

# **Kern County Sheriff's Detention Bureau 2016 Central Receiving Facility Staffing Plan**

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The purpose of this staffing plan is to establish basic security staffing protocols to ensure a safe and secure environment for inmates and staff.

Real time video monitoring of receiving holding cells and sobering cells shall provide additional inmate safety.

Staff positions identified for security operational purposes are guidelines and shall be flexible according to facility needs.

Serious incidents at other facilities may result in limited operations for varied amounts of time. Normal minimum staffing levels on weekends shall be two less than weekdays.

## **DEFINITIONS**

Normal operations – Regular daily operations that occur without incident under normal procedures resulting in no staff reductions.

Limited operations – Reduction of staff or facility operations in one (1) or more areas of the facility due to a limited or unexpected event.

Restricted operations – Critical or emergency event resulting in halting of several or all facility operations and/or significant staff reduction.

Limited event – Example: tours, inspections, training.

Unexpected event – Example: ill staff, scheduling errors, hospital transportation runs.

Critical event – Example: death, major assault, power disruption.

Emergency event – Example: natural disaster, fire, riot, civil unrest, terrorism.

**Normal Operation:**

Sergeant  
Senior

DECKS	A-Deck	B-Deck	C-Deck			
Deputy	Y	Y	Y			
Deputy	Y	Y	Y			
			Sub-Total	6		
Receiving 1	Y	Receiving 2	Y	Receiving 3	Y	
Receiving Control	Y	Mug Room	Y	Male Dressout	Y	
A - Control	Y	S&E 1	N	Sub Total	7	
					Minimum Staffing	13

**Limited Operation:**

Sergeant  
Senior

DECKS	A-Deck	B-Deck	C-Deck			
Deputy	Y	Y	Y			
Deputy	Y	Y	Y			
			Sub-Total	6		
Receiving 1	Y	Receiving 2	Y	Receiving 3	Y	
Receiving Control	Y	Mug Room	N	Male Dressout	N	
A - Control	Y	S&E 1	N	Sub-Total	5	
					Minimum Staffing	11

**Restricted Operation:**

Sergeant  
Senior

DECKS	A-Deck	B-Deck	C-Deck			
Deputy	Y	Y	Y			
Deputy	N	Y	Y			
			Sub-Total	5		
Receiving 1	Y	Receiving 2	Y	Receiving 3	N	
Receiving Control	Y	Mug Room	N	Male Dressout	N	
A - Control	Y	S&E 1	N	Sub-Total	4	
					Minimum Staffing	9

## **Central Receiving Facility Description:**

The Kern County Sheriff's Office (KCSO) Central Receiving Facility opened in 1959 and has a Board of State and Community Corrections rated bed capacity of 292. The Central Receiving Facility or CRF as it is known is the Sheriff's primary booking and receiving jail. The jail is a four story building with a basement. The basement houses the receiving and booking area. The primary entrance to the building is street level and houses other Sheriff departments, in addition to "star deck", a prisoner transportation corridor leading to the bus sally port for jail prisoner transport, and there are three "decks" above the street level that house inmates.

It is managed by a Sheriff's Lieutenant, 10 supervisory staff, 58 Deputies, 5 Sheriff's aides, and 23 civilian support staff. There are 2 medical staff on site at all times, and 2 mental health staff on site during the daytime seven days a week to provide necessary treatment. The facility operates on three eight hour shifts.

The facility has a number of inmates awaiting a release citation or bail and are never housed; they can remain in a holding cell for 10 hours. Most inmates housed are pre-arraigned but some like inmate labors can be pretrial, un-sentenced, or sentenced. Civil detainees, inmates with out of county or state warrants, and parole violators are also received at CRF, as are inmates transferred from two of the Sheriff's rural sub-station jails, and inmates submitting themselves for weekend commitments. Unless there is a medical need for infirmary housing, inmates will remain at CRF until after their first scheduled court appearance and then they are transported to one of the Sheriff's Lerdo jail facilities.

Arresting officers arrive in the basement garage and enter into a pre-receiving area where they have the inmate medically evaluated. Once medically cleared the inmates data is entered into the computer, then they enter into the booking area staffed by (2) male Deputies and (1) female Deputy. After processing, inmates are placed into one of (4) holding cells. The area also has a safety cell, (3) small telephone style booths formerly used for booking inmates, and a control room staffed by a sheriff's Aide or Deputy that controls access to the facility and monitors several camera views for inmates and staff safety. There are (2) large holding cells across from the control room. provide more timely information, and a room for fingerprints and photographs. The shift supervisor's office, a kitchen, laundry/storage area, hallway leading to the court, and an airport style scanner are also on the basement level. This area is extremely high traffic and inmates are never alone with staff due to often arriving under the influence and becoming combative.

There are three elevators, two behind the large holding cells used primarily for escorting inmates to "star deck" and the bus barn for transportation to court. The other is near the control room and used to go from "deck" to "deck" as the different floors are known. Inmates under the influence, on suicide watch, or finished with the booking process are taken to A or B-decks if male or C-deck if female. A-deck has (2) large sobering cells, a large holding cell, and an inmate dress out area on the A-2 side. There is a hallway

leading to the court in between the A-1 and A-2 sides, and there are (2) smaller holding cells, and inmate visiting rooms on the A-1 side of the deck.

In the middle outside of the security area are administration offices, the public lobby, and the jails main clerical office area. Inside the security area are the elevator sally port, and the "A" control area which is staffed by a Deputy to monitor several camera views of the sobering and holding cells. On the other side are (2) barred holding cells facing the walkway area and on either side of them are linear style housing tiers. The A-3 side has all multiple man cells, and the A-4 side has (1) single cell and the rest multiple man cells. Along the back of the housing tiers is a walkway to access both housing section, and a stairwell for emergencies. Adjacent to the A-4 tier there is a long corridor leading to a large recreation area used as an inmate court staging area. The recreation area has a small office staffed by a Deputy to oversee the inmates awaiting transportation to court. Next to the office are additional offices staffed by classification officers 24/7.

A-deck is a very high traffic area with constant inmate movement of new inmates, inmates being released at the A-deck counter, dressed out to be housed, or moved for court. The area is staffed constantly by 3-4 Deputies and other staff pass through regularly.

B-deck is also a male housing deck with tier style housing. The B-1 side has all single cells, the B-2 side has (4) multiple man cells and (1) large holding cell, the B-3 side has all multiple man cells, and the B-4 side has (3) suicide watch cells and the rest are multiple man cells. The Deputies desk is located in the center as is the elevator sally port. There are crossover walkways at the back of the tiers on each side for staff to easily access the tiers for security checks. B-deck is staffed with (2) male Deputies.

C-deck is for female housing also tier style with the C-1 tier comprised of all single cells, the C-2 side has offices for medical and mental health staff, the C-3 side has all multiple inmate cells, a large dayroom holding area, and a sobering cell. The center has small window style interview rooms and small windowed suicide watch cells across from the Deputies work station and a small dress out room to process new or released inmates. The Deputy also can observe inmates in the sobering cell via camera monitors. The last side, C-3 has (3) single cells and (2) multiple inmate cells. Each side has the crossover walkway but only the one on the C-3 to C-4 tiers is used. C-deck is staffed by (2) female Deputies. Male transportation Deputies pass through the center area to collect inmates for court but rarely access the housing tiers.

**In developing the above staffing plan, the Kern County Sheriff's Office in conjunction with its Detentions Bureau and the Central Receiving Facility manager, have considered the following factors:**

1) *Generally accepted detention and correctional practices:* The Kern County Sheriff's Office continually looks at National Institute of Corrections updates and other organizations updates. Kern County Sheriff's Office is a member of the American Jail Association, and the National Sheriff's Association. We constantly network with other

jails in the State of California and some jails out of state to keep up to date, and seek better ways to ensure safety and security of the facility.

2) *Any judicial findings of inadequacy:* The Kern County Sheriff's Office received a judicial ruling in *Yeager v Kern*, 1987 requiring them to provide specific services to pregnant and post-partum inmates. There are no judicial findings of inadequacy at the Central Receiving Facility jail.

3) *Any findings of inadequacy from Federal investigative agencies:* The Kern County Sheriff's Office Central Receiving Facility has not had any Federal investigative findings of inadequacy.

4) *Any findings of inadequacy from internal or external oversight bodies:* The Kern County Sheriff's Office participates in biannual inspections from the Bureau of State Community Corrections (BSCC) to ensure compliance with Title 15 and Title 24 regulations. KCSO did not have any deficiencies in its 2014 inspection that required a corrective action plan.

5) *All components of the facility's physical plant (including "blind-spots" or areas where staff or inmates may be isolated):* The most risk for inmate on inmate abuse is in the first 24 hours while in holding cells. CRF utilizes a holding cell risk assessment to ensure inmates at risk are not placed with inmates prone to sexual abuse. Also there is a video surveillance system in the basement reception area that records all inmate activity in the holding cells. Additionally inmates claims of Deputies groping or inappropriately touching them during searches has been proven unfounded on more than one occasion.

The back crossover walkways on the housing decks could be a place for staff misconduct but staffing the decks with two Deputies provides oversight and a deterrent. The operations also provide little opportunity for misconduct as during the days there are ancillary staff on and off the decks and the busy nighttime hours produces increased work activity with a constant flow of new arriving and releasing of inmates.

6) *The composition of the inmate population:* The composition of the Kern County Sheriff's Office Central Receiving Facility jail inmate population varies. Most of the inmate population is either: local residents of Kern County that violate various state laws; detainees held on warrants from other jurisdictions from the substantial amount of highway traffic through the County; or weekend commitments.

7) *The number and placement of supervisory staff:* The Lieutenant, in addition to the overall responsibility of facility operations and the administration, coordinates ancillary services such as Medical, Mental Health, and manages staff assigned to the court holding areas. He also works closely with the other Lerdo managers to coordinate inter-facility issues, and overtime or staffing of hospitalized inmates. The administrative Sergeant oversees many support services, a few of which are vehicles, keys, supplies, clerical staff, public issues, criminal complaints, contract kitchen staff, and inspections.

Operations are handled by a Sergeant and/or a Senior Deputy each shift to oversee daily security and operational issues, respond to emergencies, and manage the schedules and overtime to ensure adequate staffing.

8) *Institution programs occurring on a particular shift:* Since most inmates are housed at CRF for short durations there are no classes or custody programs.

9) *Any applicable State or local laws, regulations, or standards:* There are no applicable State or local laws that apply to staffing in a county jail. State Regulations under Title 15 of the Board of State Community Corrections require adequate staffing to ensure inmate safety.

10) *The prevalence of substantiated and unsubstantiated incidents of sexual abuse:* The Kern County Sheriff's Office has had a few instances of staff misconduct which were promptly investigated and prosecuted. This has sent a strong message to staff that there is a zero –tolerance for sexual harassment or abuse. There were only (4) inmate on inmate reports of abuse at CRF in 2015. These reports are detailed further in the annual facility report for CRF.

11) *Any other relevant factors:* There are no other relevant factors at Central Receiving Facility jail that affect its ability to detect, prevent, and respond to issues of sexual abuse, assault, or harassment of inmates in its care and custody.