



1350 Norris Road
Bakersfield, California 93308-2231

April 1, 2025

Metro Court Holding Facility Staffing Plan 2025

The Prison Rape Elimination Act (PREA Standard 115.13) requires each facility operated by the agency to develop, document, and provide a staffing for adequate levels of staffing and video monitoring, where applicable, to protect incarcerated persons against sexual assault and abuse.

The requirements set forth by PREA is that this agency operates its facilities using generally accepted detention and correctional practices. The Kern County Sheriff's Office (KCSO) Detentions Bureau is inspected every two years by the California Board of State and Community Corrections (BSCC).

Note: The Central Receiving Facility, now known as the Metro Court Holding Facility, no longer houses incarcerated persons overnight. The facility operates as a court holding facility Monday through Friday. Subjects remanded at court into the Sheriff's custody are held in the court holding cells Monday through Friday. Remanded subjects are transported to the Lerdo Justice Facility Inmate Reception Center (IRC) and booked. If the remanded subject needs medical clearance for booking, they are transported by either the transporting deputy or a deputy working in the IRC. The deputy transports the remanded subject to Kern Medical, obtains a booking clearance, and then transports the remanded subject to Lerdo Justice Inmate Reception Center (IRC).

This staffing plan reflects the operation and staffing levels that would be implemented if the facility begins housing and booking incarcerated persons in such event, this plan would be subject to modification by the facility manager based on the number of housing units occupied and the number of incarcerated persons housed at the facility.

Housing Units

The Metro Court Holding has a BSCC Rated Capacity of 292. The facility is made up of the basement and three (3) decks: A, B and C. Each deck has a variety of holding cells, single cells, and dormitories of various sizes. Showers, which include privacy partitions, are accessible either in dayrooms or in separate areas next to groups of individual cells. Because of the linear design of these housing areas, deputies conduct safety checks at least once every thirty minutes, as opposed to the hourly safety checks mandated in Title 15 of the California Code of Regulations.

Receiving

HOUSING LOCATION	GENDER	CLASSIFICATION	CAPACITY
SAFETY CELL	M/F	GP/PC /AD SEG	1
IRC 1	F	GP/PC	10
IRC 2	M	GP/PC	10
IRC 3	M	GP/PC	16
IRC 4	M	GP/PC	16
IRC 8	M/F	GP/PC	16
GATE 3/11	M/F	GP/PC	13

A-Deck

Housing Location	Gender	Classification	Capacity
A1-1	M	GP	10
A1-2	M	GP	9
A2	M	GP	16
A2-1	M	GP	10
A2-2	M	GP	10
A2-3	M	GP	11
A2-4	M	GP	11
A3-2	M/F	GP	12
A3-3	M/F	GP	12
A3-4	M/F	GP	12
A3-5	M/F	GP	12
A3-6	M/F	GP	12
A3-7	M/F	GP	6
A4-1	M/F	GP	7
A4-2	M/F	GP	6
A4-3	M/F	GP	12
A4-4	M/F	GP	12
A4-5	M/F	ADSEG	1

B-Deck

Housing Location	Gender	Classification	Capacity
B1-2	M	AS	1
B1-3	M	AS	1
B1-4	M	AS	1
B1-5	M	AS	1
B1-6	M	AS	1
B1-7	M	AS	1
B1-8	M	AS	1
B2-2	M	GP	1
B2-3	M	GP	6
B2-4	M	GP	6
B2-5	M	PC	6

B3-2	M	GP	6
B3-3	M	GP	12
B3-4	M	GP	12
B3-5	M	GP	12
B3-6	M	GP	12
B3-7	M	GP	12
B4-1	M	SW	1
B4-2	M	SW	1
B4-3	M	SW	1
B4-4	M	PC	12
B4-5	M	PC	12
B4-6	M	AS	1

C-Deck

Housing Location	Gender	Classification	Capacity
C-HOLDING	F	GP	9
C008	F	SW	1
C007	F	SW	1
C1-1	F	AS	1
C1-2	F	AS	1
C1-3	F	AS	1
C1-4	F	AS	1
C1-5	F	AS	1
C1-6	F	AS	1
C1-7	F	AS	1
C1-A	F	AS	1
C3-2	F	PC	6
C3-3	F	GP	6
C3-4	F	GP	12
C3-5	F	GP	12
C3-6	F	GP IL	6
C4-2	M	AS	1
C4-3	M	AS	1
C4-4	M	GP	12
C4-5	M	GP	12
C4-6	M	AS	1

The Sheriff's Aides (civilian staff) are assigned to Receiving Control and A Control. They have a general view of the activity within the facility. The Sheriff's Aides observe most areas of Metro Court Holding via observation from the control room and camera monitors. [REDACTED]

Communication between incarcerated persons and the deputies assigned to Metro Court Holding is conducted in both oral and written forms (i.e., request slips and grievances). Safety and security of Metro Court Holding is maintained by Sheriff's Deputies conducting random, unannounced checks of the housing areas. The facility [REDACTED]

Routine medical services are provided on a daily basis. Incarcerated persons with medical concerns requiring immediate medical care are examined by Metro Court Holding medical staff or transported to a local hospital for treatment.

Incarcerated Persons Population

The Metro Court Holding Facility houses female incarcerated persons on C-Deck and male incarcerated persons on A-Deck, B-Deck. The classifications of incarcerated persons are a variety of general population, protective custody, and administratively separated. The facility houses incarcerated persons of all races and adults of all ages. There are a variety of sub classifications and factors that can dictate classification and housing as well, including civil incarcerated persons, incarcerated persons with physical and/or mental disabilities, gang members, and assaultive or high-profile incarcerated persons.

Incarcerated Persons Programs

Because housing the Metro Court Holding Facility is generally short-term housing location, programs for incarcerated persons are not offered at this facility. Programs for incarcerated persons and religious services are available at the Lerdo Jail Facilities.

Statistics

The prevalence of substantiated and unsubstantiated incidents of sexual abuse that were taken into consideration while developing this staffing plan can be viewed at the following link:

<http://www.kernsheriff.org/PREA>

Staff Training

The Detentions Bureau provides training for staff in compliance with Title 15 of the California Code of Regulations. Sheriff's Deputies attend an approximately six-month Peace Officer Standards and Training (POST) approved academy prior to working in the jail. Sheriff's Deputies assigned to the Detention's Bureau also receive an approximately five-week training program from a Detention's Training Officer. All staff, sworn and civilian, receive training in PREA requirements.

Staffing Formula

Staffing levels are determined by the number of fixed and non-fixed positions necessary to supervise and provide services to the approximately 200 incarcerated persons typically housed at the facility. Please see the staffing plan below.

Staffing Plan

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

Note: Specific information regarding the number of staff present at the facility during various shifts and the numbers assigned to specific posts have been redacted from the publicly available version of this report for security reasons.

Video surveillance of common housing areas, holding cells and circulation areas provide additional safety and security for incarcerated persons in our custody.

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 night shifts shall be one more than day shift. In addition to normal minimum staffing levels, four additional court deputies, one utility officer and one laundry deputy are also assigned to the Metro Court Holding Facility.

The Metro Court Holding Facility is managed by a lieutenant. The facility also has an administrative sergeant assigned to a four-day, ten-hour schedule.

The lieutenant and sergeants regularly make unscheduled and unannounced rounds throughout the facility during both day and night shifts to ensure the safety and security of the facility. The facility operates on 12-hour shifts with day shift starting at 0700 hours and night shift beginning at 1900 hours.

The tables below depict essential staffing to properly manage the incarcerated person's population and operate the facility in the safest manner possible, for staff and incarcerated persons alike:

Normal Operations:

█ Sergeant
█ Senior

Decks	A-Deck	B-Deck	C-Deck
Deputy	█	█	█
Deputy	█	█	█
		Sub-Total	█

Receiving 1	█	Receiving 2	█	Receiving 3	█
Receiving Control	█	Mug Room	█	Male Dressout	█
A-Control	█	Search and Escort	█		
				Subtotal	█

Minimum Staffing= █ Deputies and █ Sheriff Aides **If a Sheriff Aide is unavailable or unassigned, a deputy will have to cover which will increase the minimum staffing level*

Limited Operations:

█ Sergeant
█ Senior

Decks	A-Deck	B-Deck	C-Deck
Deputy	█	█	█
Deputy	█	█	█
		Sub-Total	█

Receiving 1	█	Receiving 2	█	Receiving 3	█
Receiving Control	█	Mug Room	█	Male Dressout	█
A-Control	█	Search and Escort	█		
				Subtotal	█

Minimum Staffing = █ Deputies and █ Sheriff Aides **If a Sheriff Aide is unavailable or unassigned, a deputy will have to cover which will increase the minimum staffing level*

Restricted Operations:

█ Sergeant
█ Senior

Decks	A-Deck	B-Deck	C-Deck
Deputy	█	█	█
Deputy	█	█	█
		Sub-Total	█

Receiving 1	█	Receiving 2	█	Receiving 3	█
Receiving Control	█	Mug Room	█	Male Dressout	█
A-Control	█	Search and Escort	█		
				Subtotal	█

Minimum Staffing = █ Deputies and █ Sheriff Aides **If a Sheriff Aide is unavailable or unassigned, a deputy will have to cover which will increase the minimum staffing level*

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 assaults, power disruption.

Emergency events- Example: natural disaster, fire, riot, civil unrest, or terrorism.

In developing the above staffing plan, the Metro Court Holding Facility manager and the PREA Coordinator considered the following factors:

1) Generally accepted detention and correctional practices:

The Kern County Sheriff's Office regularly reviews updates from the National Institute of Corrections and other organizations. Kern County Sheriff's Office is a member of the American Jail Association and the National Sheriff's Association. The agency regularly networks with other jails to stay up to date and review alternative methods to ensure safety and security of the facility.

2) Any judicial findings of inadequacy:

The Kern County Sheriff's Office was party to a judicial ruling in Yeager v. Kern (1987) requiring the provision of specific services to pregnant and post-partum incarcerated persons.

A second judicial ruling, Anderson v. Kern (1990), mandated that the Kern County Sheriff's Office does not exceed specific population totals. Additionally, the ruling mandated certain other conditions of confinement dealing with medical, staffing levels, dental, vision, and mental healthcare, language interpreters, access to courts, and classification of administratively separated incarcerated persons.

The requirements resulting from these cases have been implemented at the Metro Court Holding Facility. There are no judicial findings of inadequacy specific to the Metro Court Holding Facility.

3) Any findings of inadequacy from Federal investigative agencies:

The Metro Court Holding Facility has not received any Federal investigative findings of inadequacy.

4) Any findings of inadequacy from internal or external oversight bodies:

The Sheriff's Office participates in biannual inspections from the Bureau of State Community Corrections (BSCC) to ensure compliance with the regulations contained in Title 15 and Title 24 of the California Code of Regulations. Any issues of non-compliance are corrected via a documented corrective action plan. There are no corrective action plans pending for the Metro Court Holding Facility.

5) All components of the facility's physical plant (including "blind spots" or areas where staff or incarcerated persons may be isolated)":

Blind spots due to physical design and opportunities for misconduct due to the staffing structure have been mitigated by the installation of recorded surveillance systems. Surveillance footage is routinely monitored or reviewed by supervisors to ensure compliance with KCSO policies. Supervisors make regular, unannounced rounds within the facility.

6) The composition of the incarcerated persons population:

See above

7) The number and placement of supervisory staff:

The lieutenant assigned to Metro Court Holding has the overall responsibility for facility operations and administration and coordinates ancillary services such as Medical and Behavioral Health. The lieutenant also works closely with the other detentions managers to coordinate inter-facility operations, such as overtime or guarding of hospitalized incarcerated persons.

The administrative sergeant oversees many support services, a few of which are vehicles, key control, supplies, clerical staff, complaints, contract staff, and inspections. The administrative sergeant also serves as the facility PREA manager.

Day-to-day operations are directed by a sergeant and or/a senior deputy on 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:

See Above

9) Any applicable State or local laws, regulations, or standards:

There are no applicable State or local standards that specifically dictate staffing levels in county jails. As part of the Board of State Community Corrections biennial inspections, BSCC staff reviews documentation of staffing plans for each facility.

July 26, 2024

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10) The prevalence of substantiated and unsubstantiated incidents of sexual abuse:

The prevalence of substantiated and unsubstantiated incidents of sexual abuse that were taken into consideration while developing this staffing plan can be viewed at the following link:

<https://www.kernsheriff.org/Prea>

11) Any other relevant factors:

No other relevant factors were identified at the Central Receiving Facility jail that affect its ability to detect, prevent, and respond to issues of sexual abuse, assault, or harassment of incarcerated persons in its care and custody.

The 2024 review did not indicate the need for adjustment to the facility's staffing level as compared to the staffing levels established in 2023. Staffing levels for the facility will remain as described in Section P-200 of **DBPPM** and the above-mentioned 2023 staffing plan unless revised during a future review.

Sincerely,

DONNY YOUNGBLOOD, Sheriff-Coroner

By:

David Rutter, Lieutenant
Central Receiving Facility



Jaime Hernandez, Detentions Lieutenant
Compliance Section/PREA Coordinator

LT JH