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SHERIFF

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TRAINING BULLETIN

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Detentions Bureau Manual Policy Update: G-1300 Incarcerated Person Orientation

The changes listed below were made to the Detentions Bureau Policy and Procedure Manual and will be effective as of March 6, 2023.

Policies are available in the official version of the Detentions Bureau Manual, which is located on the "Detentions Bureau" page of the SharePoint website. In accordance with DBPPM A-200 "Maintaining Bureau Policies", any printed copies of the manual will be maintained and updated from this source. The official Detentions Bureau Policy and Procedure Manual may be accessed by clicking on the link below:

<http://sharepoint/Detention/DetentionsBureauManual/default.aspx>

Please note: This update bulletin provides only a summation of the revisions to the listed policies. **Please review the full policy** to ensure that you are familiar with the changes.

Section G-1300 - Incarcerated Person Orientation has been revised.

Removed - Orientation Booklet from policy and created DBPPM G-1300 Attachment A - Incarcerated Persons Orientation Booklet.

Added – The Detentions Bureau provides orientation services via video on all Lerdo Facilities and CRF televisions daily. In addition, the orientation pamphlet is included in the new arrival kit. The Detentions Bureau Incarcerated Person Orientation Booklet (DBPPM G-1300 Attachment A) will be provided to an incarcerated person upon request.

The following sections have been added to the Incarcerated Person Booklet:

- Voting and Registration
- Zero tolerance policy against sexual abuse and sexual harassment.

Inmate Services and Programs – Mail, has been revised in the Incarcerated Person Booklet.

- Incarcerated people will now be afforded postage for four letters per week by the Inmate Welfare Fund if they do not have enough money to pay postal charges.

KERN COUNTY SHERIFF'S OFFICE

Detentions Bureau Policies and Procedures

TITLE: INCARCERATED PERSON ORIENTATION

G-1300

EFFECTIVE:	REVIEWED:	REVISED:	UPDATED:
July 11, 1994	03-06-23	03-06-23	03-06-23

APPROVED BY: Detentions Bureau Chief Deputy Erik Levig

REFERENCE: Section 1069, C.C.R.

POLICY

In order to provide a better service to the incarcerated people population and to provide for better accountability for incarcerated people rules of behavior, each facility which receives new incarcerated people into the Detention Bureau will provide incarcerated persons orientation information available to each incarcerated person received for housing. The orientation will include information regarding:

- Correspondence, visiting, and telephone usage rules.
- Incarcerated people rules of behavior and disciplinary procedures.
- Incarcerated people grievance procedures.
- Programs and activities available and method of application.
- Medical services.
- Classification/housing assignments.
- Where they will appear in court, if known.
- Voting and registration.
- Zero tolerance policy against sexual abuse and sexual harassment.

The Detentions Bureau provides orientation services via video on all Lerdo Facilities and CRF televisions daily. In addition, the orientation pamphlet is included in the new arrival kit. The Detentions Bureau Incarcerated Persons Orientation Booklet (DBPPM G-1300 Attachment -A) will be provided to an incarcerated person upon request. Each facility may develop additional orientation information if necessary.

INCARCERATED PERSON
ORIENTATION BOOKLET

**KERN COUNTY SHERIFF'S DEPARTMENT
DETENTION BUREAU
INCARCERATED PERSON ORIENTATION BOOKLET**

INTRODUCTION

The information presented in this booklet is intended to provide you with information about the jail system of Kern County. Material in this booklet explains:

- Expected conduct of incarcerated people.
- Penalties for violating rules of conduct.
- Services and programs available to incarcerated people.

JAIL ROUTINE

Housing Assignments: All incarcerated people in the Kern County Jail will be classified, and may be sent to any Sheriff's Detention Facility, at the discretion of staff. The responsibility of classifying incarcerated people rest solely with the Kern County Sheriff's Department. Classification decisions are based on, but not limited to:

- Type of offense;
- Prior record;
- Incarcerated person behavior;
- Gang affiliation;
- Medical considerations.

If you feel you need special housing contact an officer immediately and advise them of your situation. You have the right to request a change in your classification every thirty (30) days.

Out Dates: An out date will not be computed for at least two days after your sentencing. If you were sentenced in Superior Court to County time expect a delay of up to three weeks. This outdate is subject to change based on your actions while in custody.

Personal Hygiene/Housekeeping: You will shower at least every other day and will keep your housing area clean. Mops and brooms are available for your use.

Repairs needed: Notify staff of any needed repairs.

Following Instructions: You will listen to, and obey, any announcements, instructions, or orders.

Outside Appearances: If you think you should be going to court or the hospital, but have not been sent, tell an officer immediately.

Meals: When you receive your food during chow, go directly to a table and sit down. If you should be receiving a special diet, and don't, tell an officer.

Haircare: Incarcerated people will be allowed to receive hair care services. Check with your housing officer for haircut service times and schedule at your facility. Incarcerated people

**KERN COUNTY SHERIFF'S DEPARTMENT
DETENTION BUREAU
INCARCERATED PERSON ORIENTATION BOOKLET**

may not give or receive haircuts from each other in unauthorized areas. All hair care equipment shared among incarcerated people will be sterilized before and after each use.

Storage of Personal Property: Some bunks have individual bins for the storage of personal items. All personal items will be stored in these bins. If your bunk does not have a bin, your personal items will be stored neatly in an area out of the way of other incarcerated people.

Requests for Information: Any questions regarding the jail, or services available should be in writing on an Incarcerated Person Request Form provided by jail staff. Forward the request to an officer. Answers to questions will be made as soon as practical. Allow enough time for someone to respond to your request before you submit another request for the same information or service.

RULES OF CONDUCT:

Incarcerated people are reminded that all criminal laws remain in effect while they are in custody. A violation of any law is a major rule violation. In addition, incarcerated people will follow the rules and regulations of the Facility. Violations of these laws or rules may result in one or more of the following:

- Criminal prosecution on a new charge;
- Oral reprimand;
- Loss of "good" time credit;
- Transfer to a more secure facility;
- Loss of privileges (phone, visits, commissary, etc.);
- Loss of ability to earn "work" time credits;
- Extra work details;
- Removal from work details.

The rules of the facility include:

Incarcerated people must Always Address Staff by Title and Last Name.

- If you don't know the staff member's name, just the title is appropriate;
- Disrespect of any type to staff is not allowed.

Incarcerated people are not to linger at, or enter into, any area to which they have not been directed, or to which they are not assigned.

Incarcerated people may not crowd, "cut", or jump places in line.

Incarcerated people are not to enter a cell, dorm, or housing unit they are not assigned to. Incarcerated people will not invite or allow another incarcerated person into a cell, dorm, or housing unit the other incarcerated person is not assigned to. Incarcerated people Will Not Cause Unnecessary Noise.

**KERN COUNTY SHERIFF'S DEPARTMENT
DETENTION BUREAU
INCARCERATED PERSON ORIENTATION BOOKLET**

Do not attach anything to the walls or write on the walls unless it is done in a place designed for that purpose. Do not hang anything from the bars, shelves, tables, beds, lockers, ventilation covers, or light fixtures. Do not cover any window.

Incarcerated people are to keep their bedding, or other personal items arranged so that staff can clearly view the housing area and bunks.

Do not arrange items so that the view to staff is obstructed, or in a way that the location of another incarcerated person and/or contraband is hidden from staff.

Incarcerated people are allowed to possess only authorized types and quantities of clothing and linen items.

You are allowed to wear headbands, headgear, and hair nets only if specifically authorized by staff.

Institutional and personal items issued to incarcerated people are to remain in the possession of the incarcerated person to which they are assigned.

Do not trade or exchange property or food with other incarcerated people.

Incarcerated people must behave in a dignified manner during visits.

- You must be fully clothed during visits and at any time when in public view.
- You may not place your feet on stools or change phones during visiting.
- You may not engage in overly affectionate acts, sexual gestures, or petting during visits.
- You may not pass anything to or accept anything from a visitor without prior authorization of staff.

Unauthorized communication between incarcerated people is prohibited.

Incarcerated people must keep their booking slips in their possession until they are placed in a housing unit.

- Do not alter your booking slips.
- Do not give your booking slip to another incarcerated person.

Incarcerated people must wear their wristbands at all times.

- Do not alter, remove, or damage your wristbands. If the wristband becomes damaged or unreadable, notify staff immediately.

**KERN COUNTY SHERIFF'S DEPARTMENT
DETENTION BUREAU
INCARCERATED PERSON ORIENTATION BOOKLET**

The destruction, damaging, or defacing of county property is not allowed.

Gambling of any type is not allowed.

Smoking or use of any tobacco product is prohibited at all Kern County detention facilities.

County documents are for official use only.

- You may not read or possess county documents unless the document is intended for you.

Bedding items are to remain in the housing unit with the incarcerated person to which they were assigned.

- You may not exchange bedding with other incarcerated people.
- You may not remove the mattress cover from your mattress unless so directed by staff. Bedding is to remain on your bunk and is not to be used in any other way such as seat cushions or clothing.

You are allowed to possess only the type and quantity of items authorized Sheriff. Anything else is contraband and will be confiscated.

- Contraband includes, but is not limited to:
 - Any item altered from its original state or design;
 - Jewelry (including jail made items), unless not removable;
 - Any item used to conceal the light fixtures, vents, windows, faucets, etc;
 - Money;
 - Intoxicating liquor of any kind (e.g., pruno);
 - Make-shift weapons of any type.

You have the right to refuse to take medication given to you but if you accept the medication, you must take it immediately, unless you have been provided a supply of medication for personal use by the medical staff.

You are not allowed to give or receive a tattoo.

Sinks and toilets are to be used for their intended purposes only.

While at a hospital, you are not to go to the rest room, use a phone, go to the snack bar or cafeteria, unless authorized to do so by the escorting officer.

Do not communicate with visitors or other civilians, except through normal visiting procedures.

**KERN COUNTY SHERIFF'S DEPARTMENT
DETENTION BUREAU
INCARCERATED PERSON ORIENTATION BOOKLET**

Upon release, all county-issued property is to be returned to staff.

You are expected to get along with other incarcerated people and to avoid fights or arguments.

Horseplay, mock fighting, and martial arts instruction are not allowed.

You may not alter any item that would cause a safety or health hazard to staff or other incarcerated people. You may not possess or make items capable of being used as a weapon, or to defeat any security device or restraint.

You must avoid placing yourselves in situations or behaving in a way that will encourage sexual activity. You are not to solicit or engage in sexual activity with other incarcerated people.

You will not tamper with any electrical or mechanical device, including, but not limited to television sets, phones, communication boxes, electrical or mechanical locks or lights.

You may not engage in any activity which might endanger the safety of staff or incarcerated people, jeopardize security, or interfere with efficient operation of the facility.

- **In addition to all other rules, incarcerated person workers must obey the following rules.**
 - Report to work immediately when called by staff;
 - Do not talk to incarcerated people when serving chow;
 - Do not take food or drink unless authorized by staff;
 - Do not leave work assignments unless authorized to do so by staff.

You will not lie to any staff member.

You will not engage in any activity which would associate you with any gang. This includes:

- Improper wearing of any clothing item, i.e., headbands, pants lowered to expose underwear or buttocks, feet not fully in shoes, etc.
- Hand signaling or sign language associated with gang activity.
- Any writing, marking, or drawing of any gang member, with the exception of a response to a staff member's inquiry.

**KERN COUNTY SHERIFF'S DEPARTMENT
DETENTION BUREAU
INCARCERATED PERSON ORIENTATION BOOKLET**

- Any modification of county-issued property to resemble or identify the incarcerated person as gang affiliated.
- Any verbal comment intended to identify an incarcerated person as a gang member, with the exception of a response to a staff member's inquiry.

You will return all County owned property when you are released from custody.

You will get along with other incarcerated people.

- Fighting is not allowed. This includes horseplay, mock fighting, and martial arts instruction.

You will respect the ownership of other incarcerated person's property.

- Theft of another incarcerated person's property will not be tolerated.

You are not allowed to alter any item so as to cause a safety, or health, hazard to staff or other incarcerated people. You are not allowed to possess, or make, items capable of being used as a weapon or items that can defeat security devices.

You must avoid deliberately placing yourself in a situation, or behaving in a way, that will encourage sexual activity.

- Incarcerated people are not to solicit, or engage in, sexual activity with other incarcerated people.
- Entering an occupied shower is not allowed.

You are not to start fires of any type.

Fires of any type are not allowed within the facility.

You will not tamper with any electrical or mechanical device, including, but not limited to:

- Television sets
- Telephones
- Communication Boxes
- Electrical or mechanical locks or lights

You are not to engage in any activity which might endanger staff or other incarcerated people, jeopardize security, or interfere with the smooth operation of the facility.

You are to abide by laws, regulations, and ordinances. The commission of any felony, misdemeanor, public offense, or violation of a county or city ordinance could result in criminal prosecution.

**KERN COUNTY SHERIFF'S DEPARTMENT
DETENTION BUREAU
INCARCERATED PERSON ORIENTATION BOOKLET**

If you are released on Work Release, Work Alternative, County Parole, Electronic Monitoring, or any other type of release from custody program, you will abide by the rules of these programs.

You will not damage or steal jail property.

Failure to follow any rule of the Kern County Sheriff's Department while in custody may result in the administration of disciplinary action. Unsentenced incarcerated people may have their disciplinary file forwarded to the sentencing court with a recommendation for a reduction of good time credits. A copy of the disciplinary file may also be forwarded to a State Prison, or any county or city jail, upon the incarcerated person's release from the Kern County jail system.

EMERGENCY EVACUATION PROCEDURES

- Under no circumstances are incarcerated people to attempt to recover personal property. Any delay in evacuation procedures may result in needless injury.
- You must do exactly as instructed by staff. Armed officers will take appropriate action in the event of disorderly conduct.

SAFETY GUIDELINES

- You must keep all parts of your body away from the cell doors when the doors are in operation.
- You are not to keep any cleaning supplies or materials inside the housing unit unless authorized by staff.

MEDICAL PROCEDURES

- **Sick Call**
 - Ask the Housing Officer or the Nurse for a Sick Call Request.
 - Fill it out completely.
 - Return it to the Housing Officer, who will pass it onto the Medical Staff, and they will place you on sick call. You may also give the sick call request to the Nurse during medication pass.
- **Appointment with a private doctor**
 - Your family or friends must contact the private Doctor's office and make financial arrangements with the Doctor.

**KERN COUNTY SHERIFF'S DEPARTMENT
DETENTION BUREAU
INCARCERATED PERSON ORIENTATION BOOKLET**

- The Doctor's office may contact the Facility Medical Staff secretary between 8:00 a.m. and 3:00 p.m., Monday through Friday, to arrange an appointment.
- The family of the incarcerated person will not be told the time or date of the appointment. If the family does come to the Doctor's office while the incarcerated person is present, the Transporting Officer will cancel the appointment and return the incarcerated person to the facility.

COMPLAINTS

- You have the right to file a complaint about any condition of your confinement. Your complaint should be in writing and given to an officer.
- If the housing officer cannot resolve your complaint, you may request a formal complaint form which will be supplied by the officer. Write out your complaint and return it to the officer. The officer will forward the complaint to the Shift Supervisor, who will investigate and write you back. If you are still not satisfied with the action taken you have the right to appeal to the Facility Commander. The appeal must be in writing. You will be notified of the results as soon as possible.

INMATE SERVICES AND PROGRAMS

- **Mail**
 - You are permitted to send and receive an unlimited amount of mail. If you do not have enough money to pay postal charges four letters per week will be paid for by the Inmate Welfare Fund. You will be allowed unlimited postage for legal mail. Mail is sorted and passed out as soon as possible after it is delivered to the jail. Receipts for money orders are passed out with the mail. You will not be permitted to receive photographs, so ask your friends and family not to send them.
 - Packages, with the exception of legal mail, will not be accepted.
- **You will be required to show a staff member your wrist band in order to receive your mail.**
- **Letters, with the exception of Legal Mail, will not be sent without sufficient postage.**
- **Publications**
 - You may receive magazines and newspapers if they are sent directly from the publisher. All others are refused. Literature of an inflammatory nature will not be allowed. You will be allowed to keep only (2) books, one (1) newspaper, and two

**KERN COUNTY SHERIFF'S DEPARTMENT
DETENTION BUREAU
INCARCERATED PERSON ORIENTATION BOOKLET**

(2) magazines in your housing unit. Excessive books, magazines, and newspapers will be removed from the housing area.

- Outgoing legal mail addressed to attorneys or government officials will not be opened by the jail staff. Such mail must be plainly marked "Legal Mail".
- Incoming legal mail from attorneys or government officials will be opened by the jail staff in the presence of the incarcerated person but will not be read.
- All other mail to or from an incarcerated person may be opened and inspected by the jail staff outside the presence of the incarcerated person involved to maintain jail security.
- Excess mail and periodicals creating a fire hazard may be taken and placed into the incarcerated person's property.
- Your mailing address while at the Lerdo Facilities is:

Your full name, as shown on your wrist band
Booking number
17635 Industrial Farm Rd
Bakersfield, CA 93308-9770

Visiting

- Generally, you will be allowed a minimum of one hour of visiting per week. Ask the officer on duty for visiting times. Be sure to advise your visitors of the following rules:
- Visitors under the age of 18 must be accompanied by an adult.
- Visitors are required to show a valid California Driver's License, or California Identification Card, or other recognized pictured identification in order to visit.

Voter Registration and Voting

Incarcerated persons confined to a Detentions Bureau facility may correspond with the election's office in the county of the incarcerated person's permanent residence to register to vote and to apply for an absentee ballot. Incarcerated persons will be allowed to vote by absentee ballot only.

- **Provisions**
 - You will mail voter registration forms and absentee ballots like any other personal mail.

**KERN COUNTY SHERIFF'S DEPARTMENT
DETENTION BUREAU
INCARCERATED PERSON ORIENTATION BOOKLET**

- You will not use any Sheriff's facility as your residence address. If you do not have a current address, then you must use your last residence address.
- The Inmate Welfare Fund provides postage for indigent incarcerated people. If you are an indigent incarcerated person and wish to correspond with an election's office, then you can use the postage provided to you from the Inmate Welfare Fund. You will not be provided with additional postage for this purpose.
- **Voter Registration**
 - If you wish to register to vote you must send a letter to the elections office of your home county requesting an "Affidavit of Registration" form to be mailed to the facility you are housed.
 - Upon receipt of the "Affidavit of Registration" form, you must complete the form and return it to the election's office of your home county.
- **Voting**
 - You must send a letter to the elections office of your home county requesting an absentee ballot. The letter must include your registered address and the location to which you want the absentee ballot sent.
 - Upon receipt of the absentee ballot, you may complete and mail the ballot back to the election's office of your home county.

Zero Tolerance Policy Against Sexual Abuse and Sexual Harassment.

The Kern County Sheriff's Office (KCSO) is committed to zero-tolerance of any form of sexual abuse and sexual harassment. and is committed to enforcing the standards set forth by the Prison Rape Elimination Act (PREA).

If you are the victim of a sexual assault, or you believe that someone else has been the been sexually abused or involved in an inappropriate manner with a staff member, you need to report it.

Physical contact with an incarcerated person by an employee in the performance of lawful duties such as "pat down" searches, escorting, restraining, providing emergency first aid or any other approved contact directly related to assigned duties, does not constitute sexual contact.

Viewing of the breast, buttocks, or genitals of an incarcerated person by staff in the performance of lawful duties such as authorized visual body cavity searches, monitoring of cameras, inadvertent viewing while conducting routine security checks or during a medical examination by a health care professional does not constitute voyeurism.

**KERN COUNTY SHERIFF'S DEPARTMENT
DETENTION BUREAU
INCARCERATED PERSON ORIENTATION BOOKLET**

To report a **jail** sexual assault or abuse, call the Sheriff's free sexual abuse hotline. Follow the prompts, dial #7732 to report an incident to Police.

To request free confidential counseling from a rape crisis center for any old or new sexual abuse in or out of jail dial #7777, leave your name, booking number, and as much information as you can.

Callers who abuse these numbers could be disciplined.

- Other Reporting Options:
 - Tell or write a "kite" to staff;
 - Ask to see mental health;
 - Tell the nurse at medication pass or submit a sick call slip;
 - Tell a teacher or Chaplain;
 - Notify your attorney or family member.