

- A-Control officer will print the list of inmates for transfer, and advise Medical / CMH staff of the transfers with sufficient time to obtain any medical records.
- If any item(s) cannot be located a CJIS incident will be completed and a
- Deck officers will complete a CJIS entry to change the inmate's location.
- Court officer will gather the property listed below:
 - admin file and secured property bag.
 - copy of the report will be placed in the inmate's folder. medical and / or CMH files.
 - approved cell items ie; commissary, hygiene items, correspondence, bible etc.
 - clothing bag and / or any additional red bag.
- Court officer will ensure that all inmate property and files are placed on the transportation bus with the inmates.

Inmates on suicide watch being transferred to Pretrial will make a copy of the watch log and forward the copy to the Admin Senior or Sergeant prior to transporting the inmate to Pretrial with the original watch log.

PROCEDURE C SPECIAL FACILITY TRANSFERS

Security, medical or mental health staff perceiving a need for an inmate to be transferred to another facility will:

- Contact the Shift Supervisor.

The Shift Supervisor will:

- Determine if the inmate is a pre-arraigned inmate.
- Determine if the inmate has been strip / visual body cavity searched.
- If the transfer is for security reasons, determine if a strip / visual body cavity search is authorized.
- Contact the Shift Supervisor of the new facility:
 - Brief the supervisor of the situation, including if the inmate is pre-arraigned and whether they have been strip / visual body cavity searched. If searched indicate if contraband was found.
 - Provide any other relevant or unique information regarding the transfer.
 - Determine if the inmate can be transferred routinely on a court bus, with daily transfers or if special transportation is necessary.

- Arrange for the transportation to the new facility, ensuring all property and records are sent with the inmate.

The Staff affecting the housing change or transfer will:

- Upon the Supervisors approval, contact classification for a new housing location.
- Advise the A-Deck Control Officer of the current and new housing location.
- Notify the Medical / CMH staff of the inmate's movement and new housing location in compliance with DBPPM H-1000.
- Complete a CJIS Incident for all disciplinary, medical, or security housing changes. Write a C&I if directed by the shift supervisor.

The Deck Officer will:

- Remove the inmate and all approved property from the cell if housed.
- Arrange for the inmate to be dressed in orange jail clothing, if not subject to a search.
- Release the inmate, property and both station cards to an S&E, court officer or transportation officer.
- Make the CJIS entry to change the housing location.

The S&E / Court Officer will:

Escort the inmate to the new housing location or to the transporting officer in compliance with CRFPPM G-100.

**KERN COUNTY SHERIFF'S DEPARTMENT
Central Receiving Facility
Policies and Procedures Manual**

TITLE: COMPATIBLE ADMINISTRATIVE SEGREGATED INMATES H-400

EFFECTIVE DATE: 10-3-98

REVISED:

APPROVED BY: C.R.F. Division Manager

REVIEWED: 1-15-03

REFERENCE: Title 15, Article 6

POLICY

To provide interaction with other inmates, for those inmates that are administratively segregated because of High Protective Custody status. Some of the inmates may be allowed to interact with inmates of like status as long as it does not interfere with the security of the facility, their safety or safety of other inmates.

DIRECTIVE A.

The following High Protective Custody inmates may be considered to have their one hour daily access to the Day Room and access to the Recreation Yard together. However, these groups will not be mixed with each other.

- Like classifications and like charges.
- Ex-Law Enforcement Officers.
- Confirmed gang drop-outs.
- Racially motivated or interracial crimes (similar race).

The following High Protective Custody inmates will NOT be considered.

- Assaultive to staff or other inmates.
- Security risk.
- Not compatible as established by the Classification Officer.

PROCEDURE A.

When any employee becomes aware of the possibility of two or more inmates that meet the above criteria, that can be allowed in the day room and/or recreation yard together, they will notify the Deck Officer or Recreation Yard Officer.

The Deck Officer or Recreation Yard Officer will:

- Interview all inmates involved for compatibility.
- Fill out Form #C.R.F. H-400 and have all involved inmates sign.
 - If the Deck Officer or Recreation Yard Officer recommends against, state reasons on the back of form C.R.F. H-400.
- Forward form C.R.F. H-400 to Classification for review.

The Classification Officer will:

- Review form CRF H-400 and review all involved inmate's file.
- Fill out the Classification Section of CRF H-400.
 - If classification recommends against, state reasons on the back of Form #CRF H-400.
- Assign Form #CRF H-400 to the Shift Supervisor.

The Shift Supervisor will:

- Review Form #CRF H-400.
- Approve or deny the involved inmates to have their Day Room and/or Recreation Yard together.
- Make copies of Form #CRF H-400 and forward to:
 - Administrative Sergeant
 - Deck Officer
 - Recreation Yard Officer

- Send original to administration for clerks to process.

The Deck Officer or Recreation Yard Officer will:

- Check board every day for any CRF H-400 Forms.
- Allow those involved inmates into the Day Room and/or Recreation Yard together that have been approved on Form #CRF H-400.
- If two or more inmates are allowed in the Day Room (one hour) and/or Recreation Yard together, that is considered their allotted time for that day.
- If there are any problems while they are together.
 - Terminate the Day Room and/or Recreation Yard time.
 - Revert to handling the inmates individually.
 - Notify the Shift Supervisor.
- Seek approval from the Shift Supervisor for a permanent termination of the access together.
- Write a C&I report on the incident including the name of the approving supervisor.
- If approved, remove Form #CRF H-400 from the Deck.
- Notify the Classification Officer and forward a copy of the C&I report to classification.

The Jail Clerk will:

- File a copy of Form #CRF H-400 in each involved inmate's file.
- Send original Form #CRF H-400 form to the Administrative Sergeant for filing.

PROCEDURE B.

If an additional inmate appears suitable to join a group already formed, follow procedure A.

**KERN COUNTY SHERIFF'S DEPARTMENT
CENTRAL RECEIVING FACILITY
WAIVER FOR MIXING OF INMATES IN AD-SEG**

I, the undersigned, understand that by signing this form, I will be allowed to go into the Day Room and/or Recreation Yard with the other inmates listed. By signing this form, I am stating that I am compatible with these inmates and will not hold the Kern County Sheriff's Department liable for any injury resulting from being placed together with these inmates.

LIST INMATES	INMATES SIGN
1. _____	1. _____ DATE: _____
2. _____	2. _____ DATE: _____
3. _____	3. _____ DATE: _____
4. _____	4. _____ DATE: _____
5. _____	5. _____ DATE: _____

DECK OR RECREATION YARD OFFICER

_____ Recommend Against

Officer Sign _____ DATE: _____
(If recommending against, list reason on back)

CLASSIFICATION

_____ Recommend Against

Officer Sign _____ DATE: _____
(If recommending against, list reason back)

SHIFT SUPERVISOR

_____ Recommend Against

Officer Sign _____ DATE: _____