

KERN COUNTY SHERIFF'S DEPARTMENT
Lerdo Maximum-Medium Facility
Policies and Procedures

TITLE: **LAW LIBRARY**

G-300

EFFECTIVE DATE: 7-25-05

REVISED:09-25-19

APPROVED BY: Maximum-Medium Facility Manager

REFERENCE: Title 15, Section 1064; DBPPM G-300; PTPPM F-341

POLICY

With the exception of inmates denied access to the Law Library as a result of a disciplinary proceeding directly related to the use of the Law Library any inmate housed at the Maximum-Medium Facility will have access to the Law Library in accordance with the procedures set forth in Detention Bureau Policy and Procedure Section G-300, Pre-Trial Policy and Procedure Manual Section F-341, and in this section.

Procedure A. Law Library Request

When an Officer Receives a Request for the Law Library, the Officer will:

- Sign, date and time the request in the top left corner;
- Check the request for completeness and the current date;
- Deliver the request to the Admin Clerical Staff.

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Lerdo Maximum-Medium Facility Policies and Procedures

TITLE: LIBRARY SERVICES

G-500

EFFECTIVE DATE: 7-25-05

REVISED:

APPROVED BY: Maximum-Medium Facility Manager

REFERENCE: Title 15, Section 1064

POLICY

All inmates housed at the Maximum-Medium Facility, with the exception of those in disciplinary isolation, on suicide watch, or housed in the safety cell, will be entitled to access recreational reading material. Staff will ensure that inmates are allowed access to such reading material in accordance with the guidelines set forth in this section.

DIRECTIVE #1

Library Pass will be conducted each Sunday between the hours of 0700 and 1900 hours. All inmates housed at the Maximum-Medium Facility, with the exception of those inmates in disciplinary isolation, on suicide watch, or housed in the safety cell, will be allowed no more than two (2) books and two (2) periodicals from the facility library cart.

DIRECTIVE #2

The Utility Officer will be responsible for maintaining an adequate supply of books and periodicals for library pass.

DIRECTIVE #3

Inmate labors shall not assist with the library pass without the direct and immediate supervision of an officer.

Procedure A. Library Pass

The Search and Escort Officer Will:

- Ensure that there are an adequate number of books on the library cart to accomplish library pass;

- Notify the Shift Supervisor of the shortage if there appears to be an insufficient number of books;
- Advise Dorm and Max Tier Officers prior to taking library cart to their location that library pass will be conducted;
- Ensure that the library cart is taken to each housing location in the facility prior to the end of library pass.

The Housing Officer Will:

- Announce Library Pass to their assigned housing unit(s);
- Instruct all inmates to return books they have finished to the library cart ;
- Supervise the inmate's selection of no more than two (2) books and two (2) periodicals from the library cart.

The Shift Supervisor Will:

- Ensure that an adequate number of books are available to accomplish library pass;
- If an inadequate number of books are available, the Shift Supervisor may:
 - Cause a search of housing units to be accomplished to recover excess books;
 - Notify the Utility Officer if an insufficient number of books exist in the facility to effectively accomplish library pass.

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Maximum-Medium Facility Policies and Procedures

TITLE: RELIGIOUS SERVICES

G-600

EFFECTIVE DATE: 02-16-08

REVISED:09-25-19

APPROVED BY: Maximum-Medium Facility Manager

REFERENCE: Title 15, section 1072

POLICY

The Detentions Bureau Chaplain will have regular non-denominational services conducted for inmates housed at Max-Med throughout the week. Services will be held in the multi-purpose room. For those inmates who are not eligible or are not able to attend regular services may request to see the Chaplain Monday through Friday.

DIRECTIVE

Inmates housed in S-1 and S-2 will not go to the multi-purpose room for services. These inmates may request to see the Chaplain Monday through Friday.

Inmates in the infirmary may or may not be able to attend regular religious services. They must be medically cleared in order to attend. If not cleared then these inmates may request to see the Chaplain Monday through Friday

Inmates housed in M-1 or M-2 will generally be allowed to go to services, but in certain instances individual inmates or an entire cell may be prohibited from going by the shift supervisor. Inmates restricted from regular services may request to see the Chaplain Monday through Friday.

Inmates housed in the dorms and on the Max tiers will have services as assigned. Inmates housed in the dorms will have services first then those housed on the Max tiers will follow.

Procedure A. Services for Inmates Housed in Dorms 1-4 and 5-9

The Housing Officer will:

- Announce church services

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Maximum-Medium Facility Policies and Procedures

TITLE: RELIGIOUS SERVICES

G-600

- Let the inmates out of the dorm one at a time and have them line up along the wall

The Shift Supervisor will:

- Arrange to have staff escort the inmates from the dorms to the multi-purpose room and secure the doors
- Ensure that an officer checks the services regularly
- Arrange to have the inmates escorted back to their dorm at the conclusion of the services

Procedure B. Services for Inmates Housed on Max Tiers

The Max Tier Officer will:

- Distribute a sign up sheet and cause it to be moved from cell to cell
- After all the inmates on the tier have had a chance to sign up, collect the sign up sheet and check classifications for compatibility and keep-aways
- Announce church call when advised that the dorm services are over
- Have the inmates step out for services
- Ensure that inmates who are prohibited from being out of their cells do not step out for services

The Shift Supervisor will:

- Arrange to have staff escort the inmates to the multi-purpose room and secure the doors
- Assign an S&E to closely monitor these services
- Arrange to have the inmates escorted back to the appropriate Max tier at the conclusion of services

KERN COUNTY SHERIFF'S OFFICE

Maximum-Medium Facility Policies and Procedures

TITLE: INMATE EXERCISE

G-1100

EFFECTIVE DATE: 7-25-05

REVISED: 10-01-16

APPROVED BY: Maximum-Medium Facility Manager

REFERENCE: Title 15, Section 1065, 1121, DBPPM C-500 & G-1100

POLICY

Maximum-Medium staff will adhere to the provisions of Detention Bureau Policy and Procedure Section G-1100 and the following procedures and directives.

DIRECTIVE #1

The Maximum-Medium Facility Administrative Sergeant or designee will establish a recreation schedule that maximizes the use of the facility recreation yard.

DIRECTIVE #2

Inmates who are administratively segregated will generally be separated on the recreation yard. Administratively segregated inmates of the same classification may be placed on the recreation yard together if they are deemed compatible by Classification. Anytime there is a question regarding whether or not two inmates should be sent to the recreation yard together, the classification deputy or the shift supervisor should be consulted.

Procedure A: Facilitating Recreation Yard

The Recreation Yard Deputy will:

- Adhere to the provision Detention Bureau Policy and Procedure Sections C-500 and G-1100;
- Check the recreation schedule to ensure that inmates entitled to the use of the recreation yard are offered a minimum of three (3) hours a week and a maximum of seven (7) hours a week of recreation yard time.
- Call the housing deputy to request an inmate housing unit for the yard;

- Search the recreation yard for contraband and damage to the recreation yard before and after each use;
- Receive inmates from the search and escort deputy;
- Count and verify the number of inmates with the housing deputy prior to escorting inmates into the recreation yard.
- Maintain the recreation yard log book with the times recreation begins and ends, number of inmates, and the housing unit location;
- Ensure that all inmates going to the yard have footwear;
- Ensure that inmates going to the recreation yard do not have contraband (i.e. food items, writing instruments, bedding items or excess clothing);
- Provide sanitized nail clipper to inmates upon request and ensure the nail clippers are returned
- Issue authorized recreation equipment;
- Closely supervise inmates on the yard and ensure that inmates do not engage in mock fighting, martial arts, or horseplay;

The Search & Escort Deputy(s) will:

- Escort no more than five (5) inmates at a time to and from the recreation yard at the direction of the recreation yard deputy.
- Search all inmates going to and coming from the recreation yard using a hand held metal detector and/or a pat down cursory search

The Housing Deputy(s) will:

- Announce recreation yard to appropriate housing area;
- Count the number of inmates;
- Compare counts with the recreation yard deputy and immediately resolve any discrepancies;

- Log recreation yard including the housing unit, departure and return times and number of inmates in the station log book.

The Shift Supervisor will:

- Review the recreation schedule to ensure all housing areas are offered use of the recreation yard as often as possible based on operations of the facility
- Ensure there is an adequate number of deputies to escort inmates to and from the recreation yard

Procedure B: Returning inmates to housing upon completion of recreation time**The Recreation Yard Deputy will:**

- Announce over the public address system when yard is over and have the inmates turn in the issued equipment;
- Request the assistance of a search and escort deputy when necessary
- Remove the inmates and conduct a pat down search and Metal Detector Search (Hand-Held Wand) in accordance with DBPPM C-500.
- Count and log the number of inmates returning to the housing unit
- Maintain the recreation schedule with the date, time and housing unit completing recreation

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Maximum-Medium Facility Policies and Procedures

TITLE: ACCESS TO INMATE TELEPHONES

G-1200

EFFECTIVE DATE: 02-16-08

REVISED:

APPROVED BY: Maximum-Medium Facility Manager

REFERENCE:

POLICY

Inmates housed in the Maximum Medium Facility will be provided access to telephones to make the necessary phone calls to family, friends and professionals.

Inmates housed in the dorms and Max tiers will generally have phone privileges between 0800 and 2200 hours daily. Inmates housed in S-1, S-2 and the Clinic Cells will be allowed at least one hour of phone use daily. Phone calls may be restricted for inmates being transported out of the facility when requested by the transporting agency for security and safety purposes.

Procedure A. Phone access - Dorms and Max tiers

Inmates will have phone privileges between 0800 and 2200 every day except when:

- Phones are shut off for security purposes
- A phone malfunctions
- A shift supervisor, with cause, orders phones to be shut off
- A housing unit is not clean

Procedure B. Phone access - Single Cell tiers and Clinic Cells

- Administratively segregated inmates and medically segregated inmates will be allowed a minimum of 1-hour of phone use per day

Procedure B. Phone access - Safety Cell and Disciplinary Isolation

- Generally will not have phone privileges, except to legal counsel when possible

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Maximum-Medium Facility Policies and Procedures

TITLE: ACCESS TO INMATE TELEPHONES

G-1200

- May be allowed phone privileges by the Facility Manager or designee

KERN COUNTY SHERIFF'S OFFICE

Lerdo Maximum-Medium Facility

Policies and Procedures

TITLE: HAIR CARE SERVICES

G-1500

EFFECTIVE DATE: 7-25-05

REVISED: 09-26-19

APPROVED BY: Maximum-Medium Facility Manager

REFERENCE: Title 15, Section 1267; Title 15, Div. 9, Art. 9, Sections 979 and 980

POLICY

Inmates housed at the Maximum-Medium Facility will be allowed to receive hair care services once every thirty days, unless there is a specific court order to the contrary.

DIRECTIVE #1

Hair care equipment shall be disinfected before use by a method approved by the State Board of Barbering and Cosmetology to meet the requirements of Title 16, Division 9, Sections 979 and 980, California Code of Regulations.

DIRECTIVE #2

There is no expectation that the facility must use barbers licensed by the State Board of Barbering and Cosmetology. Inmates will have their hair cut by an inmate of the same sex. Whenever practical barbering services will be provided by Minimum Security Facility inmates specifically assigned as barbers.

DIRECTIVE #3

Hair Care Services for inmates housed on the tiers and clinic cells will be provided on Saturday afternoons in the dressout area. At no time will hair care services be provided inside a tier cell.

Haircuts will be offered to the tiers according to the following schedule:

First Saturday of the Month – M1 Tier

Second Saturday – M2 Tier

Third Saturday – S1 Tier

Fourth Saturday – S2 Tier and Clinic Cells

DIRECTIVE #4

Hair Care Services for inmates housed in the dorms will be provided inside the dorms on Saturday afternoons. The dorm officer will verify contents of the hair care kit before issuing it into the dorm, and again when the kit is returned.

DIRECTIVE #5

If hair care implements are worn out, used up or damaged, the staff member discovering the need for repair or replacement will take the item and place it in a paper bag along with a memo to the utility officer. A photocopy of the memo will be placed in the tool cabinet in the barbershop for notification to other staff members. If items are missing, the shift supervisor will determine the risk to security and attempt to recover the missing items.

Procedure A: Hair Care Implements**The Maximum-Medium Facility Utility Officer will:**

- Be responsible for the maintenance and replacement of hair care implements and supplies;
- Store all implements in a clean and covered place;
- Ensure that the following implements and supplies are available:
 - 4 Hair Clipper Kits – Each containing the following:
 - 1 electric hair clipper
 - 1 cape
 - 10 clipper guards
 - 1 tube .05 oz. clipper oil
 - 1 cleaning brush
 - 2 plastic combs
 - 1 extension cord
 - 1 plastic jar of Barbicide

Procedure B: Search and Escort Officer Responsibilities**The Search and Escort Officer will:**

- Search the barbers for contraband and weapons;

- Have the barber set up the equipment in the dressout area;
- Notify the Utility Officer of any supplies needed or if any implements are missing or are in need of repair;
- Escort no more than three general population inmates and no more than one administratively segregated inmate to the dressout area for hair care at one time;
- Keep a haircut log book ensuring that inmates receive only 1 haircut every 30 days;
- Supervise the barber giving haircuts
- Have the barber clean the haircut area

Procedure C: Dorm Officer Responsibilities**The Dorm Officer will:**

Issue a haircut kit inside each dorm as follows:

Saturday	1200-1400	Dorms 1 & 5
Saturday	1600-1800	Dorms 2 & 6
Sunday	1200-1400	Dorms 3 & 7
Sunday	1600-1800	Dorms 4 & 8
Sunday	2000-2200	Dorm 9

- Verify contents of the haircut kit before placing it in the dorm unit
- Supervise inmates using the haircut equipment
- Ensure that inmates clean the haircut equipment before it is returned
- Verify contents of the haircut kit when removed from the unit
- Have inmate clean hair cut area.
- Log use of haircut equipment in the appropriate dorm red book

Procedure D: Max Tier Officer Responsibilities**The Max Tier Officer will:**

- Obtain a list of names desiring a haircut
- Notify the Search and Escort Officer when inmates are ready to be sent for haircuts;
- Allow no more than three max tier general population inmates or one administratively segregated max tier inmate at a time to go for haircuts;
- Search all inmates prior to returning them to their cell;

Procedure E: Disinfecting Hair Cutting Implements

All implements will be disinfected before and after being used on an inmate.
They will be disinfected as follows:

- Non Electrical Instruments:
 - Clean with DMQ
 - Disinfect with Barbicide.

- Electrical Instruments:
 - First remove all foreign matter;
 - Clean with DMQ
 - Disinfect with Barbicide.

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TITLE: COMMISSARY

G-1600

EFFECTIVE DATE: 8-26-05

REVISED:

APPROVED BY: Maximum-Medium Facility Manager

REFERENCE:

POLICY

The Maximum-Medium Facility will provide inmate commissary through Keefe Commissary Services. Keefe will be responsible for the purchase, inventory, storage and distribution of commissary items.

Inmates will be allowed to purchase only those items listed on the Commissary Menu. Any items possessed by an inmate in excess of the limits indicated on the Commissary Menu are considered contraband. Such excess items will be destroyed.

Indigent inmates will be supplied with an indigent kit, which is a bag containing a supply of basic hygiene and correspondence items. Keefe will determine if an inmate is eligible for welfare commissary. Indigent inmates may order indigent kits from the commissary menu.

Indigent inmates are those with \$3.01 or less in their inmate trust fund account.

Disciplinary isolation inmates will not be allowed to purchase commissary, however; they will be given an indigent kit once each week.

SCHEDULE

Keefe will provide a schedule for commissary distribution. Schedules will be distributed and posted in the in the dorms and on the max tiers.

Procedure A. Commissary Request Forms Distribution

The Dorm and Max Tier Officers will:

- Give Commissary Request Forms to the inmates the day before the scheduled distribution of commissary.
- Return the completed Commissary Request Forms to the Clerical Administrative Office Commissary Mail Box by 0530 hours on Monday Morning the day of the scheduled commissary delivery.

Note: On those days when the Monday falls on a holiday Keefe Commissary will provide a holiday commissary schedule.

Procedure B. Commissary Distribution

DIRECTIVE B-1

Commissary pass may be conducted through the open doors of the dorms only when two security staff members are present. Otherwise commissary pass will be conducted through food tray pass-through. At no time will the cell doors be opened during commissary pass on the single cells and max tiers.

The Dorm and Max Tier Officers will:

- Direct the inmates to line up for commissary;
- Ensure that two officers are present during commissary pass in the dorms;
- Remain in the immediate presence of Keefe employees passing commissary;

The Keefe employee will:

- Identify the inmate by the wristband;
- Give the inmate the order, and have the inmate sign for their commissary

Procedure E. Inmate Released Before Receiving Commissary

The releasing officer, when made aware that an inmate is being released from custody prior to receiving his/her commissary, will:

- Inform the inmate that any commissary ordered, but not received; will be credited to their trust fund account later that evening.

- Instruct the inmate to wait until the next day to return to any facility and pick up any money due them. After one year any money not claimed will be charged off

Procedure G. Possession of Excessive Commissary

Any staff member who discovers an inmate in possession of a commissary item that is in excess of the limits indicated on the Commissary Menu will:

- Seize and destroy the item, witnessed by another staff member.
- Initiate an Incident report, detailing the occurrence.
- Initiate disciplinary action against the inmate for possession of contraband.

KERN COUNTY SHERIFF'S OFFICE

Maximum-Medium Facility Policies and Procedures

TITLE: RELEASE OF INMATE PROPERTY AND FUNDS

G-1700

EFFECTIVE DATE: 02-16-08

REVISED:

APPROVED BY: Maximum-Medium Facility Manager

REFERENCE:

POLICY

Inmates may release their money and property to any out of custody person, if the person possesses a government issued picture identification. Clothing and items from an inmate's cell will not be released unless the inmate is being transferred to a state prison as indicated by an entry in CJIS.

Money and Property releases will normally be made between the hours of 0800 and 1900. The Shift Supervisor may authorize a property release after hours if there are extenuating circumstances.

Signatures from inmates (i.e. check endorsements, stored vehicle releases, releases for property held by another agency, etc.) will be obtained via a Release Form attached to the document that requires the inmate's signature.

Directive #1

Money will normally be released only if the inmate has been in custody for less than 72 hours. If the inmate has been in custody longer than 72 hours, the money can be released if a need exists and the Shift Supervisor approves the release.

Directive #2

Partial releases of property will be allowed during the first 72 hours of custody. After the person has been in custody for 72 hours, only a complete property release can be made.

Procedure A. Property or Money Release Process

If a person desires to have an inmate release their property the Administrative Clerk will:

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G-1700

- Confirm the identification of the person via a government issued identification card and make a copy to be attached to the release form
- Determine how long the inmate has been in custody which will decide a complete or partial property release or whether money may be released (see Directive #1 and #2 above)
- Enter the following information on the Release Form:
 - Inmate's name
 - Inmate's booking Number
 - Inmate's housing location
 - A description of what is to be done
 - Name, identification number, and birth date of the recipient
- Send the Release Form and any attached documents to a Search and Escort Officer.

The Search & Escort Officer will:

- Have the inmate sign the Release Form, and any associated documents, if they wish to do so.
- Sign the Release Form as "Witness".
- Deliver the Release Form and any property being released to the Administrative Clerk.

The Administrative Clerk will:

- Ensure the form has been completed correctly, signed by the inmate and the witnessing officer.
- Have the person receiving the property sign the Release Form as receiving the property.

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- The clerk will sign the Release Form on the line below the officer's signature.
- Give all the contents of the property bag to the recipient, as long as it is after the 72 hour period.
- Place the Release Form:
 - In the inmate's property bag if personal property was released.
 - In the inmate's file if the transaction was for something other than a personal property release, such as a document signature or release of funds.