff's Department that all of the terms and conditions listed in the final settlement agreement in the case of Yeager v. County of Kern (Case #CV-F- 87-493) will be fully implemented and will be strictly enforced by all staff members. Section Managers will be responsible for developing policies/procedures relative to this agreement as it relates to their specific operations and for updating existing sections to ensure compliance with this agreement. Per the settlement agreement, these policies and procedures will be maintained in each Facility/Section Policy and Procedure Manual and will be updated as necessary to ensure continued compliance. Section Managers will be responsible for ensuring that their personnel are properly trained in these policies and procedures.

**BACKGROUND:**

On September 2, 1987, Plaintiffs (pregnant and postpartum women in the custody of the County of Kern) filed the Complaint in this lawsuit, Case #CV-F-87-493 (the "Complaint", in the United States District Court, Eastern District of California, alleging, among other things, that they had been deprived of adequate prenatal, postnatal and emergency medical and other care by Defendants County of Kern, et al.), all in violation of the Eight and Fourteenth Amendments to the United States Constitution, and of Section 1983 of Title 42 of the United States Code. The Complaint sought declaratory and injunctive relief. Defendants answered the Complaint on or about September 28, 1987, denying the material allegations therein. On March 28, 1989, a Stipulated Order was entered certifying the action as a class action as defined. On or about July 19, 1989, Plaintiff Class and Defendants agreed, subject to the Court's approval, to settle this lawsuit upon the terms and conditions set forth in the Final Settlement Agreement.

On October 2, 1989, the Court held it's hearing to approve the proposed settlement. With no substantive objections, the settlement was approved as fair and equitable with an effective date of December 1, 1989.

**SUMMARY OF THE SETTLEMENT TERMS:**

Pursuant to the terms of this settlement agreement, Defendants (County of Kern, et al.) promise to take all such action as is necessary to assure that pregnant and postpartum women receive the following medical and other care and conditions while confined in the Kern County Jails:

- At all times while in jail, pregnant and postpartum women who require immediate medical attention, including attention for drug or alcohol treatment or withdrawal, have the right to an immediate referral to a health care provider. A health care provider can be any number of medical professionals, including doctors and nurses.
- Each woman inmate who states that she is pregnant, or unsure if she is pregnant, and each woman inmate who has had a baby, miscarriage or an abortion within one (1) year of her entry into the jail, has the right to a medical assessment, screening, evaluation, examination and treatment by medical staff while she is in jail according to the following schedule:
  1. A question and answer screening by a medical provider is required to occur within two (2) hours of booking.
  2. Within forty-eight (48) hours of booking, a health care provider shall do a more detailed medical review.
  3. Examinations by a physician shall occur at different times, depending upon the duration of pregnancy - if twenty-six (26) weeks or further advanced, within one (1) week; three (3) to six (6) months, within two (2) weeks; if three (3) months pregnant or less, within one (1) month of booking.
  4. An examination schedule and care plan shall be set at the initial physician's examination and shall be followed.
  5. Missed appointments shall be rescheduled to occur within two (2) weeks or sooner.
  6. A woman in labor shall be supervised by a health care provider at the jail throughout labor or until she is transported to Kern Medical.

7. Postpartum women shall be examined by a physician within two (2) to six (6) weeks after delivery, abortion or miscarriage.
8. Women inmates are entitled to abortions, unless medically or legally impermissible, and counseling.
9. Pregnant and postpartum women shall not be housed with inmates who have communicable diseases.
10. Pregnant and postpartum women shall receive a nutritionally adequate diet and vitamin supplements.
11. Jail sanitation shall be adequate.
12. Pregnant and postpartum women shall be housed in bottom bunks.
13. There shall be monthly classes on various topics, including family planning, prenatal care, child birth preparation, parenting, abortion, nutrition, exercise, and general prenatal care. Pregnant and postpartum women shall be permitted to attend the classes.
14. Pregnant and postpartum women are entitled to receive clean underwear frequently and to receive personal hygiene products and toilet paper as needed.
15. Pregnant and postpartum women shall receive the opportunity to walk daily and exercise three (3) hours per week of exercise time. Leg restraints may be used in some circumstances. **Note:** The restraint stipulations contained in item number 15 are included in this policy as a result of the Yeager v. County of Kern settlement agreement issued in 1989. Subsequently, laws regarding the restraint of pregnant and postpartum inmates have changed. Refer to DBPPM C-400 (Restraints – Security of Inmates) for approved methods of restraining pregnant and postpartum inmates.
16. Any physical restraints used on pregnant women shall be the least restrictive possible under the circumstances. Leg restraints will not be placed on visibly pregnant women without the Shift Supervisor's approval. Visibly pregnant women shall not be handcuffed to other inmates who are wearing leg restraints. Handcuffs will be in the front if used. Pregnant women shall not be transported in waist chains

unless they are documented to be extreme security risks. **Note:** The restraint stipulations contained in item number 16 are included in this policy as a result of the Yeager v. County of Kern settlement agreement issued in 1989. Subsequently, laws regarding the restraint of pregnant and postpartum inmates have changed. Refer to DBPPM C-400 (Restraints – Security of Inmates) for approved methods of restraining pregnant and postpartum inmates.

17. Pregnant and postpartum women shall not be confined in isolation unless there are strong security considerations. Pregnant women who are isolated shall be examined by a health care provider within one (1) hour of the isolation and regularly afterwards. Frequent psychological counseling must be available to isolated pregnant and postpartum women. This information is only a summary of the settlement agreement.

- Any woman who states she is, or is, or appears to be, pregnant or postpartum, and any woman who states she is unsure of her pregnancy status, and who is incarcerated in the jail system, unless otherwise specified.

At all times, class members will have access to security personnel who have responsibility for initiating emergency and other protocols.

#### **SWORN AND CIVILIAN STAFF RESPONSIBILITIES:**

Whenever a class member states that she is experiencing complications in pregnancy, staff will ensure that the inmate receives appropriate care by medical staff. Active labor is to be treated as an emergency. Once staff becomes aware of an inmate in active labor, they shall immediately take action to assure immediate medical attention.

Staff shall treat as an emergency, postpartum class members who have medically significant symptoms, or who are having complications or a medical emergency following birth. In the event, a class member states that she is experiencing complications resulting from an abortion or miscarriage, staff will ensure that the inmate receives medical care as soon as possible.

Staff shall ensure that class members are not in a cell with another inmate with a known communicable or contagious disease.

Class members shall be restrained in the least restrictive manner possible. A class member shall not be held or transported in waist chains unless the inmate is documented as a security risk. Visible pregnant class members shall not be held or transported in leg restraints, nor shall they be handcuffed to other inmates who are transported in leg restraints, unless the inmate is documented as a security risk. If handcuffs are used, they will be fastened in front of the inmate.

In the event that staff perceives the need to utilize greater restraint than is indicated above, the Substation Sergeant, or in his/her absence the on-duty supervisor, shall be notified immediately and informed as to the reason greater restraint measures are required. In the event that a higher level of restraint is utilized, staff shall complete an Incident report, and document all pertinent facts justifying the necessity for such restraint, and such documentation shall be forwarded to the Substation Sergeant and to the Section Lieutenant.

If, at any time, staff is unable to comply with the requirements of this policy as directed, the class member will not be transported to a Kern County Sheriff's Office Court Holding Facility. The arrested class member will be immediately transported to the Central Receiving Facility or, if appropriate, to Kern Medical.

**KERN COUNTY SHERIFF'S OFFICE**  
**SUBSTATION HOLDING FACILITY**  
**POLICIES AND PROCEDURES**

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**TITLE: TRANSPORTING INMATES TO THE HOSPITAL**

**NO: C-106**

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EFFECTIVE DATE: 03/22/2004

REVISED: 01/15/2021

APPROVED BY: Commander Cindy Cisneros

REVIEWED: 01/15/2021

REFERENCE: Title 15, Article 10, Section 1206, Detentions Bureau Manual,  
Section H-300, Penal Code 4011 & 4011.5

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**POLICY:**

When an inmate is in need of immediate medical attention by a physician, an ambulance will be called, and the inmate will be transported to Kern Medical or the appropriate medical facility determined by medical personnel.

**DIRECTIVE 1**

Generally, all felony arrests will be guarded while they are at the hospital. Misdemeanor arrests may be guarded depending on whether they are prone to escape, are assaultive, or when it is felt that the safety or the public and community is best served by guarding the arrested person.

Notwithstanding, the provisions of Penal Code 4011 & 4011.5, the guard may be removed from a prisoner charged with or convicted of a felony while said prisoner is in a hospital when it reasonably appears the prisoner does not constitute a danger to life or property.

Authorization to remove the guard for a prisoner charged with or convicted of a felony offense shall only be by the shift supervisor.

A jail hold will be placed on all unguarded prisoners being admitted to the hospital or left at the hospital for any reason. Upon notification of the prisoner's discharge from the hospital, the arresting officer will be responsible for arranging transportation of the prisoner to the Central Receiving Facility (CRF).



NOTE: In all cases, the arresting officer must comply with the provisions of Penal Code 825.

**DIRECTIVE 2**

If a member of the Kern County Sheriff's Office arrests a prisoner for a felony charge and the prisoner is admitted to the hospital, an absentee booking will be completed at CRF without the physical presence of the prisoner.

**In all cases, it will be the responsibility of the arresting officer to:**

- Comply with the provisions of P.C. 825.
- Ensure that a Field Arrest Data (FAD) and an accompanying Probably Cause Declaration is completed and forwarded to the CRF shift supervisor.
- Guard the prisoner until relieved.
- Deliver a completed copy of the Hospital Hold Form to the CRF shift supervisor.
- Retain all prisoner property and money. CRF will not accept absentee prisoner property or money.

Upon notification of the prisoner's discharge from the hospital, the CRF shift supervisor will arrange for the prisoner's transportation to CRF.

**KERN COUNTY SHERIFF'S OFFICE**  
**SUBSTATION HOLDING FACILITY**  
**POLICIES AND PROCEDURES**

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**TITLE: KEY CONTROL**

**NO: D-100**

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EFFECTIVE DATE: 03/22/2004

REVISED: 08/06/2020

APPROVED BY: Commander Timothy Posey

REVIEWED: 01/15/2021

REFERENCE: Title 15, Article 3, Section 1029(a)(6)

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**POLICY:**

To maintain the Kern County Sheriff's Office Substation Holding Facility security, all employees will maintain strict facility key control. Facility keys will be carried on the employee's person at all times or LOCKED in the key cabinet when inmates are present. At no time will an employee give his/her facility keys to an inmate.

Personnel who lose their keys or discover them missing will:

- Notify the Substation Sergeant.
- Conduct a search for the keys.
- Complete a report, prior to going off duty, of the circumstances surrounding the missing keys.

**KERN COUNTY SHERIFF'S OFFICE**  
**SUBSTATION HOLDING FACILITY**  
**POLICIES AND PROCEDURES**

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**TITLE: WEAPON STORAGE**

**NO: D-101**

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EFFECTIVE DATE: 08/27/2001

REVISED: 08/06/2020

APPROVED BY: Commander Timothy Posey

REVIEWED: 01/15/2021

REFERENCE: Title 15, Article 3, Section 1029

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**POLICY:**

All persons entering a Kern County Sheriff's Office Substation Holding Facility with firearms or other weapons will secure them in the gun lockers provided, prior to entering any secure cell.

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

The Substation Sergeant or any on-duty supervisor will be immediately notified of any firearms or other weapons located or missing inside a Kern County Sheriff's Substation Holding Facility.

**KERN COUNTY SHERIFF'S OFFICE**  
**SUBSTATION HOLDING FACILITY**  
**POLICIES AND PROCEDURES**

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**TITLE: INMATE CLASSIFICATION**

**NO: D-102**

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EFFECTIVE DATE: 03/22/2004

REVISED: 08/06/2020

APPROVED BY: Commander Timothy Posey

REVIEWED: 01/15/2021

REFERENCE: Title 15, Article 5, Section 1053, DBPPM K-100, 300

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**POLICY:**

The Kern County Sheriff's Office Substation Holding Facility will house inmates according to criminal sophistication, the seriousness of the crime charged, prone to escape, prone to assault staff or other inmates, or likely needs protection from other inmates. Such housing assignments shall be accomplished to the extent possible within the limits of the available number of staff and distinct housing cell in the facility.

Administration segregation consists of separate and secure housing with no deprivation of privileges other than that necessary to obtain the objective of protecting inmates and staff.

Staff will coordinate movements of inmates throughout the Holding Facility to avoid mixing inmates of conflicting classifications. Staff will escort all classifications of inmates when in corridors or other common areas outside the Kern County Sheriff's Office Substation Holding Facility. The wearing of a colored wristband will identify the classification of an inmate. Refer to Detentions Bureau Policies and Procedures Manual No: K-300.

**DIRECTIVE:**

Staff members assigned to a Substation Temporary or Court Holding Facility will adhere to the classification plan implemented by the Detention Bureau Classification Unit. If the Detention Bureau Classification Unit has not classified an inmate held in one of these facilities, the inmate will be segregated in accordance with any classification information available. Any information

developed will be forwarded to the receiving facility for evaluation by the Classification Unit.

**KERN COUNTY SHERIFF'S OFFICE**  
**SUBSTATION HOLDING FACILITY**  
**POLICIES AND PROCEDURES**

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**TITLE: USE OF RESTRAINTS, DISCIPLINE**

**NO: D-103**

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EFFECTIVE DATE: 03/22/2004

REVISED: 08/06/2020

APPROVED BY: Commander Timothy Posey

REVIEWED: 01/15/2021

REFERENCE: Title 15, Article 5, Section 1058, Title 15, Article 7, Section 1080

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**POLICY:**

Restraint devices include any devices that immobilize an inmate's extremities and/or prevents the inmate from being ambulatory while being held in a holding cell at a Kern County Sheriff's Office Substation Holding Facility. Restraints are not to be used as punishment. This policy does not apply to the use of handcuffs, shackles, or waist chains when used to restrain inmates for security reasons or transportation purposes. It is not intended to affect the use of restraints for the routine movement of inmates.

Kern County Sheriff's Office Substation Holding Facilities do not utilize soft restraints. A violent inmate or arrestee shall be transported immediately to the Central Receiving Facility or, if appropriate, Kern Medical, and will not be placed into a holding cell at a Substation Holding Facility. All inmates or arrestees that exhibit violent behavior that demands immediate transportation the Central Receiving Facility or Kern Medical shall require supervisory notification.

Inmates will NOT be disciplined at a Kern County Sheriff's Office Substation Holding Facility.

**KERN COUNTY SHERIFF'S OFFICE**  
**SUBSTATION HOLDING FACILITY**  
**POLICIES AND PROCEDURES**

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**TITLE: DETOXIFICATION CELL/TREATMENT**

**NO: D-104**

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EFFECTIVE DATE: 03/22/2004

REVISED: 08/06/2020

APPROVED BY: Commander Timothy Posey

REVIEWED: 01/15/2021

REFERENCE: Title 15, Article 5, Section 1056 & Article 11, Section 1213

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**POLICY:**

The Kern County Sheriff's Office Substation Holding Facility does not have a detoxification cell. Arrested persons and inmates will not be held at this facility for detoxification. All arrested persons shall be transported to a facility that is equipped with a detoxification cell.

**DIRECTIVE:**

Any time an arrestee or inmate is brought into a Kern County Sheriff's Office Substation Holding Facility who is in need of detoxification, which requires either medical supervision or special physical accommodations, that subject will be transported immediately to the appropriate facility such as Kern Medical or the Central Receiving Facility.

**KERN COUNTY SHERIFF'S OFFICE**  
**SUBSTATION HOLDING FACILITY**  
**POLICIES AND PROCEDURES**

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**TITLE: SAFETY CELL**

**NO: D-105**

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EFFECTIVE DATE: 03/22/2004

REVISED: 01/15/2021

APPROVED BY: Commander Cindy Cisneros

REVIEWED: 01/15/2021

REFERENCE: Title 15, Article 5, Section 1055

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**POLICY:**

The Kern County Sheriff's Office Substation Holding Facilities do not have a safety cell. An inmate or arrestee requiring placement into a safety cell shall be immediately transported to the appropriate facility, or Kern Medical.



**KERN COUNTY SHERIFF'S OFFICE**  
**SUBSTATION HOLDING FACILITY**  
**POLICIES AND PROCEDURES**

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**TITLE: TEMPORARY CUSTODY OF MINORS**

**NO: D-106**

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EFFECTIVE DATE: 08/27/2001

REVISED: 01/15/2021

APPROVED BY: Commander Timothy Posey

REVIEWED: 01/15/2021

REFERENCE: Title 15, Article 9 & 14, Section 1010 & 1540 & WIC Sections 207.1, 208.1, 602

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**POLICY:**

The Kern County Sheriff's Office Substation Holding Facilities is an Adult Detention Facility. Therefore, minors shall only be held in "Non-Secure Custody" while in the confines of the facility building.

**MINORS WILL NOT BE LOCKED IN ANY CELL OR ROOM WITHIN ANY SUBSTATION FACILITY.**

In no event shall a minor be held in custody for a period of time in excess of six (6) hours. All minors that require secure custody shall be immediately transported to the Kern County Juvenile Probation Department, Juvenile Hall, in Bakersfield.

It will be the responsibility of the arresting or transporting officers, regardless of agency, to ensure that the procedure listed below is followed when delivering minor arrestees into a Substation building.

**DIRECTIVE #1**

All prisoners who are determined to be minors shall only be held in non-secure custody while within the Substation. The six (6) hour limit begins when a minor enters the Substation and ends when the minor leaves the Substation.

**DIRECTIVE #2**

Then Kern County Sheriff's Office prohibits the use of discipline for minors in the Substation Facility.

**DIRECTIVE #3**

A medical clearance must be obtained before receiving any minor who displays outward signs of being under the influence of drugs, alcohol or any intoxicating substance, or is known or suspected to have ingested any substance that could result in a medical emergency.

The arresting officer shall maintain constant direct visual observation of the intoxicated juvenile and perform safety checks no less than once every 15 minutes, until the resolution of the intoxicated state, with the actual time (not rounded times) of each personal observation documented.

**DIRECTIVE #4**

A medical clearance must be obtained before receiving any minor who displays a potential illness or injury.

The arresting officer shall maintain constant direct visual observation of the juvenile and perform safety checks no less than once every 15 minutes, until the resolution of the medical clearance, with the actual time (not rounded times) of each personal observation documented.

**DIRECTIVE #5**

In the event of a medical emergency or serious illness, the arresting officer shall request medical aid through Sheriff's Dispatch and administer first aid until the arrival of medical personnel. As soon as reasonably prudent, the officer shall make every reasonable attempt to notify the parent or guardian of the juvenile. The details of any medical incident relating to a minor in temporary custody shall be documented in a report with a case number and forwarded to juvenile court.

**PROCEDURE A – ARRESTING OFFICER RESPONSIBILITIES**

The arresting officer will:

- Hold only those minors that do not meet the criteria for secure detention, in temporary custody for a brief period of time, not to exceed six (6) hours while:
  - Investigating the case.
  - Facilitating the release of the minor to a parent or guardian.
  - Arranging for the transfer of the minor to an appropriate juvenile facility.
  
- Ensure that a staff member maintains constant direct visual observation of the minor during the entire custody period.
  
- Allow no contact between adult prisoners and minors who are either in secure detention or non-secure custody in the facility, including:
  - No communication between minors and adult prisoners.
  - Maintain constant, side by side presence with the minor when an adult prisoner, including an inmate worker, is present to assure there is no communication between them.
  
- Limit situations that a minor and adult prisoner can be in the same room together to:
  - Booking
  - Medical Screening
  - Inmate worker presence while performing necessary work
  - Movement of persons in custody within the law enforcement facility
  
- Shall not restrain minors held in non-secure custody to any stationary object within the facility. Minors may be handcuffed to themselves at all times during non-secure custody.
  
- Ensure that mentally disordered minors who are exhibiting out of control or suicidal behavior are to be immediately transferred to the Kern County Juvenile Probation Department, Juvenile Hall, or an appropriate hospital.
  
- Shall make the following available to all minors held in temporary custody:
  - Access to toilets and washing facilities.

- One snack upon request during the term of temporary custody if the minor has not eaten within the past four (4) hours or is otherwise in need of nourishment.
  - Access to drinking water.
  - Privacy during visits with family, guardian, and/or lawyer.
  - Blankets and clothing, as necessary, to assure the comfort of the minor; and,
  - His or her personal clothing unless the clothing is inadequate, presents a health or safety problem, or is required to be utilized as evidence of an offense
- 
- While administering an evaluation, test, or chemical test pursuant to Vehicle Code Section 23157, the arresting officer will continuously supervise the minor to ensure that no contact occurs with adult inmates.
  
  - A log shall be kept pursuant to Section 201.1(d)(6) of the Welfare and Institutions Code. Information shall be entered for each juvenile placed in non-secure detention, regardless of the length of time. Information to be included in the log:
    - Juveniles name, sex, and age
    - Arresting officer
    - Detention approved by [Supervisor]
    - Reason detained [Charge]
    - Date and time entered facility
    - Date and time released
    - Total time in facility [Hours and minutes]
    - Released to and released by
    - Arresting officer's name and serial number
    - Type of release code
      - Juvenile released to parents/own recognizance
      - Transfer to detentions facility
      - Other type of release

**KERN COUNTY SHERIFF'S OFFICE**  
**SUBSTATION HOLDING FACILITY**  
**POLICIES AND PROCEDURES**

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**TITLE: MINORS – DEATH INVESTIGATION & NOTIFICATION    NO: D-107**

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EFFECTIVE DATE: 07/25/2002

REVISED: 08/07/2020

APPROVED BY: Commander Timothy Posey

REVIEWED: 01/15/2021

REFERENCE: Title 15, Section 1341, DBPPM Section C-900

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**POLICY:**

All staff members will be familiar with and follow the procedures outlined in the Detentions Bureau Policy and Procedure Manual Section C-900. In the event a minor's death occurs, the circumstance and conditions surrounding the death shall be investigated and then referred to the Coroner's Office per Government Code 27491.

**PROCEDURE A:**

- In addition to the notifications required in DBPPM Section C-900, staff will also notify:
  - The on-duty supervisor
  - The Area Substations Section Lieutenant
  - The Shift Supervisor of the facility where the inmate is housed.
  
- The on-duty supervisor will respond to the scene and initiate an investigation with Homicide Protocol, if necessary. Immediately secure the Substation "Non-Secure of Juvenile" logbook and maintain control of the log for potential use in the investigation.
  
- The appropriate Facility Shift Supervisor shall make the telephone or in-person notification of the minor's parents, next of kin, or person standing "in loco parentis" (in the place of a parent), and Juvenile Hall in the event of a serious illness, injury or death of a minor.

- The appropriate Facility Shift Supervisor will be responsible for submitting the required written notifications to the Board of Corrections within ten (10) calendar days (Government Code 12525).
- A review team consisting of the facility manager, the health administrator, the responsible physician, and other health care and supervision staff who are relevant to the incident will conduct a medical and operational review of every in-custody death of a minor.
- The Corrections Standards Authority may, within 30 days, inspect and evaluate the institution pursuant to the established standards and regulations.

**KERN COUNTY SHERIFF'S OFFICE**  
**SUBSTATION HOLDING FACILITY**  
**POLICIES AND PROCEDURES**

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**TITLE: SANITATION, SAFETY, AND MAINTENANCE**

**NO: E-100**

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EFFECTIVE DATE: 03/22/2004

REVISED: 01/15/2021

APPROVED BY: Commander Cindy Cisneros

REVIEWED: 01/15/2021

REFERENCE: Title 15, Article 15, Section 1280

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**POLICY:**

The Kern County Sheriff's Office Substation Holding Facility will be maintained in a clean and safe manner and suitable for the holding of inmates.

**STATEMENT:**

General Services is responsible for maintaining a cleaning crew that will clean the Holding Facility. General Services is also responsible for seeing that all needed repairs are made, and any needed pest control is implemented.

**PROCEDURE A:**

The Substation Sergeant or designee will inspect the holding cells daily for cleanliness, pest control, and areas that are in need of repair.

**PROCEDURE B:**

If the Holding Facility is in need of cleaning, repair, or pest control, the Substation Sergeant will notify the Section Lieutenant, or in his/her absence the on duty lieutenant, via the chain of command who will submit a request to General Services to correct the problem.

**KERN COUNTY SHERIFF'S OFFICE**  
**SUBSTATION HOLDING FACILITY**  
**POLICIES AND PROCEDURES**

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**TITLE: FOOD SERVICE**

**NO: E-101**

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EFFECTIVE DATE: 03/22/2004

REVISED: 08/07/202

APPROVED BY: Commander Timothy Posey

REVIEWED: 01/15/2021

REFERENCE: Title 15, Article 12, Section 1240

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**POLICY:**

Food served in the Kern County Sheriff's Office Substation Holding Facility shall be served in the form of "sack lunches." The Court Service Transportation personnel will provide these sack lunches to in-custody inmates held for court in the Holding Facilities that have been transported to the Court by Court Service Transportation personnel.

**DIRECTIVE 1**

Court Service personnel shall leave any leftover sack lunches they have brought to provide to their in-custody inmates in the refrigerator of the Substation. The sack lunches can be refrigerated for a maximum of three (3) days.

Court Service personnel will be responsible for inventory control of the sack lunches. Court Service personnel will assure that previous sack lunches are disposed of after each court date before additional sack lunches are placed in the Substation refrigerator.

Arresting officers will provide one snack in the form of a sack lunch upon request to a minor during the term of temporary custody, if the minor has not eaten within the past four (4) hours or is otherwise in need of nourishment.

Court Service personnel will be responsible for making sure all sack lunches are sealed and for placing the date on the sack prior to placing it in the refrigerator.



**KERN COUNTY SHERIFF'S OFFICE**  
**SUBSTATION HOLDING FACILITY**  
**POLICIES AND PROCEDURES**

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**TITLE: INMATE TELEPHONE CALLS**

**NO: F-100**

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EFFECTIVE DATE: 03/22/2004

REVISED: 01/15/2021

APPROVED BY: Commander Cindy Cisneros

REVIEWED: 01/15/2021

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

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**POLICY:**

Reasonable inmate access to telephones can be effective in reducing tension and anxiety in detentions facilities by allowing inmates to maintain contact with family and the community. Additionally, Penal Code Section 851.5 gives arrestees the right to at least three completed telephone calls, “...**immediately upon being booked, and, except where physically impossible, no later than three hours after arrest.**” Therefore, staff will allow inmates reasonable access to telephones and will ensure that new arrestees are not denied their right to make telephone calls as provided in Penal Code Section 851.5.

**Procedure A: Telephone Calls for New Arrestees**

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

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

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

his or her own expense if outside the local calling area, to a relative or other person for the purpose of arranging for the care of the minor child or children in their absence.

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

### **DIRECTIVE 1:**

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

- ❖ Arrestees are entitled to make three free completed telephone calls within the local dialing area, or at his or her own expense if outside the local area to three of the following:
  - An attorney of his or her choice or, if he or she has no funds, the Public Defender;
  - A bail bondsman;
  - A relative or other person.

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

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

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

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

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

**KERN COUNTY SHERIFF'S OFFICE**  
**SUBSTATION HOLDING FACILITY**  
**POLICIES AND PROCEDURES**

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**TITLE: ATTORNEY ACCESS CONTROL**

**NO: F-101**

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EFFECTIVE DATE: 03/22/2004

REVISED: 08/07/2020

APPROVED BY: Commander Timothy Posey

REVIEWED: 01/15/2021

REFERENCE: Title 15, Article 6, Sections 1062, & 1068, Penal Code Section 825(b)

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**POLICY:**

Any attorney may visit at the prisoner's or the family's request. The policy of the Kern County Sheriff's Office Substation Holding Facility is to cooperate with the needs for each visit, an attorney request with an arrested person on an individual basis. The constraints of the facility schedules and the limitations of staff availability determine the best time for attorney/inmate interview.

Any attorney entering a Substation Holding Facility shall be searched. Employees will provide an area for confidential consultation for prisoners and attorneys.

**PERSONAL VISITS:**

Inmates will NOT be allowed personal visits at a Substation Holding Facility.