

KERN COUNTY SHERIFF'S DEPARTMENT

Detentions Bureau Policies and Procedures

TITLE:	MENTALLY DISORDERED/DEVELOPMENTALLY DISABLED INMATES	C-250
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EFFECTIVE DATE: 01-27-03

REVISED:

APPROVED BY: Detentions Bureau Assistant Sheriff

REFERENCE: Title 15, Section 1052, 1057

POLICY

This policy is intended to provide guidelines for the identification, evaluation, and segregation of inmates who are suspected of suffering from mental disorders and/or developmental disabilities for the purpose of protecting such inmates from self harm or victimization. Segregation, as used in this section, does not indicate the use of a Safety Cell unless the inmate's actual behavior indicates the need for a Safety Cell as described in the provisions of Section C-100 of this manual.

Any Staff Member who becomes aware of an inmate who appears to be suffering from any type of mental disorder or developmental disability will segregate the inmate from the general inmate population. Staff will refer the inmate to Medical and Mental Health Staff for evaluation as soon as possible. When segregating an inmate under the provisions of this section, Staff will advise the Shift Supervisor and generate a CJIS Incident describing the inmate's behavior that indicated the need for segregation.

The care of inmates with mental disorders or developmental disabilities will be the responsibility of the Mental Health Staff and the Medical Staff. Mental Health will coordinate with Classification to arrange appropriate housing for such inmates.

When any inmate is determined to be developmentally disabled, the Correctional Mental Health Staff will notify Kern Regional Center within 24 hours. When an inmate is determined to be mentally disordered, a physician's opinion will be secured within 24 hours of identification or at the next daily sick call, whichever is earliest. If a physician's opinion is not available, an inmate may be considered mentally disordered for the purposes of this policy if the inmate appears to be a danger to himself/herself or others, or appears gravely disabled. If a physician's opinion cannot be secured within 24 hours, the inmate will be transported to Kern Medical Center for evaluation.

KERN COUNTY SHERIFF'S OFFICE

Detentions Bureau Policies and Procedures

TITLE: RADIATION SAFETY AND PROTECTION PROGRAM C-510

EFFECTIVE:	REVIEWED:	REVISED:	UPDATED:
July 16, 2013	06-15-20	06-15-20	06-15-20

APPROVED BY: Detentions Bureau Chief Deputy James Morrison

REFERENCE: Title 10(10 CFR Part 20) – Code of Federal Regulations, Energy, Standards for Protection against Radiation; Title 21 (21 CFR 1020.40) – Code of Federal Regulations, Chapter 1, Subchapter J (Radiological Health); Title 17 (17 CCR) – California Code of Regulations, Public Health, Chapter 5, Subchapters 4 and 4.5; Canon/RadPRO Securpass Operator and Maintenance Manuals

POLICY

The Kern County Sheriff's Office is dedicated to all components of workplace safety. This policy establishes procedures to safeguard the health of Sheriff's Office employees, volunteers, visitors, and inmates in the vicinity of a body scan device and to ensure compliance with the applicable federal and state regulations.

This policy is intended to provide an effective Radiation Safety and Protection Program which will reduce the risk of exposure related to the operation of x-ray based body scan devices. Each facility with an x-ray based body scan device will ensure that radiation safety procedures and guidelines are followed to ensure the safe operation of the unit(s).

DEFINITION(S):

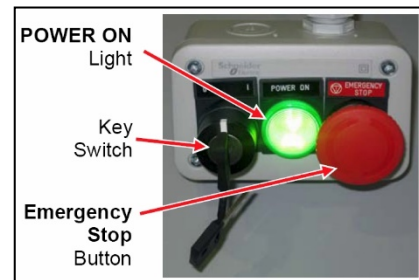
- **Body Scan:** X-ray technology used to produce an image revealing the presence of contraband concealed on or inside of a subject.
- **Body Scan Device:** A stationary system for obtaining full height radiographic images of a person to detect any kind of weapons, explosives, drugs, precious stones and metals either concealed under the clothes, swallowed, or hidden in anatomical cavities of the human body (for example, drugs in capsules) without causing harm to the scanned person. (i.e., Canon RadPRO Securpass System).

- **X-Ray:** Also referred to as x-radiation, is a form of electromagnetic radiation similar to light but of shorter wavelength and capable of penetrating solids and of ionizing gases.
- **Radiation:** Radiation is the process in which energetic particles or waves travel through a medium or space. There are two distinct types of radiation; ionizing and non-ionizing. X-radiation is an ionizing radiation.
- **Radiation Survey:** Measurement of the X-radiation equivalent dose rate at the external surfaces of the body scan device, the personnel work station(s), the boundaries of the working zone, and in adjacent rooms if applicable.
- **Exposure:** A term defining the amount of ionizing radiation that strikes living or inanimate material. The Federal Drug Administration (FDA) definition is found at 21 CFR 1020.40(b)(5).
- **Dose:** The quantity of radiation or energy absorbed.
- **RSO:** Radiation Safety Officer.

Directive #1

The following provisions shall be adhered to by all staff:

- Upon becoming aware of any safety issues related to a body scan device, staff shall immediately press the emergency stop button at the operator's station and report their concerns to their supervisor, who will forward them to the section manager. The section manager will notify the Radiation Safety Officer.



- In the event of any emergency which may affect the body scanner's operation (fire, earthquake, other natural disaster, etc.), staff shall immediately press the emergency stop button at the operator's station of the body scan device to immediately stop the operation of the machine and notify their supervisor.
- Operators of a body scan device shall use it in a responsible manner, in accordance with this policy, and in accordance with the manufacturer's operating instructions.

- The operator's manual for each body scan device shall not be removed from the officer's work station of each unit.
- No employee shall operate a body scan device without first successfully completing proper training.
- During operation of the body scan device, unauthorized persons (other than service personnel) are not allowed within the working zone, approximately two meters (approximately six and a half feet) out from each side of the base of the unit. The working zone shall be clearly marked on the floor around the unit. The device shall be considered operational while the red light on the unit is on.
- **Pregnant inmates** shall not be scanned with a body scan device.
- Each body scan device shall be marked with the following symbols:



Attention! Refer to the operation documents!



Caution! Dangerous voltage.

- Each body scan device officer's work station shall be marked with the following symbol:



Caution X-Ray

- The removal of any parts and the installation of any body scan device components shall be completed by a service engineer of the Virtual Imaging representative company and/or additional service contractors.
- Body scan device operator training consists of the following subject matter:
 - Design of the Scanner: purpose of the basic components, principles of the Scanner operation;

- Radiation and overall Scanner operation safety principles, history of X-ray, nature of X-rays, the X-ray Tube, Penetration and Absorption, Security X-ray Machines, X-ray scanners Features, Prohibited Items, Limitations of X-ray, Operating Procedures, and Health and Safety;
- Control of the Scanner: switching on, testing, data input, scanning and switching off;
- Principles of investigation of digital images: analysis (determination) of objects on the human body, using the mathematical filters, scaling, etc.;
- Malfunction diagnostics;
- Practice and knowledge testing.

Procedure A: Duties of the Radiation Safety Officer

The Lerdo Structural Maintenance Superintendent of the Detentions Bureau Inmate Services Section shall serve as the Sheriff's Office Radiation Safety Officer (RSO).

The Radiation Safety Officer (RSO) will:

- Maintain the Radiation Safety and Protection Program and coordinate the safe operation of x-ray based body scan devices in compliance with applicable State and Federal regulations;
- Ensure that a State RHB 2364 form and a "Caution X-Ray" sign are posted at the officer's station of each body scanner installation and on the entrance doors leading into rooms containing body scanner devices;
- Ensure that a notice prohibiting the scanning of pregnant inmates is posted at the officer's station of each body scanner installation;
- Ensure that a notice of emergency stop procedures is posted at the officer's station of each body scanner installation;
- Ensure that employees have access to the relevant State (Title 17) and Federal (Title 10) regulations regarding radiation. These regulations shall be available for staff review on the Sheriff's SharePoint intranet web site;
- Ensure all new or relocated radiation sourcing equipment operated by the Sheriff's Office within the Detentions Bureau is registered with the Radiologic Health Branch

of the California Department of Public Health (form number RH-2261);

- Ensure all radiation sourcing equipment operated by the Sheriff's Office within the Detentions Bureau is maintained and serviced in compliance with applicable State and Federal requirements;
- Arrange and schedule any needed repair or service for a body scan device upon being advised of any damage or malfunction;
- Retain any survey, service, inspection, and instrument calibration records for the lifetime of each body scan device;
- Ensure that the annual/biennial fee for each Body Scan Device is paid to the Radiologic Health Branch of the California Department of Public Health prior to the anniversary of the effective date of the license;

Note: Title 17 of the California Code of Regulations, Section 30231, requires the annual/ biennial fee payment and mandates that failure to do so requires all usage of the Body Scan Device to immediately cease until such time that the fee and any late fees have been paid.

Procedure B: Duties of Section Managers

In each facility containing an x-ray based body scan device, the Section Manager or their designee, with the assistance and coordination of the Radiation Safety Officer, will:

- Report new x-ray emitting equipment to the RSO prior to its arrival at the facility;
- Report any movement or relocation of any x-ray emitting equipment to the RSO;
- Receive authorization from the RSO prior to allowing staff to operate any new x-ray emitting equipment;
- Notify the RSO upon becoming aware of any maintenance issues related to a body scan device;
- Notify the RSO immediately upon becoming aware of any safety issues related to a body scan device.

Procedure C: Canon RadPRO Securpass Body Scan Device Safety Features

Numerous safety features are built into the body scan device, which help minimize the exposure doses to which the personnel and persons being scanned could be exposed. These features include:

- X-ray generator enclosed in the X-ray protection case;
- System of slit diaphragms in the X-ray protection case, which provides a narrow fan-shaped X-radiation beam;
- X-ray protection shutter shutting off output of the X-radiation from the generator;
- Permanently connected additional X-ray filter;
- High-sensitivity digital X-ray converter;
- Built-in dosimeter for monitoring the stability of the operation of the X-ray generator;
- The **Stop** button (**Emergency Stop**), a red mushroom-shaped button mounted at the operators station, stops X-radiation output from the generator and halts movement of the platform;
- Red signal lanterns (on the device and at the operator's station), when ON indicates the generation of X-radiation and the beginning of platform movement;
- In case of Scanner malfunction, the X-ray protection shutter shuts off X-radiation output from the generator;
- If the X-ray protection shutter fails, high voltage to the X-ray tube shuts off;
- The SECURPASS software tests the Scanner when it is turned ON and during the scanning process. Error messages are displayed on the operator's monitor screen.

Note: When the scanning cycle completes, the X-ray protection shutter shuts off the output of X-radiation from the generator.

Directive C-1: Failure of Safety Features / Vendor Repair

The above safety features are required to be functioning to operate the system. Should any of these features become inoperable, the operator of the body scan device will:

- Shut down the body scan device and;
- Immediately notify his/her supervisor.

The supervisor will:

- Notify the section manager;
- Notify the Radiation Safety Officer, who will contact a contracted vendor to make any repairs as necessary.

Note: Facility staff shall not attempt any repair on a body scan device.

Procedure D: Annual Servicing and Survey of Body Scan Devices

To ensure that Canon/RadPRO Securpass x-ray based body scan devices are operating within manufacturer specifications, the following calibration, maintenance, service, and survey shall be performed annually by a service engineer of the Virtual Imaging representative company and/or additional service contractors:

Calibration:

The service engineer will calibrate the x-ray system instruments to manufacturer guidelines, which shall comply with State and Federal standards.

- Each body scan device shall be calibrated during each annual service and survey and after any other servicing.

The following components shall be calibrated:

- The X-ray digital converter;
- Scanner operation modes.

Inspections and Checks:

- External inspection of the Scanner, removing the dust and contaminants from the movable platform mechanisms and components, adjustment and restoration of the mechanical connections;
- Checking the condition of the system's interconnections, insulation of the main wires and high-voltage cables, and the resistance of the earth circuits;
- Opening the cases, inspecting the printed-circuit boards of the Scanner electronic components, rinsing the contacts of the boards' plugs (with alcohol), assembling and sealing of cases;
- Checking the serviceability of the operator's workstation personal computer;
- Checking the operation of the movable platform mechanisms and beam-limiting device shutter drive;
- Checking the Scanner operation.

Servicing:

- Tuning and testing the network protocols;
- Adjusting the Scanner;
- Controlling the Scanner resolution;
- Controlling the radiation dose rate at the personnel's workplaces;
- Servicing the X-ray generator;
- Servicing the operator's workstation personal computer.

Annual Radiation Survey:

The service engineer will perform a radiation survey that checks to ensure no radiation exposure to operators on each body scan device:

- Upon installation of a new unit;
- At intervals not exceeding one year;
- Upon relocation of an existing unit;

- Immediately following any service that could potentially increase the systems output.

Procedure E: Radiation Doses and Dosimetry Program

Safety of the Persons Scanned:

RadPRO Securpass scanners can be configured to operate at three (3) power settings. Those settings are labeled 'low', 'medium', and 'high'. Each power setting changes the corresponding radiation level of an individual scan between .25 μSv (low), .50 μSv (med), and .75 μSv (high). At each increasing level the resulting image is sharper and has more contrast and definition. By default, each machine is set to '**medium**'. A password is needed to alter this setting.

The number of times per year it is safe to scan any one (1) person is dependent on the power level setting:

- At '**low**' or .25 μSv per scan, it is safe to scan any one (1) person 1000 times per year as based on manufacturer/ vendor provided information.
- At '**medium**' or .50 μSv per scan, it is safe to scan any one (1) person 500 times per year as based on manufacturer/ vendor provided information.
- At '**high**' or .75 μSv per scan, it is safe to scan any one (1) person 333 times per year as based on manufacturer/ vendor provided information.

Directive E-1: Radiation Dose Tracking and Scan Prevention

Upon initiating a body scan of an inmate, the deputy operating the body scan device shall enter the booking number of the inmate into the scanner software when prompted.

- The body scanner software tracks cumulative number of scans and the associated radiation dosage of each inmate by their booking number on an annual basis to ensure that no more than 250 μSv is administered to each inmate per year.
- In the event that a radiation dosage limit of 250 μSv is reached in one year, the system will automatically prevent further scans of that inmate.

When the system indicates the dosage limit has been reached for an inmate, the deputy will send an email to the RSO (Structural Maintenance Superintendent) advising the following information:

- The name of the inmate;

- The booking number of the inmate;
- The housing location of the inmate;
- A brief note indicating that the inmate's annual radiation dosage limit has been reached.

Directive E-2: Scanner Power Settings

Staff operating the scanner shall verify that it is set to **medium** and shall not change this setting without the approval of the RSO.

Safety for the Operator:

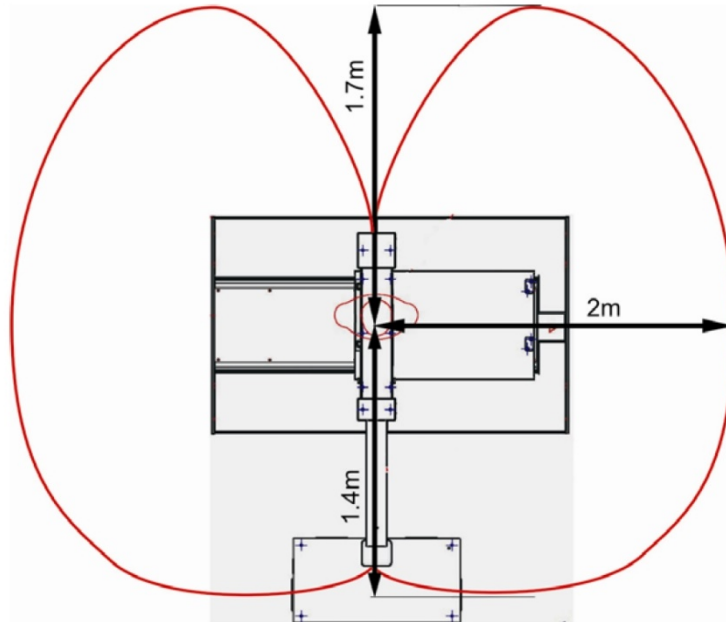
Within an unshielded perimeter of approximately two meters (approximately six and a half feet) from the Scanner, the maximum dose rate of the scattered radiation does not exceed 10 μ Sv per hour.

Safety for Bystanders:

For incidental or occasional bystanders, the level of exposure per day and year is negligibly low. However, based on vendor recommendations, the scanning/working zone, approximately two meters (approximately six and a half feet) out from each side of the base of the scanner, shall be clearly marked on the floor around the unit.

Radiation Leaks:

During scanning, the radiation leak dose rate must not exceed 0.5 μ Sv/h outside the (ion curve) area outlined in red below:



Procedure F: Daily System Check

During each shift, each staff member assigned to operate a body scan device will conduct a system check, as described below, of the device prior to use.

System Check:

The assigned operator of a body scan device for each shift will complete an initial status equipment and safety check prior to operating the device.

Staff completing a status equipment and safety check will:

- Inspect the device for obvious damage;
- Ensure all access panels are securely in place;
- Ensure all accessible (external) cable connections are secure;
- If the system is not already on, turn it on using the key switch (clockwise);
- Verify that the “POWER ON” light is lighted;

- Record the check in the post log book.

If any damage or malfunction is found during a system check, staff will:

- Power the unit off;
- Notify their immediate supervisor who will notify the section manager;

The section manager will:

- Advise the RSO that unit may need service or repair;
- Ensure that unit is not operated until appropriate service or repairs have been completed;
- If it is believed that the damage or malfunction may compromise the safety of any persons in the immediate vicinity of the device, the emergency procedures outlined in **Procedure G** will be followed.

Procedure G: Emergency Procedures

In the event of any emergency which may affect the body scanner’s operation (fire, earthquake, other natural disaster, etc.), or upon becoming aware of any safety issues related to a body scan device, staff shall:

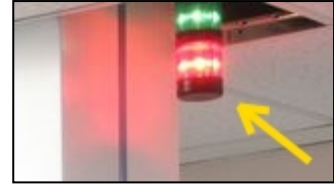
- Immediately press the emergency stop button at the operator’s station of the body scan device;
- Completely power off the generator of the unit using the **key switch**;
- Notify the appropriate personnel accordance with **Procedure F**.



Note: In this context, an inmate fight, riot, or other similar security issue is not considered an emergency for this procedure.

Note: If the control panel is not accessible or functioning, the main power breaker for the system must be shut off and/or the unit should be unplugged immediately.

If a situation occurs in which staff suspect possible exposure to excessive or dangerous levels of radiation while operating the body scan device (i.e., the red light indicating that x-rays are being emitted remains on, or remains on for longer than 7 to 10 seconds for each scan), **the operator will:**



- Immediately notify the shift supervisor.

The shift supervisor will:

- Assess the situation;
- If determined a risk, immediately contact the section manager and the RSO.

If it is suspected that there was a potential exposure to excessive or dangerous levels of radiation, the section manager will:

- Ensure that the use of the body scan device is immediately discontinued.

The RSO will:

- Schedule any needed service and a radiation survey on the identified body scan device;
- If it is deemed safe to do so, ensure that the body scan device is surveyed in the condition it was when it became suspect;
- Only clear the body scan device to return to normal operations if it is determined to be safe to do so by a service engineer of the Virtual Imaging representative company and/or other qualified service contractors:

If it is believed a radiation leak has occurred, the RSO will work with Virtual Imaging and/or their representative company in an attempt to ascertain the approximate exposure (radiation intensity) of the employee(s) involved. The employee(s) will be directed to seek immediate medical attention.

PROCEDURE H: PREGNANT STAFF MEMBERS

In the event that any female staff member, who is routinely assigned to a post in the same room where a body scanner is located, or a post in a room adjacent to a body scanner, becomes aware that they are pregnant, that staff member shall:

- Immediately notify their supervisor at the beginning of their next shift.

The supervisor shall:

- Immediately notify the Section Manager.

The Section Manager shall:

- For the remainder of the pregnancy, make arrangements for the pregnant staff member to be temporarily moved to another work area that is not in the same room or an adjacent room to a body scanner;
- Advise the Radiation Safety Officer (RSO) of the notification and any measures taken to accommodate the pregnant staff member.

KERN COUNTY SHERIFF'S OFFICE

Detentions Bureau Policies and Procedures

TITLE: COURT APPEARANCE REFUSALS **C-600**

EFFECTIVE DATE: 7-30-2013

REVISED: 08-12-13

APPROVED BY: Detentions Bureau Chief Deputy Francis Moore

REFERENCE: DPPM C-300, F-100, F-200

POLICY

The Kern County Sheriff's Office Detentions Bureau has a duty to transport inmates in custody to all scheduled court appointments and hearings. If an inmate refuses to leave his or her cell or housing unit solely for being transported to court, force will not be used to extract the inmate unless directed by a court order.

DIRECTIVE #1

If force is used to remove an inmate for court, the shift supervisor will ensure that the inmate is cleared by medical staff prior to being transported, including a medical check of any restraints.

DIRECTIVE #2

Inmates do not have the right to refuse to attend scheduled court hearings. Refusal to do so is a violation of Bureau Policy I-0100, Serious Rule #1: Inmates must immediately obey all orders from staff. Inmates who refuse to go to court will be referred to the inmate disciplinary process pursuant to Bureau Policy I-0100.

Procedure A - Inmate Refusals

If an inmate refuses to leave his or her cell or housing unit to go to court,

The Housing Deputy will:

- Tell the inmate that he or she does not have the right to refuse to go to court and attendance is mandatory.
- Attempt to gain compliance through verbal persuasion.

- If the inmate continues to refuse after a reasonable effort is made to gain voluntary compliance, notify the facility court officer and shift supervisor of the refusal.

The Shift Supervisor will:

- Speak to the inmate and make a reasonable attempt to gain compliance verbally.

If the shift supervisor is not able to gain voluntary compliance from the inmate, the shift supervisor will:

- Notify the transportation deputy and the classification supervisor of the inmate's refusal.
- Determine if a mental health referral is necessary.

The Classification Supervisor will:

- Notify the court that the inmate is refusing to go to court.
- Notify the court that force will not be used to remove the inmate without a court order.

If the judge determines that the inmate's court appointment can be rescheduled, the classification supervisor will coordinate with the courts to reschedule the court appointment. Classification staff will enter the new appointment in CJIS.

Procedure B – Enforcing the Court Order

If the judge orders that the inmate be removed from their cell and brought to court,

The Classification Supervisor will:

- Obtain either a written order or verification of the order in CJIS court documents.
- Notify the facility shift supervisor and transportation of the order.

The Shift Supervisor will:

- Assemble an extraction team and have the inmate removed from his or her cell for transport to court.

- Ensure that all applicable documentation is completed (CJIS, ILEADS, and Use of Force reporting system).

KERN COUNTY SHERIFF'S DEPARTMENT

Detention Bureau Policies and Procedures

TITLE: **HARDWARE MANAGEMENT**

C-800

EFFECTIVE DATE: 06-30-90

REVISED: 09-30-99

APPROVED BY: Assistant Sheriff Michael LaFave

REFERENCE:

POLICY:

Hard restraints, such as handcuffs, waist chains and leg irons are a costly and necessary part of Detention Bureau equipment. Recognizing that the safety of our staff and the public is directly related to an adequate supply of hardware, bureau personnel will ensure that bureau hardware is managed in a manner that contributes to the overall efficiency and well being of the entire bureau.

No department employee will take, acquire, procure, borrow, or otherwise possess, any article of Detention Bureau hardware for exclusive use of himself, his work station, section or division, without the express written approval of the Detention Bureau Assistant Sheriff.

All broken hardware will be returned to the Lerdo Support Services Division Warehouse Supervisor for repair. No other Division will discard hardware for any reason.

It will be the policy of the Detention Bureau that bureau hardware will be allocated, accounted for, maintained, and procured in accordance with the following procedures.

Procedure A. Hardware Management

The Lerdo Support Services Division Warehouse Supervisor will:

- Act as the Hardware Manager.
- Establish facility allocation levels based on average daily needs and reasonable reserve.

- Distribute hardware as needed to maintain allocated levels.
- Regularly check hardware counts to ensure that an adequate supply of hardware is in circulation.
- Investigate shortages of hardware, specifically when hardware counts fall short of the known allocation level.
- Maintain records as to Bureau-wide counts, route any broken hardware for repair.
- Maintain records of hardware discarded as unrepairable.
- Ensure that adequate reserves are on hand at the Warehouse secure storage.
- Deliver new hardware to the Maintenance Section for marking and painting.
- Designate locations within the Warehouse for the storage of hardware.
- Ensure that all Bureau hardware is stored in the designated areas with the exception of hardware specifically assigned in accordance with this policy.

Procedure B. Hardware Inventory, Facilities

The Administrative Sergeant at each facility will designate an officer to:

- Conduct weekly inventory of all Hardware.
- Count all Detention Bureau hardware in the facility (including special allocations) according to category (handcuffs, leg irons, waist chains).
- Forward the completed iron inventory to the Support Services Division Warehouse Supervisor.

The Court Services Division (Transportation, Municipal, Superior Courts) will:

- Account for hardware allocated to their respective units.
- Return iron in excess of allocated amounts to the Support Services Division Warehouse.

Maintenance staff will:

- Repair, when possible, any broken hardware delivered to them.

DIRECTIVE #1

All Detention Bureau hardware will be distinctively marked as Detention Bureau property.

Procedure C. Marking Hardware**Maintenance Staff will:**

- Receive new hardware from the Hardware Manager.
- Permanently mark each handcuff and leg cuff with the letter "KCJ".
- Return all new hardware to the Hardware Manager.
- Return all repaired hardware to the Hardware Manager.
- Return any hardware, which cannot be repaired to the Hardware Manager.

DIRECTIVE #2

Facilities may loan hardware to the Operations Bureau on an emergency basis only. All non-emergency requests for hardware loans will be directed to the Hardware Manager.

Procedure D. Emergency Hardware Loans**The Facility Shift Supervisor will:**

- Honor requests only from the Department Watch Commander, Division Commanders, Assistant Sheriffs or Sheriff.
- Document the loan of hardware and identify the person making the request.
- Notify the Division Commander of any hardware still outstanding at the end of the shift.
- monitor the status of outstanding hardware.

- Notify the Detention Bureau Assistant Sheriff of any hardware not returned to the facility at the end of the emergency operation.
- If necessary, contact the Hardware Manager for a temporary allocation increase.
- Notify the Hardware Manager of all loans of Bureau hardware.

KERN COUNTY SHERIFF'S OFFICE

Detention Bureau Policies and Procedures

TITLE: VOLUNTARY DELAY OF RELEASE FROM CUSTODY **C-875**

EFFECTIVE DATE: 1-20-15

REVISED:

APPROVED BY: Detention Bureau Chief Deputy Shelly Castaneda

REFERENCE: PC4024(b)(1), DBPPM C-850

POLICY

The Kern County Sheriff's Office offers a voluntary program to inmates eligible for release pursuant to DBPPM C-850 which will allow the inmate to remain in custody for up to 16 additional hours or until normal business hours (0900) the next calendar day, whichever is shorter.

This purpose of this program is to offer the inmate the ability to be released during daytime hours, or to a treatment center or community based home during that organization's normal business hours.

Directive #1

Inmates electing to participate in the delayed release program may revoke their consent at any time and be discharged as soon as possible and practicable. Inmates must notify a deputy to revoke consent, and document their decision with a signature.

Directive #2

If an inmate has posted bail and elects to participate in this program, he/she shall notify the bail agent as soon as possible and practicable of his/her decision to participate.

Inmates participating in this program will be allowed to make a phone call to arrange for transportation, or to notify their bail agent.

PROCEDURE A: Delayed Release Process

In those cases where an inmate who is called for release makes a request to have their release from custody delayed pursuant to 4024(b)(1),

The releasing deputy will:

- Notify the on-duty shift supervisor.

The Shift Supervisor will:

- Complete a Delayed Release Form (Attachment 'A').
- Have the inmate sign and date the 'Consent' section of the form.
- Notify classification of the delayed release.
- Place the signed form in the inmate's release file.
- Enter a FORTL appointment in CJIS using the 'IMMNTAPT' function.
 - If before 0000 (midnight), enter the next calendar day as the date.
 - Enter appointment time of 0900.
 - Comment will be 'Delayed Release'.
- Brief the oncoming supervisor of the pending delayed release.
- Complete a CJIS incident report.

The Classification Deputy will:

- Rehouse the inmate or reassign them to their current housing.

PROCEDURE B: Revocation of Consent

An inmate participating in the delayed release program can revoke their consent to be released as soon as possible and practicable. Upon notification from the inmate that they want to revoke their consent, the housing deputy will notify the Shift Supervisor.

The Shift Supervisor will:

- Retrieve the completed Delayed Release Form from the inmate file.

- Have the inmate sign and date the 'Revocation of Consent' section of the form.
- Notify classification that the inmate will be released.
- Forward the completed Delayed Release form to the Facility Administrative Sergeant.

PROCEDURE C: After the inmate has been released

When tearing down completed release files,

Clerical staff will:

- Forward all delayed release forms to the facility Administrative Sergeant.

The Administrative Sergeant will:

- Scan the form and e-mail a copy to the Compliance Section SST.

The scanned copies will be entered into an electronic archive and maintained by the Compliance Section SST.

KERN COUNTY SHERIFF'S OFFICE

Detention Bureau Policies and Procedures

TITLE : INMATE PROPERTY SEIZED BY LAW ENFORCEMENT **C-1000**

EFFECTIVE DATE: 06-30-90 **REVISED:**01-30-98

APPROVED BY: Detention Bureau Chief Deputy

REFERENCE: (Turner (9th Cir. 1994) 28 F. 3rd 981, 983)

POLICY

After the booking process is completed and an inmate's personal property has been inventoried and stored the arresting or investigating peace officer may examine or seize any of the property as evidence.

If the officer does not have a search warrant, court order, or a consent to search form, signed by the inmate, it will be necessary for the officer to complete a Property Release Form (Form # 580-2210-1155) and present it to the Shift Supervisor. It will not be necessary to have the inmate sign the form or give consent to the seizure of the property.

Procedure A. Search and Seizure from Inmate's Personal Property Bag

The Clerk will:

- ! Instruct the officer to wait in the lobby.
- ! Notify the Shift Supervisor that an officer requests to view or seize inmate property.

The Shift Supervisor, or their Designee, will:

- ! Meet the requesting officer.
- ! Receive the Property Release Form, search warrant, court order or Consent to Search Form from the officer.
- ! Initial and date the document.
- ! Retrieve the personal property bag and give it to the searching officer.

- ! Monitor the search and seizure and obtain a receipt for any items seized.
 - a. This may be written on the back of the document.
- ! Make copies of the Property Release Form, search warrant, court order, or Consent to Search Form, along with the receipt given, and route to the inmate.
- ! Place copies of the Property Release Form, search warrant, court order, or Consent to Search Form, along with the receipt given, in the property bag.
- ! Place the original copies of all documents in the inmate's file.
- ! Re-seal the property bag.
- ! Put the property bag back.

Procedure B. Search and Seizure of Inmate Clothing or Bulk Property

The Clerk will:

- ! Instruct the visiting officer to wait in the lobby.
- ! Notify the Shift Supervisor that an officer request to view or seize inmate property.

The Officer will:

- ! Meet with the officer in the lobby.
- ! Take the officer to the property storage area.
- ! Receive the Property Release Form, search warrant, court order or Consent to Search Form from the officer.
- ! Initial and date the document.

- ! Get the inmate's property card.
- ! Get the inmate's property.
- ! Give the inmate's property to the other officer.
- ! Monitor the search and seizure and obtain a receipt for any items seized.
 - a. This may be written on the back of the document.
- ! List the items seized by the officer on the property card.
- ! Have the officer sign the property card for all items seized.
- ! Put the property card back in the file.
- ! Put the remaining property, if any, back in the Property Storage area.
- ! Escort the officer to the lobby.
- ! Make copies of the Property Release Form, search warrant, court order, or Consent to Search Form, along with the signed property card, and route to the inmate.
- ! Place the original Property Release Form, search warrant, court order, or Consent to Search Form in the inmate's file.

KERN COUNTY SHERIFF'S OFFICE

Detentions Bureau Policies and Procedures

TITLE: CIVIL PROCESS OR SUBPOENA SERVICE ON INMATES BY PRIVATE PROCESS SERVERS **C-1100**

EFFECTIVE DATE: 6-30-90

REVISED: 01-27-03

APPROVED BY: Detentions Bureau Chief Deputy

REFERENCE: P.C. 4013

POLICY

Division Managers will ensure that all civil processes directed to inmates are handled in accordance with California Penal Code, Section 4013.

P.C. 4013 states: A Sheriff or jailer, upon whom a paper in a judicial proceeding, directed to a prisoner in his custody, is served, must forthwith deliver it to the prisoner, with a note thereon of the time of it's service. For a neglect to do so, he is liable to the prisoner for all damages occasioned thereby.

All civil processes directed at inmates will be served by the Shift Supervisor, or designee. Civil process servers do not have the right to serve an inmate personally, unless authorized by the Shift Supervisor.

DIRECTIVE #1

When a civil process is being served by a private person, or Civil Process Server, the process will be delivered in accordance with the Procedure prescribed below.

If the civil process is not directed to the Sheriff, then no court appointment will be made for the court session indicated on the civil process. The inmate will be notified that if he wishes to attend the court session and will still be in custody on the court date, he must apply to the court from which the process originated for a removal order. The court from which the civil process originated will be notified that the inmate is in custody and a removal order will be required for the inmate to be transported to court.

Procedure A: Service of civil process or subpoena by a Civil Process Server or Private person

When a civil process server or private person arrives at any Detention Facility with a civil process to be served on an inmate, the staff member will:

- Notify the Shift Supervisor.

The Shift Supervisor or designee will:

- Contact the process server and find out the name of the inmate to be served.
- Determine if the inmate is at the facility.

If the inmate is away from the facility:

- Tell the Process Server the inmate is away from the facility and the approximate time the inmate will return to the facility, if known.

If the inmate is in the facility:

- Advise the process server that if he/she desires the Sheriff's Office to serve to process, the process must be submitted to the Sheriff's Department Civil Division, 1415 Truxtun Ave., during normal business hours.
- If the process server desires to serve the process themselves, allow the process server access to the inmate for this purpose. The process server does not have to hand the process to the inmate personally. The service is valid if the process is handed to the inmate in view of the process server. The process server will sign the return, not the staff member.
- If the civil process is not directed to the Sheriff, then the Shift Supervisor or his designee will give the inmate a copy of the form **Inmate Notification** (see [Attachment A](#) of this section) with the civil process. The inmate will sign a second copy of the form that will be placed the inmate's file
- If the civil process is directed to the Sheriff and involves a court appearance, then have the clerical staff enter the court date in the computer. If the civil process is not directed to the Sheriff, then have clerical staff forward a copy of the form **Notification of Inmate in Custody** (see [Attachment B](#) of this section) to the court from which the civil process originated. A copy of the letter sent will be placed in the inmate's file.
- Place a copy of the civil process in the inmate's file.

- Log the following in the Shift Supervisor's log book:
 - a. The process server's name.
 - b. The inmate's name.
 - c. To whom the process was directed.
 - d. The date and time of service.
 - e. Any court date listed on the process.

KERN COUNTY SHERIFF'S OFFICE

Detentions Bureau Policies and Procedures

TITLE: SUBPOENA SERVICE ON VISITORS BY DETENTIONS STAFF C-1110

EFFECTIVE DATE: 07-09-03

REVISED:

APPROVED BY: Detentions Bureau Chief Deputy

REFERENCE:

POLICY

The purpose of this policy is to establish procedures by which Detentions Staff will assist the District Attorney's Office in serving subpoenas on persons visiting inmates at Detentions Bureau facilities. While the District Attorney's Office has the primary responsibility for the service of subpoenas in criminal cases, persons who are actively avoiding service often visit Detentions facilities and these visits may present the only opportunity to serve the subpoena on such persons.

DIRECTIVE #1

It is not necessary to complete a CJIS Incident or a Crime and Incident Report on Subpoena Service except in the event of an unusual occurrence or circumstance at the time of service or when otherwise directed by the Shift Supervisor.

Procedure A. Service of Subpoenas on Visitors

When the District Attorney staff has attempted service on an individual who is evading and has determined that service cannot be completed without the assistance of Detentions Staff, the District Attorney staff person assigned to serve the subpoena will:

- Check CJIS to determine at which facility the person to be served visits and identify the inmate being visited;
- Telephone the Shift Supervisor at the respective facility and request assistance in serving the subpoena;
- Provide all information available regarding both the inmate and the visitor to be served, including the past visiting times, identifying information, last day and time for service, and any information relevant to officer safety;

TITLE: SUBPOENA SERVICE ON VISITORS BY DETENTIONS STAFF C-1110

- Fax two copies of the subpoena to the facility clerical office. The Shift Supervisor will provide a current fax number.

Upon receipt of the Subpoena information form the District Attorney Investigator, the Shift Supervisor will:

- Notify the clerical supervisor or the appropriate staff person of the subpoena information;
- If the District Attorney Investigator advises the Shift Supervisor of any information relevant to officer safety, attach an office memorandum to the subpoena detailing the officer safety information;
- Ensure the subpoena is posted so the visiting clerk will have access to the information when the visitor arrives.

The Visiting Clerk will:

- Notify the Shift Supervisor when the visitor is present and advise him/her of any officer safety information attached to the subpoena.

The Shift Supervisor will:

- Assign an officer to respond and serve the subpoena, taking into account any officer safety information provided by the District Attorney's Office.

The Officer assigned to serve the subpoena will:

- Get the subpoena from the office in which it is posted and become familiar with any officer safety information attached to the subpoena;
- Identify the person to be served;
- Serve the person with one copy of the subpoena, by informing him/her they are being served with a criminal subpoena and refer all questions to the Deputy District Attorney listed on the subpoena;
- Complete the return of service by writing the date/time of service, their signature and printed name and badge number on the remaining copy of the subpoena;
- Fax the subpoena with the service information back to the District Attorney's Office. Write, "Attention: Investigation Unit" on the cover sheet of the fax;

TITLE: SUBPOENA SERVICE ON VISITORS BY DETENTIONS STAFF C-1110

- Forward the original of the faxed document to the District Attorney's Office in an Inter-Office mailer.

KERN COUNTY SHERIFF'S OFFICE

Detentions Bureau Policies and Procedures

TITLE: ARREST AUTHORITY – DETENTIONS PERSONNEL **C-1300**

EFFECTIVE DATE: 7-23-97

REVISED: 1-27-12

APPROVED BY: Detentions Bureau Chief Deputy

REFERENCE: Penal Codes 830, 830.1, 836

POLICY

Deputy Sheriffs and Detention Deputies are peace officers that are granted authority to effect arrests in obedience to a warrant or, pursuant to the authority granted to them by the Penal Code, without a warrant.

Detention Deputies are granted authority to effect arrests only in circumstances related to their custodial duties.

DIRECTIVE #1

Deputy Sheriffs and Detention Deputies assigned to the Detentions Bureau may arrest a person whenever any of the following circumstances occur:

- In obedience to a warrant;
- When the Deputy has probable cause to believe that the person to be arrested has committed a public offense in the Deputy's presence;
- When the person arrested has committed a felony, although not in the Deputy's presence;
- When the Deputy has probable cause to believe that the person to be arrested has committed a felony, whether or not a felony, in fact, has been committed.

DIRECTIVE #2

Detention Deputies may arrest a person only while engaged in the performance of the duties of his or her respective employment and for the purpose of carrying out the primary function of employment relating to his or her custodial assignment.

KERN COUNTY SHERIFF'S OFFICE

Detention Bureau Policies and Procedures

TITLE : INVESTIGATION OF CRIMES - ROLES AND RESPONSIBILITIES C-1310

EFFECTIVE DATE: 07-23-97 **REVISED:**

APPROVED BY: Detention Bureau Chief Deputy

REFERENCE:

POLICY

Deputy sheriffs and detention officers shall vigorously pursue criminal investigations whenever there is a reasonable likelihood that the suspect(s) can be identified. All crimes are committed against the People of the State of California; therefore, the lack of cooperation on the part of inmate victims and witnesses shall not influence the conduct of the investigation. Thorough investigations, which include the careful identification and preservation of evidence, can often result in a conviction.

The pursuit of a criminal investigation and conviction does not preclude parallel disciplinary action being taken against an inmate by detention staff.

Roles and Responsibilities

Whenever a felony or misdemeanor crime occurs within the detention facility, grounds or property, the responding officers shall immediately restore order, take control of the crime scene and render assistance to injured persons. Responding officers shall insure the following:

- X Suspect(s), victim(s) and witnesses are segregated.
- X Evidence is properly preserved and collected.
- X When required, Technical Investigations is called to collect evidence, photograph the crime scene or victims.
- X Victims and witnesses are interviewed.
- X Suspects must be read their Miranda Warning prior to custodial interrogation.

- X Necessary reports are completed in accordance with Sheriff's policy and procedure.

Investigations Requiring a Peace Officer Response

The Lerdo patrol deputy or other peace officer, shall be called and serve as the primary investigator under the following circumstances:

- X All inmate deaths.
- X Any felony case involving an assault on detention staff or another inmate where there is great bodily injury.
- X Any felony sexual assault.
- X Misdemeanor/felony arrests of non-inmates when booking is required.
- X Whenever a felony probable cause arrest is required.
- X Any offense that occurs off the Sheriff's detention facility property when an arrest is required.

Detention officers shall serve to assist the responding deputy:

- X In the preservation and collection of evidence.
- X Interview of victims, suspects and witnesses.
- X Complete required crime and incident or supplemental reports of action taken.

Detective personnel should be called whenever warranted by the seriousness of the offense. This type of response is generally required when a felony assault is likely to result in death or extreme injury to the victim. Detective response should be coordinated by the shift supervisor.

KERN COUNTY SHERIFF'S OFFICE

Detention Bureau Policies and Procedures

TITLE :	CRIMINAL COMPLAINT - GENERAL POLICY	C-1320
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EFFECTIVE DATE:	07-23-97	REVISED:
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APPROVED BY:	Detention Bureau Chief Deputy
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REFERENCE:	Section 831.5, 836, 836.5, California Penal Code
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POLICY

The purpose of this procedure is to establish a uniform process for the filing of criminal complaints within the Lerdo detention facilities. This includes criminal complaints resulting from in-custody activity by inmates confined in the Kern County Sheriff's Department detention facilities, or those resulting from criminal activity by citizens on detention facility grounds. The objective of this policy is to ensure that complaints are obtained in compliance with the California Penal Code, specifically sections 831.5, 836 and 836.5.

When an offense is committed by a person already in the custody of the Kern County Sheriff's Department, the additional charges will be added at the time a criminal complaint is filed. This is, in effect, an arrest.

All arrests made by deputy sheriff personnel shall be made in compliance with Penal Code Section 836. All arrests by detention officer personnel shall be made in compliance with Penal Code Section 831.5 and 836.5. Detention officers are defined as "public officers" or "custodial officers" and as such, their powers of arrest are limited to the following circumstances:

- X Make arrests for misdemeanors and felonies within the local detention facility pursuant to a duly issued warrant (PC 831.5).
- X Make arrests of persons without a warrant whenever he has reasonable cause to believe that the person to be arrested has committed a misdemeanor in his presence (PC 836.5).

This policy does not preclude detention officers from being the primary investigating officers in either misdemeanor or felony arrests, however, for warrantless felony arrests, the arresting officer shall be a deputy sheriff.

All arrests/complaints made from the Lerdo Detention Facilities will fall under the jurisdiction of the Shafter Court, with the exception of arrests made by a warrant.

All complaint packages shall include the following:

- X Three copies of the approved report for each defendant.
- X Three copies of each defendant's rap sheet.
- X Three copies of the descriptive sheet (accessed in CLETS).
- X Three copies of the inmate's station card.
- X Other related paperwork as needed (Under the Influence Sheet, etc.).

PROCEDURE A. In-Custody Criminal Activity - Misdemeanor (Committed in the Officer's Presence)

The deputy/detention officer will:

- X When criminal activity is suspected, investigate and write a crime and incident report prior to the end of the shift on which the activity occurred.
- X Notify the shift supervisor of the situation. The shift supervisor shall determine if a hold should be placed on the inmate.
- X If it is determined that a hold shall be placed, a Field Arrest Data form shall be completed, including the Probable Cause Declaration.
- X Complete a 2012b form and attach it to a copy of the crime and incident report. In cases where evidence is sent to the lab and we are awaiting results prior to holding a disciplinary hearing, route the 2012b with the complaint package.
- X If evidence is being sent to the lab for analysis, ensure the paperwork is marked "Lerdo" and the specific facility, so the lab can properly route the results.
- X Classification should be notified, and a new location should be provided for

the inmate, if necessary.

- X **Attach a photocopy of the inmate's station card to the report** and submit the completed report, including all relevant paperwork, to the shift supervisor prior to the end of the shift.

The shift supervisor will:

- X Review, sign and date the report.
- X Ensure that all relevant paperwork, including a **copy of the F.A.D.**, is attached to the report.
- X Submit the crime and incident report as well as a copy of the F.A.D. to the clerical staff so the clerical staff can add a supplemental booking in CJIS reflecting the charges on the report.
- X **When a complaint is to be filed on inmates housed at Lerdo Minimum Facility, the involved inmates shall be transferred to Lerdo Pre-Trial.** For inmates being transferred, a copy of the crime and incident report and the F.A.D. shall accompany the inmate.
- X **In all cases,** the F.A.D. should be routed to Pre-Trial Administration so the Probable Cause Declaration can be signed by a judge.

The clerk will:

- X If an F.A.D. is done, enter the charges on the F.A.D. for each involved inmate in CJIS under "IMMNTSUP" or "Inmate Maintain Supplemental."
- X Make one copy of all reports for the report log.
- X Make one copy of all reports for the inmate's file.
- X Submit the original crime and incident report with all attachments to the administrative sergeant or designee.

The administrative sergeant or designee will:

- X Ensure that three copies of the crime and incident report are made.
- X Ensure that three copies of the station card are made and attached to the crime and incident report.

- X Ensure that a rap sheet and a descriptive sheet are obtained through CLETS for each defendant. Three copies of the rap sheet/descriptive sheet should be attached to each of the three copies of the crime and incident report.

- X Enter the complaint request into CJIS under "CMPRQMNT" or "Complaint Request Maintain."

- X Enter the complaint request on the complaint log.

- X Check in CJIS to see if the involved inmate is on felony probation; if so, notify the probation officer of the current charges. The crime and incident report may be faxed to the probation officer if requested.

- X Ensure that the complaint package is transported to the Shafter District Attorney on the date the complaint is requested.

PROCEDURE B. In-Custody Criminal Activity - Misdemeanor (Not Committed in the Officer's Presence)

In accordance with PC 836 and PC 836.5, a peace officer or public officer may arrest a person *without a warrant* whenever he has reasonable cause to believe that the person to be arrested has committed a misdemeanor *in his presence*. (See PC 836 for exceptions.) Therefore, when a person is suspected of committing a misdemeanor *not in the officer's presence*, the following procedure should be followed:

The deputy/detention officer will:

- X When criminal activity is suspected, investigate and write a crime and incident report prior to the end of the shift on which the activity occurred.

- X Complete a 2012b form and attach it to a copy of the crime and incident report. In cases where evidence was sent to the lab and we are awaiting results prior to holding a disciplinary hearing, route the 2012b with the complaint package.

- X If evidence is sent to the lab for analysis, ensure the paperwork is marked "Lerdo" and the facility at which the incident occurred.
- X Submit the completed report to the shift supervisor prior to the end of the shift, **including a copy of the inmate's station card.**
- X Classification should be notified and a new location should be provided, if necessary.

The shift supervisor will:

- X Review, sign and date the report.
- X Submit the original report to the **administrative sergeant or designee.**

The administrative sergeant will:

- X Ensure that three copies of the approved report are made for each defendant named in the complaint.
- X Ensure that three copies of the inmate's station card are made and attached to the crime and incident reports.
- X Enter the complaint request in CJIS under "CMPRQMNT" or "Complaint Request Maintain."
- X Enter the complaint request on the complaint log.
- X If the involved inmate is on felony probation, notify the probation officer.
- X Ensure the complaint package is transported to the Shafter District Attorney on the date the complaint is requested.
- X Monitor the complaint request log. If a warrant is issued on the charges, ensure that the warrant is added to the inmate.

PROCEDURE C. In-custody Criminal Activity (Felony)

All procedures outlined in Procedure A "In-Custody Criminal Activity (Misdemeanor)"

should be followed with the following exceptions:

If the reporting officer is a detention officer, the officer will:

- X Whenever felony criminal activity is suspected, the officer will complete the top portion only of the F.A.D., excluding the Probable Cause Declaration.
- X The officer will notify the shift supervisor of the activity.

If the investigating officer is a deputy, the deputy will:

- X Complete the entire F.A.D., including the Probable Cause Declaration.
- X Notify the shift supervisor of the activity.

The shift supervisor will:

- X Contact the Lerdo Paul Unit or an available deputy to review the reports and complete the Probable Cause Declaration on the F.A.D.
- X Ensure that a copy of the F.A.D. is included with the original report submitted to clerical staff so that the deputy may be listed as the arresting officer on felony arrests.

The Lerdo Paul Unit will:

- X Respond to the location requested by the shift supervisor.
- X Review crime and incident report documenting the suspected criminal activity, and when necessary, contact the reporting officer for further details of the incident.
- X After reviewing the crime and incident report, complete the Probable Cause Declaration on the F.A.D., including the date of arrest and signature, and route the F.A.D. to Pre-Trial Administration.

The clerk will:

- X List the deputy who completed the Probable Cause Declaration on the F.A.D. as the arresting officer when a supplemental booking is needed in CJIS.

PROCEDURE D. In-Custody Escape Complaints

In situations where an inmate escapes and is re-captured prior to the completion of the original crime and incident report, the following procedure will be followed:

- X Determine if the inmate was in custody on misdemeanor or felony charges.
- X If the inmate was in custody on misdemeanor charges, follow the procedure outlined in **Procedure A "In-Custody Criminal Activity (Misdemeanor)"**.
- X If the inmate was in custody on felony charges, follow the procedure outlined in **Procedure C "In-Custody Criminal Activity (Felony)"**.

The shift supervisor will:

- X Ensure that a print-out of the inmate's current booking record, including all bookings, is obtained and attached to the crime and incident report to be forwarded to the clerical staff.

PROCEDURE E. Out of Custody Escape Complaints

In situations where an inmate escapes and is not re-captured prior to the completion of the crime and incident report, the procedures outlined in Procedure C "In-Custody Criminal Activity (Felony)" shall be followed. This procedure shall be followed for all out of custody escapes, whether felony or misdemeanor, with the following exceptions/additions:

The deputy will:

- X Complete the Probable Cause Declaration on both misdemeanor and felony escapes. The Probable Cause Declaration will be posted in Pre-Trial receiving. In the event that the escapee is arrested prior to the complaint going to warrant, the arresting officer will review the Probable Cause Declaration and be listed as the arresting officer on the F.A.D. At the time the person is arrested on the escape, the F.A.D. will be routed to Pre-Trial

Administration to be signed by a judge.

The shift supervisor will:

- X Ensure that the inmate's station cards and laundry card are attached to the original report.

The clerk will:

- X Notify classification of the escape so the inmate can be reclassified and released in CJIS.

The administrative sergeant will:

- X Ensure that three copies of the inmate's current booking information are attached to the original report.

PROCEDURE F. All Felony/Misdemeanor Arrests of Citizens

All arrests of citizens on facility grounds by deputy sheriff personnel shall be made in accordance with Penal Code Section 836. All arrests of citizens on facility grounds by detention officer personnel shall be made in accordance with Penal Code Section 831.5 and 836.5, specifically:

- X Detention officers may make arrests for misdemeanors and felonies within local detention facilities pursuant to a duly issued warrant.
- X Detention officers may arrest a person without a warrant whenever there is reasonable cause to believe the person to be arrested has committed a misdemeanor in his presence.
- X In any cases in which a person is arrested for an open misdemeanor charge, and the person does not demand to be taken before a magistrate, the detention officer making the arrest shall prepare a written notice to appear and release the person on a promise to appear (PC 836.5(c)).
- X In any case in which a person is to be arrested for the commission of a misdemeanor is **going to be booked on the charge**, the arresting officer shall be a deputy sheriff.

PROCEDURE G. Record Keeping (Criminal Complaint Log)

The administrative sergeant or designee will:

- X Complete the necessary entries in the complaint log when complaints are submitted to the Shafter District Attorney, including:
 - The crime case number.
 - The inmate's name and booking number, and the charges.
 - The arresting officer.
 - The date submitted to the D.A.
 - The disposition (filed/declined) when returned from the D.A.
 - The date the disposition is received.
 - Date lab work sent and returned (if any was sent).
 - Monitor the log to ensure that warrants are added on complaints sent to D.A. without being booked at the time of the complaint.

- The person demands to be taken before a magistrate or refuses to sign the promise to appear, in which case the person will be kept in custody until he/she signs the promise to appear or is taken before a magistrate.

KERN COUNTY SHERIFF'S OFFICE

Detentions Bureau Policies and Procedures

TITLE: INMATES WITH BODY ADORNMENTS OR JEWELRY **C-1700**

EFFECTIVE DATE: 03-16-04

REVISED:

APPROVED BY: Detentions Bureau Chief Deputy

REFERENCE:

POLICY

Body adornments and jewelry represent potential security hazards in Kern County jails both as a means to defeat security devices and as parts of makeshift weapons. Because of these hazards, inmates are prohibited from wearing or possessing body adornments or jewelry except as provided for in Procedure A.

If an inmate requests staff to assist in removing the adornment, staff may do so as long as due caution is exercised to prevent injuring the inmate. If a spreader or other implement is used, it will be sanitized with CaviCide solution prior to use.

DIRECTIVE #1

Force will not be used to remove a body adornment from an uncooperative inmate.

DIRECTIVE #2

If a body adornment is located in a place that would require the inmate to expose his or her buttocks, genitalia, or a female's breast, in order to remove the adornment, the inmate will be given the opportunity to remove the adornment in a place that provides for the privacy of the inmate.

DEFINITION(S):

Body Adornment: For the purposes of this policy, a body adornment is any decorative item worn on or attached to the body. Examples include, but are not limited to: rings, necklaces, earrings, body piercings, and hair extensions.

Procedure A. Confiscation of Inmate Body Adornments

Whenever a staff member becomes aware that an inmate is wearing or possesses a

body adornment, staff will:

- Instruct the inmate to remove the item.
- Inventory the item and place it in the inmate's personal property.
- If the inmate is unable or unwilling to remove the item, staff will notify the shift supervisor.

The shift supervisor will:

- Evaluate the security risk posed by the adornment or jewelry and determine if the hazard warrants administratively segregating the inmate.
- Ensure that an "Information Only" CJIS Incident is completed describing the action taken regarding the body adornment.

KERN COUNTY SHERIFF'S OFFICE

Detentions Bureau Policies and Procedures

TITLE: SEXUALLY VIOLENT PREDATORS **C-2100**

EFFECTIVE DATE: 08-29-07

REVISED:

APPROVED BY: Detentions Bureau Chief Deputy

REFERENCE: P.C. 4002(b), Jones v. Blanas (2004, 9th Circuit.), DBPPM K-400

POLICY

The intent of this policy is to establish guidelines for the confinement of Sexually Violent Predators (SVP's) detained in Detentions Bureau facilities. Pursuant to Section 4002(b) of the Penal Code, SVP's must be confined in administrative segregation and in such a manner that "does not involve any deprivation of privileges other than what is necessary to protect the inmates and staff."

DEFINITION(S):

Sexually Violent Predator (SVP): An individual who has served his/her sentence for a sexual crime and has been ordered by the court to remain in custody as a civil detainee pending mental health evaluation and treatment.

Administrative Segregation: Administrative segregation shall consist of separate and secure housing, but shall not involve more deprivation of privileges than is necessary to obtain the objective of protecting inmates and staff, as described in Section K-400 of this manual.

Procedure A. Identification of Sexually Violent Predators

Classification deputies will:

- Identify Sexually Violent Predators by reviewing inmates' charges and case files.
- Classify any inmate identified as being a SVP using the CJIS classification code SV (e.g. **SVGPCVPY**)

Any inmate identified by the Classification Unit as a Sexually Violent Predator will be confined in housing units as designated by the Classification Unit.

Procedure B. Administrative Segregation of Sexually Violent Predators

Inmates identified by the Classification Unit as being Sexually Violent Predators will be granted all of the privileges normally granted to an administratively segregated inmate, with the following differences:

- SVP's will be granted access to the dayroom for two hours per day. This time will be in addition to time spent in group therapy in the housing unit.
- SVP's will receive two one-hour visits per week.
- SVP's will be allowed access to an exercise area for a minimum of five hours distributed over each seven-day period.

DIRECTIVE B-1

At the discretion of the division manager, an SVP's added privileges may be suspended if granting such privileges constitutes a danger to staff or inmates. In such cases, the division manager will ensure that:

- Mental health staff is notified.
- The Classification Unit supervisor is notified.
- A CJIS incident is generated detailing which privileges are to be suspended and the reasons they are to be suspended.
- The SVP's privileges are suspended only as long as necessary for the protection of staff and inmates. The privileges will be restored when deemed appropriate by the division manager.
- A CJIS supplemental is generated indicating the restoration of privileges.

DIRECTIVE B-2

In the event a Sexually Violent Predator is placed in Disciplinary Isolation, the additional privileges detailed in this section will be suspended during the SVP's time in Disciplinary Isolation. These privileges will be restored once the SVP is removed from Disciplinary Isolation.

Procedure C. Documentation

In order to ensure that Sexually Violent Predators are being confined in a manner

consistent with the relevant legal standards, officers assigned to housing units in which SVP's are confined will:

- Document the movement and program participation of the SVP using a Sexually Violent Predator Activity Log (see [Attachment A](#)). Items to be documented include:
 - Visitation.
 - Access to the recreation yard.
 - Access to the dayroom.
 - Time spent in group therapy sessions.
 - Movement in and out of the housing unit and the reason for such movements.
 - Refusal by the SVP of any of the privileges listed in Procedure B.

- **Note:** A separate log will be maintained for each SVP in custody.

- In the event that the SVP is moved to another housing location, the movement will be logged in the SVP activity log and the log will be taken to the SVP's new housing location.

- In the event that a SVP is released from custody, the housing officer will forward the logs to the Classification Unit supervisor, who will retain the forms indefinitely.

KERN COUNTY SHERIFF'S OFFICE

Detentions Bureau Policies and Procedures

TITLE: SUSPECTED JUVENILES IN CUSTODY

C-2200

EFFECTIVE DATE: 09-14-10

REVISED:

APPROVED BY: Detentions Bureau Chief Deputy

REFERENCE:

POLICY

Juveniles will not be booked into or housed within any Detentions Bureau facility. The shift supervisor will refuse to book any arrestee whom the shift supervisor reasonably believes to be a juvenile. Any inmate in-custody determined to be a juvenile will be immediately transferred to Juvenile Hall or, in the case of contract inmates, to the custody of the agency for whom the inmate is being housed.

DIRECTIVE #1

An inmate claiming to be a juvenile after having been booked as an adult will not be administratively segregated or transferred based solely on the unsubstantiated claim of juvenile status.

However, this directive does not prevent the administrative segregation or other special housing (e.g., protective custody) of such inmates if otherwise warranted by the circumstances or classification criteria.

Procedure A: Identification and Disposition of Juvenile Arrestees

The arresting officer shall have the primary responsibility of determining if an arrestee is a juvenile. If the arresting officer determines the arrestee is a juvenile, he or she shall transport the arrestee to Juvenile Hall or otherwise lawfully resolve the arrest.

Any staff who, despite the arresting officer's determination, reasonably believes that an arrestee is a juvenile will advise the shift supervisor prior to the arresting officer's departure.

Prior to the arresting officer's departure, the shift supervisor will:

- Review any information readily available (e.g., identification, interview of the

arrestee, identification system, etc.) to determine if the inmate is an adult or a juvenile;

- If there is a compelling reason to believe that the arrestee is a juvenile, refuse the booking;
- If there is not a compelling reason to believe the arrestee is a juvenile, process the arrestee as an adult;
- Generate a CJIS incident indicating the basis for the decision.

Any arrestee booked as an adult will be considered an adult until proven otherwise.

Procedure B: Identification of Juvenile Inmates

Any inmate who claims or is reported to be a juvenile will be given a reasonable opportunity to substantiate the claim. This may be accomplished by:

- Requesting family members or other out-of-custody person to bring documentation that demonstrates juvenile status (e.g., birth certificate, government identification, etc.) to the facility for review by the shift supervisor;
- Presenting any documentation that the inmate has in their possession for review by the shift supervisor;
- Petitioning the court of jurisdiction (via their attorney or, if pro per, themselves) for a judicial determination of their juvenile or adult status.

Any staff who receives a claim that an inmate is a juvenile will advise the shift supervisor. The shift supervisor will review any documentation provided and determine if the inmate is an adult or juvenile.

- The shift supervisor will generate a CJIS incident indicating their determination of the inmate's status. Copies of any documentation used to make the determination will be placed in the inmate's file.

Any staff receiving a court order or other judicial determination that an inmate is a juvenile shall immediately ensure that the juvenile inmate is segregated from adult inmates and advise the shift supervisor

Procedure C: Disposition of Juvenile Inmates

Upon determination (documentary or judicial) that an inmate is a juvenile, the shift supervisor will:

- Ensure that the juvenile is immediately separated from other inmates in such a way that the juvenile cannot hear or see adult inmates;
- Assign a staff member to continuously monitor and be responsible for the safety of the juvenile;
- Advise the on-duty classification deputy of the inmate's juvenile status and direct the classification deputy to process the inmate's release for transfer to Juvenile Hall or, in the case of a contract inmate, to the custody of agency for whom the juvenile is being held;
- Arrange for the juvenile to be transferred to Juvenile Hall or the appropriate contract agency as soon as possible.

KERN COUNTY SHERIFF'S OFFICE

Detentions Bureau Policies and Procedures

TITLE: TRUST / TRUTH ACT COMPLIANCE

C-2300

EFFECTIVE:	REVIEWED:	REVISED:	UPDATED:
February 1, 2019	05-26-2022	05-26-2022	05-26-2022

APPROVED BY: Detentions Bureau Chief Deputy Erik Levig

REFERENCE: CA Government Code, Chapter 17.1, §7282, *et seq.*, Chapter 17.2, § 7283, *et seq.* Chapter 17.25, §7284, *et. seq.*

This policy details procedures to ensure that cooperation with federal immigration authorities by detentions staff complies with California laws related to federal immigration enforcement when conducting the following activities:

- Notifying immigration authorities of inmates' pending release (Procedures A and B), and;
- Transferring inmates to immigration authorities (Procedure C), and;
- Allowing immigration authorities access to inmates for the purposes of conducting an interview (Procedure D).

These functions are permitted only under the circumstances described in California law, including the TRUST Act (Assembly Bill 4), the TRUTH Act (Assembly Bill 2792), and the California Values Act (Senate Bill 54). Sheriff's Office staff will engage in these functions only as detailed in the policy.

DEFINITIONS

When used in this policy:

- Immigration Authorities/Agents means any federal, state, or local officer, employee, or person performing immigration enforcement functions (for example, Immigration Customs and Enforcement (ICE) agents).
- Qualifying Conviction means a conviction for an offense, within the specified timelines, listed in Government Code 7282.5(a). Such convictions must be verified by Sheriff's Office staff prior to notifying immigration authorities about the pending release of that inmate or transferring the inmate to immigration authorities once the inmate is due for release from Sheriff's Office custody.

- **Note:** For purposes of this policy, the Sheriff's Office will only notify and transfer inmates to immigration authorities based on the convictions and circumstances listed in Government Code 7282.5(a). The circumstances listed in Government Code 7282.5(b), which deal with specific offenses for which there has only been a probable cause determination, will not serve as the basis for a notification or transfer to immigration authorities.

Directive #1

The following directives will apply to the activities described in this policy:

- Staff will not provide any notification of an inmate's pending release to immigration authorities except as detailed in this policy.
- **At no time will staff delay the release of an inmate for immigration authorities to take custody of that inmate.** If immigration authorities are not physically present to take custody of the inmate at the time of release, the inmate shall be released without delay, unless one of the following circumstances outlined in Section C-850, Procedure C, of this manual, exists:
 - I.C.E. (or other immigration authority) provides the Sheriff's Office with a judicial warrant or judicial probable cause determination for the individual;
 - The Sheriff has probable cause to believe the individual has committed, or is committing, a criminal violation beyond the charges which they have been released on.
- Inmates will not be denied the right to bail based on a request from immigration authorities to be notified of the inmate's release or a request to interview the inmate.
- The assistance of Sheriff's Office personnel to immigration authorities will be limited to facilitation and participation in the processes outlined in this policy. Additional assistance will not be given unless there is a problematic or combative inmate. The presence of immigration authorities will not be permitted to impede staff from carrying out their assigned duties.
- If an inmate refuses to sign any of the forms related to this policy, the supervisor shall document 'refused to sign' in the appropriate inmate signature box or line. The supervisor will initial and enter their CAD ID next to the "refused to sign" notation.

- Emails and scanned documents related to this policy will be sent for tracking purposes to the Sheriff's Senior Support Specialist (SSSS) at the Central Receiving Facility using the following group email:

sb54compliance@kernsheriff.org

Procedure A: Requests by Immigration Authorities to be Notified of a Pending Release

Requests by immigration authorities to be notified of an inmate's pending release will only be honored if a qualifying conviction (as defined above) has been verified by Sheriff's Office staff and confirmed by a supervisor, as detailed below.

Immigration authorities must submit an Immigration Release Notification Request (Attachment A) while on-site at the Central Receiving Facility (CRF). Electronic submissions and phone requests will not be accepted. Requests will not be accepted at other Sheriff's Office facilities. Supervisors and clerical staff at CRF will process the initial request, review the qualifying charges, and ensure notification to the inmate as described below in this procedure.

Upon receipt of a request from an immigration agent for notification of pending release, facility clerical staff shall:

- Direct the requesting immigration agent to complete the top portion of an Immigration Release Notification Request form (Attachment A), including the qualifying charge(s), the date of the charge/conviction, and conviction status if known;
 - If the requesting immigration agent does not list a qualifying charge, the request shall be accepted pending review of the individual's RAP sheet by Sheriff's staff to locate and verify a qualifying charge.
- Attach the Immigration Release Notification Request form to the inmate's custody file and notify the SSSS;
- If the designated SSSS is present, he/she will be notified of the request and will:
 - Review the inmate's RAP sheet for qualifying convictions, as defined above;

- Indicate if a qualifying conviction has been verified on the Immigration Release Notification Request form, print their name, and initial;
- Notify the shift supervisor.
- If the designated SSSS is not present, the CRF clerical staff receiving the request will complete the review of the inmate's RAP sheet and complete the form as described above.
- Notify the on-duty supervisor.

The supervisor will:

- Review the Immigration Release Notification Request form;
- Confirm the presence or absence of a qualifying conviction, as defined above, against the inmate's RAP sheet;
- Mark the form to indicate whether or not the notification and transfer is authorized, print their name, and initial.
 - The supervisor will **NOT** authorize notification and transfer unless he/she has confirmed a qualifying conviction (as defined above) on the inmate's RAP sheet.

If a qualifying conviction cannot be confirmed, the supervisor will:

- Return the form to clerical staff to be scanned and forwarded electronically to the designated SB54 group email at CRF for archival. The original will be placed in the designated SB54 box. No notification or transfer to immigration authorities will be made.

If the supervisor is able to confirm a qualifying conviction, the supervisor will:

- Return the form to the facility clerical staff, who will make a copy of the Immigration Release Notification Request form with immigration agent's phone number redacted (blacked out) to be given to the inmate;
- Attach the original to the top of the inmate's file;

- Print a copy of the TRUTH Act Notification Form (Attachment B) in the appropriate language and fill out the top portion;
 - **Note:** Unless printing Attachment B in a language other than English, Attachment B will be printed as a double-sided document, with an English version of the form on one side and a Spanish version on the other.
- Give the TRUTH Act Notification Form and the inmate's copy of the Immigration Release Notification Request to the supervisor for delivery to the inmate.

The shift supervisor will:

- Give the inmate the copy of the redacted Immigration Release Notification Request (Attachment A) and;
- Have the inmate complete Section 1 of the TRUTH Act Notification Form (Attachment B), including the:
 - Signature and date, and;
 - Name and address of Attorney of Record or another designee.
 - If the inmate provides an Attorney of Record but does not know the address, the shift supervisor will use available means to search for the record. If an address is located, the supervisor will fill in the address. If the supervisor is unable to locate an address, the supervisor will indicate, "Unable to Locate" (UTL).
- Print and initial their name as indicated on the form;
- Return the TRUTH Act Notification Form to clerical staff.

Facility clerical staff will:

- Verify that Section 1 of the TRUTH Act Notification Form has been completed, scan the document and e-mail an electronic copy to the designated SB 54 group email;
- Attach the original form to the front of the inmate's custody file.

NOTE – The Immigration Notification Request Form and the TRUTH Act Notification Forms will remain attached to the front of inmate's file until teardown upon release.

Procedure B: Notification to Immigration Authorities of a Pending Inmate Release

When an inmate becomes due for release and an Immigration Release Notification Request form is attached to the front of the inmate's file, clerical staff will review the form and determine if a supervisor has authorized notification to immigration authorities.

- If a supervisor has NOT authorized notification, staff will make NO notification to immigration authorities. Clerical staff will return the form to the inmate's file and process the release normally.

If the supervisor HAS authorized notification, clerical staff will:

- Retrieve the following forms from the inmate file:
 - Immigration Notification Request Form (Attachment A) and;
 - TRUTH Act Notification form (Attachment B);
- Verify notification of the inmate has been documented on Section 1 of Attachment B;
 - Document the verification on Attachment A under "Notification of Pending Release by Clerical Staff";
 - If notification was not completed at the time of the initial request, DO NOT make notification to immigration authorities. Clerical staff will note on the form that the inmate notification could not be verified, return the forms to the inmate's file, and process the release normally.
- If inmate notification has been verified on Attachment B, contact immigration authorities and inform them of the pending release;
 - Complete the "Notification of Pending Release by Clerical Staff" section on Attachment A, and;
 - Complete Section 2 (Notification of Pending release) on Attachment B.
- Give the TRUTH Act Notification Form (Attachment B) to the shift supervisor for delivery to the inmate for signature.

The shift supervisor will:

- Have the inmate read and sign Section 2 of the TRUTH Act Notification Form;
- Return the TRUTH Act Notification Form to clerical staff, who will:
 - Scan and email the form to the designated SB 54 group email.
 - Attach the form to the front of the inmate's file.

Notification to Attorney or Designee**If the inmate indicated an Attorney or Designee in Section 1 of the TRUTH Act Notification Form, facility clerical staff will:**

- Complete and sign a TRUTH Act Notification Letter(s) (Attachment 'C'), addressed to the Attorney of Record and/or designee listed in Section 1 of the TRUTH Act Notification Form and make a copy;
 - Clerical staff is herein granted authorization to correspond in the Sheriff's name as required by Sheriff's Office Policy and Procedures, Section J-100, for the sole purpose of completing and signing the TRUTH Act Notification Letter as detailed in this section.
- Scan and e-mail an electronic copy of the TRUTH Act Notification Letter(s) and updated TRUTH Act Notification Form to the designated SB54 group email;
- Mail the TRUTH Act Notification Letter(s) and a copy of the TRUTH Act Notification Form to the listed Attorney of Record and/or Designee;
- Staple the copy of the completed TRUTH Act Notification Letter to the TRUTH Act Notification Form and attach it to the front of the inmate's custody file.

Procedure C: Transfer to Immigration Authorities of Inmates with Qualifying Convictions

If an inmate due for a release has been verified to have a qualifying conviction, immigration agents may enter the secure part of the facility to take custody of the inmate. Such instances shall be reported to the California DOJ as detailed below in Procedure E.

When processing the release of an inmate whose file contains an Immigration Release Notification Request, the supervisor will review the form and determine if transfer to immigration authorities has been authorized in accordance with Procedure A above.

- If a supervisor **did NOT authorize transfer** at the time of the initial request, the supervisor will ensure the inmate is released normally as detailed in Section C-850 of this manual. Immigration authorities will NOT be allowed to enter the secure area of the facility to take custody of the inmate.

If a supervisor HAS authorized transfer of the inmate to immigration authorities AND an immigration agent is present when the inmate is ready for release, the shift supervisor will:

- Review the following forms to ensure proper notifications to the inmate and to their attorney and/or designee (if listed) were documented:
 - TRUTH Act Notification Form (Attachment B, Section 2) and;
 - Immigration Notification Request form (Attachment A) and;
 - Document the verification on Attachment A under “Releasing Supervisor Only.”
- If documentation of the notifications listed above are verified, allow the immigration agent to enter the secure part of the facility to take custody of the inmate;
- On the Immigration Release Notification Request, check the box indicating the inmate was transferred to immigration authorities and indicate which agency took custody of the inmate.
- Complete a JMS incident using code 4055: ICE TRANSFER WITH QUALIFYING CHARGE. If multiple inmates are transferred to immigration authorities simultaneously from one facility, the transfers may be reported on a single incident listing the inmates.
- Send an e-mail to the designated SB 54 group email including the JMS incident number and names of involved inmates **and** scanned copies of the completed Immigration Release Notification Request.

If an immigration agent is not present at the time of release, the supervisor will:

- Ensure the inmate is released normally in accordance with Section C-850 of this manual;
- On the Immigration Release Notification Request, check the box indicating the inmate was released;
- E-Mail a scanned copy of the completed Immigration Release Notification Request to the designated SB 54 group email.

Procedure D: Requests by Immigration Authorities to Interview Inmates

If immigration authorities request to interview an inmate, clerical staff will review the inmate's file to determine if the inmate's consent has been given and documented on a TRUTH Act Interview Request Form (Attachment D).

- If the inmate's consent has been documented as described below, immigration agents may interview the inmate. If the inmate requests the presence of their attorney, the interview will only be allowed if the requested attorney is present.
- If the inmate has already declined to be interviewed, as documented on the TRUTH Act Interview Request Form, the interview will not be allowed.

If there is no TRUTH Act Interview Request Form in the inmate's file, facility clerical staff will:

- Complete the top portion of a TRUTH Act Interview Request Form (Attachment D) in the appropriate language;
 - **Note:** Unless printing Attachment D in a language other than English, Attachment D will be printed as a double-sided document, with an English version of the form on one side and a Spanish version on the other.
- Provide the form to a supervisor to be signed by the inmate.

The shift supervisor will:

- Take the TRUTH Act Interview Request Form to the designated inmate;
- Direct the inmate to read Section 1 of the form and check a response box regarding the request for interview, sign and date at the bottom of Section 1;

- Once the inmate has completed the form, print the supervisor's name, initial, and date at the bottom of the form.
- Return the signed TRUTH Act Interview Request Form to clerical staff.

Facility clerical staff will:

- Make two copies of the form and route one copy to the inmate and one to the requesting immigration authorities;
- Scan and e-mail an electronic copy of the form to the designated SB 54 group email;
- Attach the original form to the front of the inmate's custody file.

NOTE – An inmate's refusal to sign the form shall not be considered consent for interview.

NOTE - If an immigration agent is at a facility to interview an inmate, the agent will be required to check in with the visiting clerk. If the visit occurs, facility clerical staff will log the visit in CJIS and indicate if an attorney was present.

- If an attorney is present for the interview, enter the code: SB54 ICE REQUEST FOR INTERVIEW WITH ATTORNEY.
- If no attorney was present for the interview, enter the code: AT54 ICE REQUEST FOR INTERVIEW WITHOUT ATTORNEY

Procedure E: Tracking and Reporting Data

The Central Receiving Facility (CRF) Sheriff's Senior Support Specialist shall be responsible for entering all required tracking information into the TRUST/TRUTH ACT database.

Upon teardown of release files, all forms related to this policy will be routed to the CRF SSSS.

Procedure F: DOJ Reporting

At the beginning of each year, the CRF SSSS will complete the “Values Act: Transfer Reporting” form (State of California form BCIS SB54-2; see attachment E), providing the transfer information for the previous year. The CRF SSSS will submit the form to the CRF section manager for review and approval.

The CRF section manager will ensure the completed “Values Act: Transfer Reporting” form is submitted to the California Department of Justice (DOJ) on or before January 15 of each year.

Procedure G: Training

The Detentions Bureau Compliance Section will coordinate with the Training Section to ensure this policy is circulated annually as a required Mandatory Read. This circulation should be completed on or before January 15 of each year.