

Plumas County Sheriff's Office Corrections Division Policy & Procedure Manual

**Version 5
04/10/2018**

Our new Plumas County Sheriff's Office Corrections Division Policies & Procedures manual is the product of cooperation between Sergeants, Correctional Officers and Specialty Coordinators. This manual does not supersede any Plumas County Sheriff's Office Manual of Policy & Procedure, rather it defines matters strictly pertaining to the operations of our Correctional Facilities. Each member of the Corrections Division is encouraged to be familiar with both manuals.

The Policy & Procedure Committee used a combination of resources in creating this manual. Source materials included; the Plumas County Sheriff's Policy & Procedure Manual; California Title 15; Corrections Standards Authority (C.S.A.) inspection documents; Standards and Training in Corrections (S.T.C.); California Penal Codes; other Correctional Agencies; and the previous Corrections Manual.

The Plumas County Sheriff's Office Corrections Manual is a living document. Corrections staff are encouraged to submit suggestions for changes to existing policy, as well as development of new policies. Regular updates will occur and yearly reviews have been scheduled.

Many dedicated people were involved in the research and development of this document and the Plumas County Sheriff's Administration would like to express their appreciation.

First, the Plumas County Sheriff's Administration would like to thank the many officers and staff that took the time to participate in this important project. Because of your efforts, this manual reflects the philosophy and operational approach of Plumas County Sheriff's Office in managing and providing vital law

enforcement services to our community.

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I, _____, hereby receipt for one (1) copy of the Plumas County Sheriff's Office Corrections Division Policy & Procedures Manual.

It is understood that this manual is entrusted to me for safekeeping, study, and compliance. I will use my best effort to study, learn, and comply with the instructions contained. The updating, maintenance, and safe storage of this manual are my responsibility.

I understand this manual contains restricted law enforcement data, and that the release of its contents to anyone not having an official need to know may place the operation of this facility in jeopardy, and could adversely affect those who work and are incarcerated here as well.

I will retain this manual in my possession or safekeeping, and will not allow it to be copied or reproduced in any manner. Furthermore, I will immediately report to the Corrections Commander any attempt made by those outside of the facility to borrow, acquire a copy, view, or use this manual.

I affirm my commitment to honor this agreement this _____ day of _____, 20__.

Printed name

Signature

Printed name of Witness

Witness' Signature

Contained in this manual are *policies and procedures* of the Plumas County Sheriff's Office Corrections Division. This manual deals with the specifics of operating our correctional facilities, both administratively and operationally, and it addresses issues relating to how we manage, supervise, and communicate with one another.

Operational policies Section 4 through 8 address issues important to your safety and areas of operation that frequently result in complaints against officers and the corrections facilities. These operational policies are periodically updated. You will be notified when changes are made at briefing or during training sessions. It is your responsibility to understand these policies and follow the procedures set forth in this manual.

Our policies and procedures are written to provide a foundation for the day-to-day operations of our facilities. Their purpose is to standardize the facilities approach and response to recurrent and predictable situations. Policies and procedures are intended to provide you with guidance regarding the performance of your responsibilities as a corrections officer or support staff. They contribute to the overall achievement of the mission by defining performance expectations, ensuring conformity to legal standards, institutionalizing correction's "best practices," and establishing a basis for accountability. It is an important requirement that each of us be familiar with the details of this manual, and readily apply its guidelines in every aspect of what we do in our facilities. How well you study and use what you learn directly affects the safety of our operation.

Begin your education process by paging through the manual. Familiarize yourself with the format; review how subjects are categorized and numbered; look for specific topics, and read the operational policies of the manual. Read each policy and when you come to something you don't understand, find confusing, or simply question, write it down and talk with your supervisor to seek the answers. Repeat this process until you have completed a review of each policy, then move on to the next group. You should become confident in your knowledge of each policy and be able to apply those policies in spirit as well as in practice.

During your reading of the manual, if you find something incorrectly stated, or you have a better idea, we want to know. This is a living document. It was put together with change in mind – the kind of change that brings improvement. Your assistance is needed to make it work, and keep it working as a quality guide.

Use the suggestion form, *Section 01.08*, to make written suggestions. You may print the page, complete the form and then submit the form to your supervisor. No recommendation is too small or unimportant, so please share your ideas.

Mission Statement

The mission of Plumas County Sheriff's Office Corrections Division is to provide professional correctional services within prescribed ethical and constitutional limits. The members of the Corrections Division enforce facility rules and the laws of the State of California in a fair and impartial manner recognizing the statutory, judicial, and constitutional rights of all persons. The Corrections Division recognizes that no facility can operate at its maximum potential without supportive input from the employees of the Plumas County Sheriff's Office.

The following objectives have been established to accomplish the mission, within the budgetary and constraints imposed on the facility:

Protection of Life and Property - To provide reasonable and cost effective service that contributes to the preservation of life, the protection of property, and the safety of the jail and corrections community.

Maintenance of Public Order - To maintain peace and public order in the context of a secure and well regulated correctional environment. To assist during times of natural or manmade disasters.

Deterrence, Detection, and Investigation of Criminal Activity – To reasonably deter crime through assertive supervision of inmates, and the establishment and maintenance of policies, procedures, timetables, and guidelines. To vigorously and effectively investigate crime in the facility and take corrective action that discourages recurrences of unacceptable behavior.

Compliance with Ethical Standards and Professionalism – To encourage and support integrity and adherence to the professional standards of the facility by investigating complaints against staff personnel. To provide for the training needs of all employees and promote a high rate of proficiency in correctional staff of the facility.

Within our corrections facilities, orders will be issued in several forms. As an employee of this department, you are responsible for knowing, understanding, and complying with all lawful orders. Immediate and consistent compliance with orders is essential to accomplishing our mission and protecting human life. Orders will be given in the following forms:

1. General Orders

General orders are published in writing. You are expected to know these rules and follow them both in letter and spirit. No deviations should occur without the expressed personal authority of the Sheriff's Administration. General Orders will be provided and discussed in your training and widely disseminated. You should immediately ask your supervisor if you have any questions about compliance. You also have the duty to immediately report General Order violations to your immediate supervisor or any supervisor on duty.

2. Special Orders

Special orders are always written. They are authorized and signed by the Sheriff, Assistant Sheriff, or Corrections Commander. Special orders provide short-term instructions in matters of critical concern to the Sheriff, Assistant Sheriff or Corrections Commander. Special orders are numbered, each bearing an effective date, expiration date, and the signature of the Sheriff, Assistant Sheriff, Corrections Commander or designee. Special Orders are provided and discussed in training, announced at briefing and published as the need arises. It is your responsibility before starting your daily work

assignment to know what Special Orders are in effect and to comply with the requirements. Any questions about compliance or known violations of a Special Order should be immediately referred to your supervisor.

3. Policies & Procedures

The Corrections Commander or their designee is charged with the responsibility of setting policy and determining the procedures that will be followed to accomplish the mission of the facility and maintain effective control. The correctional policies are written and enforced by the Corrections Sergeants. Procedures may vary from facility to facility depending on the needs, facility layout and available resources. The Sheriff and Corrections Commander provide the *Policies & Procedures* manual as a detailed guide to performance expectations. Each policy is published separately with a statement of the policy and detailed procedures regarding how to carry out the policy. *Policies* are *orders*, and *procedures* are *the instructions for carrying out those orders*. Additionally, there is a *statement of departmental interest*, which explains why this policy and the accompanying procedures are necessary requirements in our correctional facilities.

Not every situation is foreseeable. It is important for officers and other employees to know and understand the policies and procedures that apply in particular situations. Confidence as a corrections officer is built on experience, training, leadership, careful review and practiced compliance with the policies and procedures and other requirements in this manual.

4. Post Orders

Post Orders are written and published for each duty assignment in the facilities. Each duty assignment has a published set of post orders, which detail the responsibilities of that position. When assuming a post, duty position, or assignment for the first time, each correctional officer and employee will read and understand the post orders required for that position. The employee reporting for duty will not assume the duties of the position until post orders are read, and fully understood. During briefing, the corrections officer or employee will be advised by the shift supervisor of any new *post orders* and any *special orders*. Officers not present at briefing will be advised of the updates by the shift supervisor. If there are any questions about the performance of work required at this duty assignment, the corrections officer or employee will notify the supervisor on duty for immediate assistance or clarification. If an employee is incapable of carrying out the responsibilities of a particular post, the employee will ask their supervisor to be immediately relieved of duty.

5. Direct or Verbal Orders

Direct orders are most often issued through the spoken word. These orders may be given at briefing; however, they are most often issued verbally during the course of the shift. Personnel are to acknowledge and carry out verbal orders given by supervisors, the Sergeant, and the Officers In Charge (OIC), without hesitation. Compliance with direct or verbal orders is only required or appropriate when the

order given is *lawful*. To be a lawful order, the instruction must be in harmony or compliance with the *law, special orders, general orders, and policies* established by the Sheriff and Corrections Commander. For example, management and

supervisory personnel are not authorized to order corrections officers to physically abuse inmates or employ excessive or unreasonable force.

Plumas County Sheriff's Department Corrections Division

- I. Perform all duties professionally, while keeping on the alert for threats to human life, facility and community safety.
- II. Do not abandon or leave assigned areas until properly relieved or instructed to by your supervisor.
- III. Obey all lawful orders of supervisors and command staff.
- IV. all violations of orders and established policies of our facilities.
- V. Reasonably protect all inmates within the Plumas County Corrections Facility.
- VI. Do not allow, encourage, or ignore corrections officers that abuse, threaten, or terrorize any inmate or other staff.
- VII. Do not violate the constitutional civil rights of any inmate confined to our facility.
- VIII. Do not have any personal relationships with inmates.
- IX. Do not accept money, favors, or any other gratuity from any inmate or the family member or associate of any inmate confined to the Plumas County Corrections Facility.
- X. Be faithful to the trust and responsibility the Sheriff's Administration and the Public has placed in this profession and you.
- XI. Do not lie, cheat, or steal, and report to your supervisor anyone who does.

We appreciate your time and expertise in this matter, and request that you submit any suggestions and recommendations to your supervisor for review. The suggestions will then be submitted to the Policy & Procedure review committee.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Corrections Division Policies and Procedures, 02.01 Policy and Procedure Management System

POLICY: The Plumas County Sheriff's Office Corrections Division provides all employees with guidance regarding policy and procedures and operations issues through written directives.

DEPARTMENTAL INTEREST:

It is in the interest of the Plumas County Corrections Division to maintain a high degree of efficiency and management control in our facility. This effort is furthered by having a clear understanding of the Policy & Procedures.

DEFINITIONS:

Policy: A written directive that is a broad statement of agency principles. Statements in policy may be characterized by such words as *may* or *should* and usually do not establish fixed rules or set procedures for conduct of a particular activity, but rather provide a framework for development of procedures, rules, and regulations.

Procedure: A written directive that is a guideline for carrying out agency activities. A procedure may be mandatory in tone through the use of *shall* rather than *should*, or *must* rather than *may*. Procedures sometimes allow some latitude and discretion in carrying out an activity.

PROCEDURES:

Responsibility:

The Corrections Commander or designee reviews, signs, and distributes a uniform body of *policies and procedures*, which convey institutional philosophy, goals, and operational principles. The Corrections Commander identifies an agency employee responsible for overseeing the maintenance of these policies and procedures. The responsible individual will maintain:

1. A complete set of all *policies and procedures*;
2. A record of policies deferred for further action;
3. A record of review of each policy to assure compliance with applicable statutes;
4. Documentation of annual reviews of Corrections Division Policies and Procedures, 02.01 Policy & Procedure Management System.

The Corrections Commander or designee may form, at his or her discretion, a committee of personnel to serve in a policy formulation role. Whether done by committee or by an individual, the following functions are performed at least once a year:

1. Review and evaluation of each policy;
2. Consideration of proposals from facility employee for modification of existing policy or for additional policies.

3. Preparation of recommended new policies and procedures, to be forwarded to the Corrections Commander or designee for review and adoption.

Organization:

Policies and procedures are divided into topical sections [See Table of Contents]. These *policies and procedures* are available on the Office computers and in a binder to allow ease in updating and modification.

Distribution and Local Implementation:

The Plumas County Corrections Division *policy and procedures* manuals are mandatory for review by staff at the time of employment and available at any time thereafter. Any new policy will be distributed in advance of its effective date to ensure all employees are able to implement the instructions in a timely manner.

Policy Compliance and Maintenance:

The Corrections Commander is responsible for establishing a system to monitor compliance with *policies and procedures* through regular reviews and inspections. This includes dissemination of new or revised policies and procedures to staff or others concerned with operations. Master copies of these procedures are maintained in the Facility Sergeant's office, available for review by facility employees and authorized representatives of other agencies having legitimate correctional interests in operations.

Departmental Review:

Corrections Staff may review those procedures that are not already available to them in other forms upon request. Subject to any other provisions of law, members of the public may not review *security related policies* and procedures as identified by the Corrections Commander. The Corrections Commander makes the final determinations regarding any request for policies and procedures release that is not of a strict correctional interest and could possibly compromise the safety and security of facility employees and the residents of Plumas County.

Policy Formulation and Revision:

The Policy & Procedure Committee, develops a *policy & procedure* review process. This process observes the distinction between *evaluation of the policy* and *evaluation of compliance* with the policy. Such review will become a method of learning whether certain Corrections Division Policies and Procedures, 02.01 Policy & Procedure Management System elements of the *policy or procedure* are dysfunctional or no longer needed. This evaluation process is performed at least annually. Nothing in this provision should be construed as requiring a delay in initiating necessary and immediate change to a policy. Each new and revised *policy or procedure* bears the name of the Corrections Commander. The review schedules for various policies are staggered to provide for an orderly review process throughout the year.

The Policy & Procedure Committee may incorporate any significant audit findings that have occurred throughout the past year into the revision process. All employees should participate actively in *policy and procedure* development through suggestions to the

Policy & Procedure Committee. During the annual policy review process, policy proposal suggestion forms may be distributed for comment. If this process is used, the Policy & Procedure Committee evaluates the comments and concerns and forwards the proposed changes to the Corrections Commander for authorization.

Distribution List for Policies:

1. Sheriff
2. Undersheriff
3. Corrections Commander
4. Administrative Sergeant
5. P&P Committee Members
6. Shift Sergeants
7. Employees Access on Departmental Computers.

Corrections Division Policies and Procedures, 02.02 Management Philosophy and Goals

POLICY: The Plumas County Sheriff's Office Corrections Division provides reasonable detention services in a safe, secure, and humane environment.

DEPARTMENTAL INTEREST:

It is in the interest of the Plumas County Corrections Division to provide reasonable and necessary security and safety standards, control, supervision, and a humane environment to all inmates while confined to this facility.

Philosophy:

The Plumas County Corrections Division is established in accordance with applicable statutes and regulations. Our facilities are charged with the goal of aiding public safety through the provision of professionally managed corrections services.

The Plumas County Corrections Division, within the constraints of available resources, offer a practical range of correctional options, including incarceration, Alternative Sentencing Programs, and other similar programs, that reasonably serve the needs of the community as well as the individual inmate. Where reasonably possible the Plumas County Corrections Division enhances the offender's ability to return to the community and live in a law-abiding manner. The Plumas County Corrections Division administers its programs in an equitable, least restrictive environment consistent with public safety and good order. The Plumas County Corrections Division operates under the principle that all administrative and management decisions either directly or indirectly affect security, safety, and treatment goals of the facility. In this connection, facility staff often serves as important and productive role models for inmates, conveying mainstream societal values to the inmate population. Throughout the course of a day, opportunities for controlled interaction between staff and inmates provide a means to influence and reinforce appropriate inmate behavior. Employees are expected to interact, where reasonably possible, with inmates in a manner consistent with the objectives of our facilities. (*Section 01.05*) Corrections Division Policies and Procedures, 2.02 Management Philosophy & Goals

Mission Statement:

The mission of Plumas County Sheriff's Office Corrections Division is to provide professional corrections services within prescribed ethical and constitutional limits. The Plumas County Corrections Division Staff enforce facility rules and California State Laws in a fair and impartial manner recognizing the statutory, judicial, and constitutional rights of all persons. The Corrections Division recognizes that no facility can operate at its maximum potential without supportive input from the employees of the Plumas County Sheriff's Office.

The Plumas County Corrections Division Goals:

The Plumas County Corrections Division has as its prime goal the operation of a safe, humane, and cost effective facility that provides a place of confinement, punishment, and an opportunity for reflective thought and positive change.

Specifically, within facility security and budget constraints, The Corrections Division will operate an integrated system of correctional services that reasonably:

1. Protect society by preventing escape from custody through the use of physical, procedural, and managerial safeguards;
2. Maintain an inmate classification plan for housing, work, and other facility assignments;
3. Provide clean, safe, and healthy living conditions for inmates;
4. Provide basic medical, dental, and psychiatric needs of inmates;
5. Provide opportunities for reflective thought, that can lead to positive personal change;
6. Provide work programs for qualified inmates;
7. Provide safeguards that protects inmates from physical and psychological victimization;
8. Provide necessary due process and other legal safeguards;
9. Provide appropriate opportunities for religious practices.

Public Access:

At the election of the Sheriff or designee, this policy may be made available at the request of the public. Policy and procedures in relation to facility safety will only be released by the Sheriff or at his direction to do so.

Corrections Division Policies and Procedures, 02.03 delegation and Authority

POLICY:

The Plumas County Sheriff's Office Corrections Division recruits, trains, and appoints qualified jail administrators as appropriate. The Sheriff has the sole authority to appoint a Corrections Commander who has full responsibility for management and operational control of the Corrections Division, staff, resources, programs and inmates.

DEPARTMENTAL INTEREST:

Our facilities are managed by a Corrections Commander who has absolute control over and is directly responsible for, the safety, security, health, welfare, work, and rehabilitation opportunities of inmates confined in the facilities.

PROCEDURE:

Appointments and Delegation of Authority:

The Sheriff appoints the Corrections Commander. The Corrections Commander has authority to manage the daily affairs of the facility according to the lines of authority delineated in the Plumas County Corrections Division organizational chart. The Sheriff also appoints supervisors for the Plumas County Corrections Facilities.

Except as otherwise provided by statute or regulation, the Sheriff or designee, establishes the qualifications, authority, and responsibility of these supervisory staff positions. The Corrections Commander is accountable and responsible for all staff, inmates, volunteers, contract employees, and others serving the facility. The Corrections Commander oversees all activities and programs. Except as otherwise provided in the Corrections Division policy, the Corrections Commander has broad authority and responsibility in accordance with applicable state and federal laws, Plumas County Corrections Division policy, and judicial decisions to manage, plan, and direct operations of the facilities. Selection of the Corrections Commander involves balanced consideration of formal education and experience in the law enforcement and corrections fields

Corrections Division Policies and Procedures, 02.04 Critical Incident Reporting

POLICY:

The Plumas County Sheriff's Office Corrections Division prepares written reports in order to better manage the department, document events, and support the criminal justice process through effective communications.

DEPARTMENT INTEREST:

It is in the interest of the Plumas County Corrections Division to provide timely verbal and written reports and documentation when a *critical incident* occurs, in order to maintain the management and operational integrity of the facility. This is accomplished to assist management in providing a safe, efficient, and orderly environment for staff and inmates.

PROCEDURE:

All significant incidents taking place within scope of corrections operations, including but not limited to, acts of violence, escape or attempted escape, hostage-taking, death or serious injury, or major institutional disruptions, are reported to the Sheriff, through the Corrections Commander, by the Sergeant/OIC or designated staff member.

Reporting Requirements:

For reporting purposes, incidents are organized into levels of seriousness, as defined below.

Priority I Incidents:

Are reported at once to the Shift Supervisor, Correctional Commander, Undersheriff and Sheriff, or designee, and include, but are not limited to, the following:

1. Death or serious life threatening injury of an inmate, employee, volunteer, or visitor;
2. Extensive property damage resulting from fire, man-made or natural disaster, or inmate actions;
3. Actual, suspected, or attempted hostage taking;
4. Sexual assault;
5. Assaults where a weapon is involved;
6. Riot or use of riot control equipment;
7. Escape or attempted escape;
8. Actual or suspected sabotage, or threatened major property damage or prolonged disruption of operations, such as *arson, power loss, loss of communications* (i.e., telephone, surveillance system, computer, alarm, etc.), or potential *loss of human life*;
9. Inoperative heating/cooling/ventilation plant;
10. Occurrences which the shift supervisor believes may result in an unusual level of public attention;
11. Power outage in excess of one hour, or any time during non-daylight hours;
12. Alleged violent criminal act committed by a person visiting or working in the facility, including acts committed by staff that may result in felony criminal charges;

13. Attempted or actual suicide;
14. Discharge of a firearm by an employee other than in training, department qualification, or sporting event; or
15. Injuries requiring major emergency medical attention.
16. Booking of any department employee, local law enforcement officer or city, county or state official.

A designee of the Corrections Commander formalizes the criteria for reporting such incidents to the Sheriff through the Corrections Commander.

Reporting Requirements for Employing Deadly Force:

See Plumas County Sheriff's Office *Policy & Procedure Chapter 3, Section 302*.

All reports completed by the officers using force, other officers, or witnesses, include the following:

1. A description of the events leading to the use of force or deadly force;
2. Original incident that precipitated the actions of the officer;
3. Accurate description of the incident and reasons for employing force;
4. Description of the weapon or device used and the manner in which it was used;
5. Description of any injuries suffered, and the treatment given or received;
6. List of all participants and witnesses to the incident;
7. Copy of all incident reports compiled as a result of the incident.
8. Submit to on-duty Shift Supervisor.

Again, officers are encouraged to review the Use of force policy before writing reports involving the use of force by officers.

Priority II Incidents

Are reported by phone or in writing within 24 hours and include, but not limited to, the following:

1. Suspected or reported inmate abuse;
2. Use of restraints or physical force by Corrections staff in the performance of their duties, other than *inmate movements*;
3. Self-mutilation;
4. Accusation of sexual abuse/harassment;
5. Possession or suspected possession by inmates of serious contraband;
6. Physical confrontation between staff or inmates resulting in physical injury;
7. Substance abuse, possession of illegal substances, or unauthorized possession by inmates of substances that could cause serious bodily harm;
8. Reported or suspected illness from highly contagious diseases; and
9. Injuries that do not require emergency room care or hospitalization.

Priority III incidents

Include other acts or situations not covered by Priority I and II. Such incidents are reported through established command channels at the discretion of the shift supervisor or Corrections Commanders.

Report Preparation:

Reports are prepared by employees of the Plumas County Corrections Division shall contain the following information:

a. **Who** was involved?

All persons involved are identified by their role, as suspects, victims, witnesses, etc. Obtain names and aliases if one is used.

b. **What** happened?

Exactly what type of offense was committed, and what types of items, weapons, tools, or equipment was apparently used. What was the inmate's motivation? Did the inmate use direct attack, or were his tactics more indirect or crafty.

c. **When** did it occur?

Record the crime discovery time, and the time the crime is likely have occurred. Also indicate the time witnesses and victims are contacted, and arrests made.

d. **Where** did it happen?

Location is to be as exact as possible.

e. **Why** did this incident occur?

Was the apparent motive or purpose of the crime?

f. **How** did it happen?

g. **Follow-up:**

What action was taken to correct the situation? Was medical attention provided?

2. Never use radio codes or numerical designations;

3. Use proper grammar and spelling;

4. Be objective and unbiased, recording information whether positive or negative;

5. Place events in chronological order.

Report Style:

Good reports, even technical reports containing many facts, should be easy to read and understand. Remember, the reports you write today may be seen by a jury tomorrow, and you will be judged by the way you write, what you say, and the way it is stated.

1. Write the *way you talk* in a normal conversation.

2. Write in the past tense.

3. Follow the chronological sequence of events

4. Use a dictionary and a thesaurus, if necessary.

5. Use everyday words and avoid unfamiliar wording.

6. Avoid using jail jargon.

7. Use quotation marks when documenting important statements.

8. Proofread your report and correct errors prior to end of shift.

9. Reports will be reviewed, corrected and approved by the Shift Supervisor.

A good report is always:

Concise Reports are not lengthy or wordy. The resulting document reports the

facts in a clear and concise fashion.

Accurate Spelling and punctuation should be correct.

Factual Reports should only contain factual information. The writer must be fair and objective. *Opinions* should not be stated in reports, unless authority on the subject has been established.

Exact Reports should always be proofread to ensure that they describe the facts accurately in the right order and sequence. Have another officer or supervisor read the report before submission.

Confidentiality of Records:

Jail Records (written and automated) are considered confidential information and require strict guidelines as to their dissemination. Employment with the Plumas County Sheriff's Office does not establish ownership to information collected in the performance of your duties.

Corrections Division Policies and Procedures, 02.05 Communication

POLICY: The Plumas County Corrections Division maintains systems of communication that; maximize the ability of supervisors to communicate with employees, aid staff in effectively conveying rules, regulations, and procedures to inmates, and allow inmates to convey their individual concerns regarding legitimate issues.

DEPARTMENTAL INTEREST:

It is the interest of the Plumas County Corrections Division to provide efficient operational control and security of our facilities aided by appropriate communications between staff and inmates, supervisors and employees, and management and supervisors.

PROCEDURE:

Lines of communication between inmates and employees, as well as supervisors and employees, are vital to the efficient operation of corrections operations. These lines of communication include the use of meetings, written communication, and other techniques. Such communication reduces reliance on established grievance mechanisms.

Policy Changes:

Changes to these *policies & procedures* are communicated in writing to employees prior to the effective date of the change. It is the responsibility of each officer and employee to read, understand, and comply with the information provided. In instances where an employee does not understand, or has questions about a new or revised policy, the employee must seek out answers or clarification from their supervisor immediately. In the case of major policy changes, employees may be required to provide signatures indicating their understanding of the new information, or classes may be scheduled to implement new procedures. New or transferred employees and employees returning from extended leave are informed of changes pertaining to their assigned duties in written *policies & procedures*, or some other format as determined by the Corrections Commander. It is the responsibility of the employee to inquire about any new or revised policy before returning to an active duty assignment.

Staff Visibility:

The Plumas County Corrections Division places a high priority on the visibility of corrections staff. Supervisors are available to communicate with inmates, line staff, and Corrections Commander. The Sergeant or OIC of the facility are available to inmates on an informal periodic basis. In addition to these informal contacts, the Corrections Commander shall make periodic formal rounds of the facility. The Sergeant/OIC attempts to tour each duty station within the facility once each shift. The tour is documented on the Facility Pass-On Log.

Sergeant's Meetings:

To further enhance the communication process, the Corrections Commander conducts periodic staff meetings with Sergeants and acting Sergeants. In these meetings, the Corrections Commander discusses topics of general interest to the group.

Each participant has the opportunity to present a brief verbal report on their area of responsibility and describe any accomplishments or problems occurring since the last meeting. These meetings are conducted as needed.

Verbal Exchanges with Inmates:

Although verbal and written communications is encouraged between officers and inmates, officers are cautioned to always keep communications professional and non-personal. The following applies to all inmate contacts:

1. Do not provide inmates with any officers/staffs personal information such as addresses, names of family, or off-duty activities;
2. Do not accept, exchange, or give inmates items of value or gifts;
3. Do not give inmates special privileges;
4. Do not handle inmate funds other than as a part of your assigned duties;
5. Do not touch an inmate in a non-professional manner or allow an inmate to touch you;
6. Do not carry or give inmates written or verbal communications from other inmates or those outside of the facility, other than official mail;
7. Refer to inmates by their proper name, such as *Mr. Jones*, *Ms. Smith*, etc.
8. Require inmates to refer to you and other officers as *Officer Smith*, *Sergeant Jones* etc.;
9. Do not favor one inmate over another;
10. Do not engage or participate in gossip or petty complaints about other officers;
11. Report serious and legitimate complaints;
12. Do not use inmate *slang*, *cuss words*, or *gutter talk*; and
13. Always maintain a professional demeanor.

Other:

To further aid communication with inmates, facility staff may use bulletin boards, memos, and other typical communication methods. These additional methods may include:

1. Scheduling staff tours during inmates' non-working hours;
2. Visiting work locations where inmates can talk with officers;
3. Allowing inmates to request to speak to a Sergeant, as needed;
4. Making a form available for inmates to request information from staff, (Message Request Form).

In addition to these informal tours and meetings, if an inmate wishes to contact the Corrections Commander, or other staff member, a written note may also be sent directly to the official concerned.

Regarding Inmate request for information:

1. Read all requests thoroughly before forwarding. It may be mis-addressed or require immediate action.
2. Answer the request if valid.
3. Return the request by the end of shift when at all possible.
4. Forward the request to the proper authority.

As an employee of the corrections division, you swear (or affirm) to be a good citizen and be a credit to your community, state, and nation at all times. You will abstain from all questionable behavior, which might bring disrepute to the agency, your family, your community, and your associates. Your lifestyle will be above and beyond reproach and you will constantly strive to set an example of a professional who performs your duties according to the laws of your country, state, and community and policies, procedures, written and verbal orders, and regulations of the Plumas County Sheriff's Office.

A Corrections Officer will:

1. **KEEP** ... The facilities secure so as to safeguard my community and the lives of the staff, inmates, and visitors on the premises.
2. **WORK** ... With each co-worker, supervisor and support staff, firmly and fairly without regard to rank, status, or condition.
3. **MAINTAIN** ... A professional demeanor when confronted with stressful situations of scorn, ridicule, danger, and/or chaos.
4. **REPORT** ... Either in writing or by word of mouth, to the proper authorities those things which should be reported, and keep silent about matters which are to remain confidential according to the laws and rules of the agency and government.
5. **MANAGE** ... And supervise the inmates in an evenhanded and courteous manner.
6. **REFRAIN** ... From becoming involved in the lives of the inmates and their families.
7. **TREAT** ... All visitors to the jail with politeness and respect and do the utmost to ensure that they observe the jail regulations.
8. **TAKE** ... Advantage of all education and training opportunities designed to assist me to become a more competent officer.
9. **COMMUNICATE** ... With people in or outside of the jail, whether by phone, written word, or word of mouth, in such a way as to reflect in a positive manner upon my agency.
10. **CONTRIBUTE** ... To a jail environment which will keep the inmate involved in activities designed to improve his/her attitude and character.

11. **SUPPORT** ... All activities of a professional nature through membership and participation that will continue to elevate the status of those who operate our nation's jails.
12. **DO MY BEST** ... Through work and deed to present an image to the public and my peers of a jail professional, committed to progress for an improved and enlightened criminal justice system.

Corrections Division Policies and Procedures, 02.06 Code of Ethics for Correctional Officers and Employees.

POLICY: All employees of the Plumas County Sheriff's Office Corrections Division constantly strive to deal honestly, efficiently, and with integrity while on official duty, and strive to do the same in their personal lives. Officers and employees of this agency are mindful that their conduct and the public's perception of that conduct effect the willingness of the public to support our critical mission.

DEPARTMENTAL INTEREST:

It is in the interest of the Plumas County Corrections Division to ensure a reasonably safe and secure facility by setting and enforcing professional conduct standards for all personnel working in the correctional environment.

PROCEDURES:

1. Sworn and civilian employees are always courteous when interacting with the general public.
2. Employees avoid behaviors and practices that cause the public to question individual employee or agency integrity.
3. Off-duty officers conduct themselves as though they were on-duty, while in uniform.
4. Employees do not reveal or make public, any order, or information to any person unless the disclosure is authorized and the intended receiver has a *need to know*.
5. Officers are governed by reasonable and exemplary rules of good conduct and behavior whether on or off-duty. Officers always demonstrate morals and values expected by the community and will not commit any act that could adversely affect the Plumas County Sheriff's Office, their fellow employees, or respect for the rule of law.
6. Officers always remember that they are sworn to uphold the law and abide by the *policies and procedures* of this agency, while protecting the rights of all people as afforded by the Constitution of the United States of America and the State of California.

Corrections Division Policies and Procedures, 02.07 Professional Conduct for Corrections Personnel

Corrections Officer Ethics:

Officers and employees of this agency have read and fully support the *Code of Ethics for Corrections Officers* and *Mission Statement* as adopted and supported by the Plumas County Corrections Division. These are found in this *policy and procedure* manual.

Corrections Division Policies and Procedures, 02.08 Financial Records for Inmates

POLICY: Plumas County Corrections Division controls and manages fiscal resources by ensuring that appropriate financial records are kept which document the inmate funds entrusted to the facility. The record keeping system will be in accordance with and based upon accepted accounting principles.

DEPARTMENTAL INTEREST:

It is in the interest of the Plumas County Corrections Division to provide reasonable and necessary security standards, and oversight of inmate accounts.

PROCEDURES:

Inmate accounts, as authorized and maintained by the Inmate Services Coordinator will be inspected at least yearly to insure reasonable safekeeping of inmate funds. This inspection is conducted by the Plumas County Auditor's Office on an annual basis.

Retention of Records:

Financial records will be maintained for at least seven-years of operation. This seven period may include the forecast or upcoming budget year as one of the required seven-year periods. Electronic records shall be retained indefinitely.

File Access:

Only authorized personnel, who have a legitimate need to know, may inspect or have access to financial records of the jail or department. Financial records are confidential and are stored in locked in inmates files and electronically through the Inmate Commissary Banking System a secured area.

All requests from sources outside the Plumas County Corrections Division for financial information will be directed to the Office of the Plumas County Counsel. Confidential information will be released to non-facility requesters only in response to written requests and after written consent of the Office of the Plumas County Counsel in accordance with the Public Information Act

Corrections Division Policies and Procedures, 02.09 Staff Cell Phone usage

POLICY: Plumas County Sheriff's Office Corrections Division maintains a standard for Personal Cell Phone Usage. Staff shall not carry personal cell phones inside the facility walls, unless to store them in their locker or use while on break in the break room. Personal cell phone use on transports or outside the facility while on duty do so at their own risk. Plumas County Sheriff's Office will not be held responsible for loss, theft or damage to any staff member's personal cell phone or electronic devices. Carrying one's personal cell phone in areas occupied by inmates can lead to loss, theft or damage and may compromise personal information of the individual staff member, other staff members and the Sheriff's Office.

DEPARTMENTAL INTEREST:

It is in the interest of the Plumas County Corrections Division to provide reasonable and necessary security standards for cell phone usage during working hours. The protection of the facilities from compromise, loss or theft of staff member's personal cell phones by inmates.

PROCEDURES:

All Corrections Officers, volunteers and others will:

1. Limit non-work related phone calls to breaks outside the facility.
2. Staff is encouraged to maintain their personal cell phones in a secure area outside the facility or secured in their locker separated from inmates.
3. Staff will not use their personal cell phone in the presence of inmates.
4. Information regarding transport and security issues will not be discussed on non-departmental phones.

Exceptions to Policy:

The following situations may override the policy, but still require the staff member to use their cell phone in non-inmate occupied areas:

1. Family Emergencies, with authorization from shift sergeant.
2. Land-line/Hand-held radio outage.
3. Facility Emergencies

Photos:

Corrections Staff are forbidden from using personal Cell Phones to take photographs of inmates, crime-scene or used for any Sheriff's Office duty functions.

Corrections Division Policies and Procedures, 02.10 Social Networking

POLICY: Plumas County Sheriff's Office Corrections Division maintains a standard for Social Networking Websites. Departmental computers are not to be used for accessing Social Networking Websites (such as; Facebook, MySpace...). Staff will not use their personal internet access devices while performing their duties or in the presence of inmates.

DEPARTMENTAL INTEREST:

It is in the interest of the Plumas County Corrections Division to prevent the Social Networking Websites during work hours and prevent the disclosure of departmental information. Information being added on these sites may cause undue security risks, as well as, compromise corrections staff.

Photos:

Corrections Employees will not upload photos of inmates, crime scenes or any image that contains Plumas County Sheriff's Office property, facilities, badge or logo, without express written permission of the Sheriff

Corrections Division Policies and Procedures, 02.11 Special Duty Assignment

POLICY: Plumas County Sheriff's Office Corrections Division has numerous Special Duty Assignments. Special duty assignments are AT WILL positions, which are assigned based on the need of the Corrections Division. As positions in Special Duty Assignments become available, those interested will be considered. The Corrections Commander will select the individual based on the needs of the department.

DEPARTMENTAL INTEREST:

It is in the interest of the Plumas County Corrections Division to staff Special Duty Assignments based on the needs of the department.

DEFINITIONS:

AT WILL: Persons filling Special Duty Assignments serve at the will of the Sheriff and/or his designee.

Special Duty Assignment: Positions needed to complete tasks within a sub-Unit of the Corrections Division.

PROCEDURE:

The Application Process:

1. Special Duty positions are defined by the Corrections Commander.
2. All Corrections Staff member may submit requests for specific positions at any time, by forwarding an email to the Corrections Commander.
3. The Corrections Commander, with input from the Corrections Sergeants, chooses the individual for the given position.

Special Duty Assignments:

1. Transportation
2. Courthouse Officers / Bailiff
3. Classification -STRONG
4. Work Release / Alternative Sentencing
5. Backgrounds/Training
6. Title 15 Compliance
7. Inmate Supervisors
8. Facility Maintenance
9. Kitchen Supervisor
10. C.E.R.T. Coordinator
11. Inmate programs

(Number of staff dictates special duty assignments based on needs of the department.)

Corrections Division Policies and Procedures, 02.12 Officer in Charge, (O.I.C.).

POLICY: Plumas County Sheriff's Office Corrections Division ensures proper supervision is available for all shifts when a Corrections Sergeant is not on duty and to establish a list of qualified Corrections Officers to serve as Officer-in-Charge (OIC). The Corrections Commander is the final authority regarding correctional officers who shall be in charge in the absence of the Shift Sergeant.

DEPARTMENTAL INTEREST:

It is in the interest of the Plumas County Corrections Division to place competent and responsible Corrections Officers as OIC when a Sergeant is absent. The OIC program also provides on the job training and experience for future Sergeant Candidates.

DEFINITIONS:

OIC: Officer-in-Charge. An officer selected to act as supervisor in the Sergeant's absence.

AT WILL: The OIC acts in the interest of the supervisor and the office and may be removed from OIC at the order of the Corrections Commander.

Authority: An OIC will act with the same authority as a supervisor in certain aspects of Sergeants duties.

PROCEDURE:

Minimum Qualifications:

1. Full time employee with Plumas County Sheriff's Office
2. Achieved Corrections Officer II Level.
3. Have a minimum 2 years of full time service.
4. Have knowledge of the facility.

Selection Process:

Each Shift Supervisor will:

1. Review qualified Corrections Officers for OIC status and use the following criteria:
 - a) Officer must be in *good standing* (no recent/pending discipline).
 - b) Willingness to accept responsibility and maintain standards.
 - c) Ability to make valid and lawful decisions.
2. Interview the potential OIC to obtain an understanding of responsibilities.
3. With Commander Approval; post a list of OICs to be kept in the Employee Phone book.
4. The OIC List will be reviewed every calendar year for additions and/or deletions by the shift sergeants and Corrections Commander.
5. If an OIC is removed under "at will" terms, the officers name will be removed from the approved list.

Responsibilities of an OIC:

1. Ensure staff and inmates are properly supervised.
 2. Notification of Command Staff in the event of any emergency or major event.
 3. Maintain inmate, officer and facility security.
 4. Oversee daily Jail operations.
 5. Ensure continuity of service and *pass on* information between shifts.
 6. Account for County and inmate property.
 7. Death notifications (not to be delegated).
 8. *Approve emergency time-off (Only if time-off is within 48 hours).
 9. *Approve emergency over-time (Only if time-off is within 48 hours).
- *OICs may *approve* emergency time-off, but *will initial, not sign* the document. The time-off form will be attached to the employee time-card.

Overtime:

If a shift does not have an Officer in Charge available with the minimum qualifications, then overtime will be posted or mandatory hold over of an OIC from the previous shift will occur.

Removal from OIC:

The following reasons may result in the removal from the OIC list:

1. Discretion of the Shift Supervisor, with approval from Commander.
2. Pending Internal Affairs investigation.
3. Light Duty Assignment.

Corrections Division Policies and Procedures, 02.13 Overtime

POLICY: Plumas County Sheriff's Office Corrections Division ensures that, in accordance with Plumas County Human Resources Policy and Procedure, overtime will be assigned on a fair and equal basis.

DEPARTMENTAL INTEREST:

It is in the interest of the Plumas County Corrections Division to manage overtime in a fair and equitable manner and to ensure the facilities are adequately staffed.

PROCEDURE:

Scheduled Overtime:

1. Any overtime (O.T.) which is a minimum of three (3) calendar days from the present date is required to be posted for bid.
2. Facility, date, shift and specified duty classification must be noted, as well as the approval date.
3. All persons qualified to work in that classification may bid for the overtime.
4. Overtime bids are selected by seniority within the classification.
5. The Shift Sergeant will review the overtime bids and will post the approved overtime schedule.
6. Personnel are responsible for checking the approved overtime and must work the Overtime if scheduled.

Non-Scheduled Overtime:

1. Non-Scheduled overtime is defined as immediate staffing needs within seventy-two (72) hours.
2. Selection is based on seniority for those immediately present when the request is made. A fifteen (15) minute window of opportunity is appropriate.
3. The classification which created the overtime is required to work the overtime, unless a volunteer requests the overtime.
4. Any classification qualified to work the overtime may volunteer to work the overtime.

Responsibilities:

1. Any personnel approved for overtime is required to work the overtime.
2. Approved personnel cannot give the overtime to another person.
3. Only a sergeant or above may make a change to overtime scheduling.

Exceptions:

1. Personnel confronted with unforeseen family emergencies must immediately notify the facility source of the overtime and speak directly to the sergeant/OIC.
2. If a shift does not have an Officer in Charge available with the minimum qualifications, then overtime will be posted or mandatory hold over of an OIC from the previous shift will occur.
3. If Full-Time personnel cannot be held over, Extra Help employees may be used for overtime or their schedule may be adjusted to compensate.
4. Immediate needs of the office.

Corrections Division Policies and Procedures, 02.14 Smoking and Tobacco Usage

POLICY: Plumas County Sheriff's Office Corrections Division, in accordance with Government Code 7596 & 7597, ensures smoking and the use of tobacco products will be prohibited in department vehicles, within 20 feet of main exit, entrance, or operable window of a public building.

DEPARTMENTAL INTEREST:

It is in the interest of the Plumas County Corrections Division to maintain smoking areas in outdoor sections in compliance with Government Code standards. Employees in uniform are also prohibited from smoking or using tobacco products while in public view.

PROCEDURE:

Smoking:

1. Designated smoking areas are available at each facility.
2. Corrections staff and contract personnel will not smoke in the presence of inmates or in areas visible to inmates or the general public.
3. Smoking is not allowed in any corrections/county vehicle.
4. Cigar/cigarette butts will be disposed of in the proper receptacle, out of inmate traffic areas.
5. Cigar/cigarettes will be extinguished before being placed in a receptacle.

Non-smoking tobacco:

1. Smokeless tobacco is not authorized outside of designated smoking areas.
2. Smokeless tobacco is forbidden in corrections/county vehicles.
3. Smokeless tobacco will not be used in the presence of inmates or in areas visible to inmates or the general public.
4. Smokeless tobacco will be disposed of in the same receptacles as smoking products.

Corrections Division Policies and Procedures, 02.15 Jail Training Officer

POLICY: Plumas County Sheriff's Office Corrections Division provides standardized on-the-job training for new corrections staff. Training instills the basic philosophy of the department and develops safe practices within the facilities.

DEPARTMENTAL INTEREST:

It is in the interest of the Plumas County Sheriff's Office Corrections Division to place competent and responsible Corrections Officers as Jail Training Officers to train new corrections employees the essential functions and officer safety skills needed to provide a safe environment for staff and inmates.

DEFINITIONS:

JTO: Jail Training Officer is an experienced Corrections Officer II with a minimum of two years working as a full-time correctional officer. A JTO needs to display leadership abilities and understands the tasks and duties expected and performed by correctional officers.

JTO Coordinator: A Corrections Sergeant assigned by the Corrections Commander who develops a training program responsible for training and evaluating new corrections employees. The JTO Coordinator is responsible for rating and evaluating the trainee and JTO's performance.

AT WILL: The JTO acts in the interest of the Jail Training Coordinator and the department and may be removed from JTO at the order of the Corrections Commanders.

Authority: A JTO is responsible for instructing and appraising the performance of their trainees. A JTO must counsel and correct deficiencies as needed. The JTO reports frequently to the JTO Coordinator to assess the trainees progress in the program.

Trainee: Any new Sheriff's employee working in the Corrections Facility

Appraisal: JTOs are required to report, using the JTO Appraisal Form, rating the performance of the trainee with feedback on strengths and areas in need of improvement. The signed Appraisal Form is forwarded to the JTO Coordinator weekly.

PROCEDURE:

Minimum Qualifications:

1. Full time employee with Plumas County Sheriff's Office.
2. Achieved Corrections Officer II Level.
3. Have a minimum 2 years of full time service.
4. Have knowledge of the facility and all shifts.

Selection Process:

The JTO Coordinator will:

1. Review qualified Corrections Officers for JTO status and use the following criteria:
 - a) Officer must be in *good standing* (no recent/pending discipline).
 - b) Willingness to accept responsibility and maintain standards.
 - c) Meets Standards and above performance Evaluations
 - d) Ability to make valid and lawful decisions.
 - e) Good attendance record.
 - f) Articulate.
 - g) Good to above average Report Writing skills.
 - h) Well versed in PCSO Policy & Procedure, Title 15 and related texts.
2. Interview the potential JTO to obtain an understanding of responsibilities.
3. Obtain Commander Approval.
4. The JTO List will be reviewed every calendar year for additions and/or deletions by the JTO Coordinator and Corrections Commander.

Responsibilities of a JTO:

1. Ensure trainee and inmates are properly supervised.
2. Maintain inmate, officer and facility security.
3. Notify the Coordinator of the trainee's performance frequently.
4. Conduct training safely.
5. Document the trainee's performance.
6. Appraise the trainee's performance and offer constructive criticisms, if necessary.
7. Complete assigned duties.

Removal from JTO:

The following reasons may result in the removal from JTO:

1. Discretion of the JTO Coordinator, with approval from Commander.
2. Pending Internal Affairs investigation.
3. Failure to comply with program responsibilities.

Corrections Division Policies and Procedures, 02.16 Extra-Help Correctional Officer, (EH)

POLICY: Plumas County Sheriff's Office Corrections Division provides staff with training necessary to develop the knowledge and skills of Extra-Help Corrections Officers to the highest level of performance and professionalism, in accordance with California Penal Code (P.C.), and Standards in Training for Corrections (S.T.C).

DEPARTMENTAL INTEREST:

It is in the interest of Plumas County Corrections Division to ensure that all Extra-Help Corrections Officers, working in an Adult Corrections Facility, minimally complete CORE Training, 832 Training, and Facility Training Program before working independently. All Extra-Help Corrections Officers must complete twenty-four hours of STC certified training annually after the initial year in assignment to remain current in job knowledge and skill level.

PROCEDURE:

Extra-Help Corrections Officers in their initial year of assignment will:

1. Attend PC 832 Training (*within Twelve (12) months of employment*)
2. Adult Corrections Officer CORE Academy (*within their first year of employment*)
3. Facility Training Officer Program (*eight (8) to twelve (12) weeks*)
4. Complete all supplemental CORE training;
 - a) OC Pepper Spray
 - b) Taser
 - c) EVOC, (When possible or applicable)
 - d) CPR / First Aid
 - e) Restraint Chair
 - f) Impact Weapons
 - g) Firearms Qualification

These additional supplemental CORE trainings shall be completed within the first twelve (12) months of being a full time employee. When the staff member has cleared training, the staff member will then be eligible to fill shifts independently.

Scheduling:

Extra-Help Corrections Officers will be assigned to shifts based on the needs of the Facility

Annual Training:

Extra-Help Corrections Officers, who are eligible for a Corrections Facility assignment after the initial year in job class, shall:

1. Complete 24 hours of STC certified training annually
2. Bi-annual Firearm Qualifications

Promotion to Full-Time Corrections Officer:

If the eligibility list is current and active, an Extra-Help Corrections Officer may be hired Full-Time based on their pre-employment test scores. If the eligibility list has expired, the Extra-Help Corrections Officer will apply when the position is announced and complete the testing process. Full-Time positions will be filled based on test scores.

Corrections Division Policies and Procedures, 02.17 Part-Time Correctional Officers

POLICY: Plumas County Sheriff's Office Corrections Division provides staff with training necessary to develop the knowledge and skills of Part-Time Corrections Officers to the highest level of performance and professionalism, in accordance with California Penal Code (P.C.), and Standards in Training for Corrections (S.T.C).

DEPARTMENTAL INTEREST:

It is in the interest of Plumas County Corrections Division to ensure that all Part-Time Corrections Officers, working in an Adult Corrections Facility, have completed CORE Training, 832 Training, and Facility Training Program and may work independently. All Part-Time Corrections Officers must complete twenty-four hours of STC certified training annually.

DEFINITION:

Part-Time Corrections Officer – A retired Corrections Officer working up to 960 hours a year, who maintains their qualifications and PC 830.56 status.

PROCEDURE:

Scheduling:

Part-Time Corrections Officers will be assigned to duty-assignments based on the needs of the facilities.

Annual Training:

Part-Time Corrections Officers shall:

1. Complete 24 hours of STC certified training annually
2. Bi-annual Firearm Qualification.

Corrections Division Policies and Procedures, 03.01 Inmate Record Keeping

POLICY: Plumas County Sheriff's Office Corrections Division maintains and encourages security protocols for the County Information Systems computers and the Jail Management System (JMS or WinJus).

DEPARTMENTAL INTEREST:

It is in the interest of the Plumas County Corrections Division to ensure all Corrections staff participate in maintaining a high level of information security for all automated law enforcement related systems.

PROCEDURE:

Computer Access:

All Corrections personnel are issued a Login ID and are allowed to create and maintain a personal password. Corrections staff are issued an email account and access to the Sheriff's Local Server (Win Jus and PTS). All Corrections personnel shall be allowed access to departmental electronic programs where Policy & Procedure and department forms are maintained.

Maintaining Security:

Each Corrections staff member must maintain operational security and follow these basic security procedures:

1. Login using your personal Login I.D.
2. Logoff prior to leaving the work-station.
3. Advise and logoff a co-workers session if they did not do so.
4. Avoid accessing websites not recommended by the virus protection software.
5. **Do Not** open any suspicious email or email sent by an unknown sender.
6. Report any computer maintenance issue immediately.

POLICY: The Plumas County Sheriff's Office Corrections Division maintains electronic files in the Jail Management System (Winjus) and keeps separate hard files (paper) for each inmate confined, containing relevant information concerning the inmate. Records are secured and restricted from access by other inmates or other unauthorized persons.

DEPARTMENTAL INTEREST:

It is in the interest of the Plumas County Corrections Division to secure inmate records and their contents to assure confidentiality where appropriate and restrict release of information as part of a broader plan to provide reasonable and necessary security and safety, control, supervision, and oversight of inmates confined to this facility.

PROCEDURE:

The Plumas County Corrections Division maintains a confidential file on each inmate. Documents in the file are identifiable by source and authenticity. Shift supervisors have the responsibility and authority to maintain the file system. Files are reviewed and/or updated when there is any change to the inmate's case or status.

Inmate File:

Files are initiated during the booking process. Each file contains information gathered at each stage of the inmate's incarceration, to include (if available) the following:

1. Original booking forms, signed by the booking officer and supervisor;
2. Photo Image;
3. Property Inventory Form, signed
4. Medical Intake Assessment Form, signed
5. Initial Classification Assessment Form, signed
6. Special commitment instructions and legal documents, including minute orders, detainers and holds;
7. CLETS communications to other agencies (if applicable);
8. Property release forms (if applicable);
9. Copies of request forms;
10. Disciplinary actions, including detailed descriptions of incidents resulting in harm to staff, inmates, or others.

Initiation of File:

The booking staff member is responsible for initiation and development of the inmate file.

Inmate files must comply with the following general requirements:

1. Files will be assembled in individual folders;
2. Format and organization of material will be standardized;
3. Files will be divided in new arrest, pre-trial, sentenced or en-route categories.
4. Files will be maintained in numerical order for ease of reference.

File Storage:

In Custody inmate records are stored on the filing shelves labeled "In Custody". Inmate file material must be maintained in a confidential manner. Records in use are closely supervised and controlled by staff members only. No unauthorized person may have access to inmate records. Upon release of an inmate, the inmate release process will be followed and the deactivated file shall be stored in numerical order.

Archive Files:

Any file that has not been accessed in a five, (5) year period shall be archived in the outer designated filing unit. The interior file unit, (control room), shall be purged one time per year to ensure all archived files are moved on a yearly basis.

Jail Records may be destroyed after seven [7] years.

Release of File Information:

Release of inmate file information, including information regarding visitation, medical information and Probable Cause arrest forms, are strictly limited to conform to appropriate federal, state, and local statutes. Records are available to appropriate federal, state, local, and other authorities demonstrating an *official need to know*. No inmate file material will be removed from the facility or reproduced for any authority without written application or *court order* and the approval of the Corrections Commander.

For purposes of this policy and production of records in court, the Records Clerk is designated as the official custodian of inmate records. Inmates are **not** permitted access to their file, without subpoena, or the files of other inmates under any circumstances.

Specifics:

The following information may be released to the media and general public:

1. Full name
2. Date of Birth
3. Occupation
4. Physical Description
5. Date and Time of Arrest
6. Arresting Agency
7. Date and Time of Booking
8. Amount of Bail
9. All Current Charges Including Warrants and Holds

The following information ***shall not be released*** to the media and general public:

1. Inmate Medical Condition
2. Classification Status
3. Inmate Visitors Information
4. Personal Property
5. Cash Account Information
6. Transportation Information
7. Home address / Phone Numbers
8. Social Security Number
9. Driver License Number
10. Court Appearance Information (Media/Public may call the courts)
11. Release dates
12. Photo/Image

Corrections Division Policies and Procedures, 03.02 Jail Admissions

POLICY: The Plumas County Sheriff's Office Corrections Division maintains guidelines for admittance and processing of arrestees and inmates into the Plumas County Corrections Facilities includes verification of legal confinement, identification, screening, classification, searching, and issue of clothing and sundry items while maintaining security and operational integrity of the jail. Admission includes; Photo Imaging, Live Scan fingerprinting and the collection of DNA (if warranted).

DEPARTMENTAL INTEREST:

It is in the interest of the Plumas County Corrections Division to process new or returning inmates in an efficient and orderly manner, while providing reasonable and necessary security for employees, officers, and inmates.

PROCEDURE:

Initial Processing:

Initial officer-inmate contact is most often in the *Intake* or *booking area* of the jail. This first meeting normally occurs in the presence of the arresting or transporting officer(s). All firearms and knives of arresting or transporting officers are to be secured outside before entering either of the detention facilities.

The intake officer verifies the identification of the arresting or transporting officer before he/she and the arrestee are allowed to enter the *booking area*. It is also the responsibility of the intake officer(s) to ensure a pat down search of the arrestee in the booking or sally port has occurred, prior to beginning the booking process. Arrestees unable to enter the facility on their own power due to medical issues or being under the influence or intoxicated *Shall Not* be permitted into the jail without medical clearance. The arresting/transporting officer(s) must retain control and custody of his/her detainee at all times until cleared to leave the facility by the intake officer(s).

During the intake procedure the booking officer (s) completing the intake and booking process will:

1. Conduct a *pat-down search* of the arrestee and inspect his property immediately upon entering the admission area. The search may include any reasonable and lawful means to determine that no weapon or contraband is introduced into the holding area. More extensive, searches may be conducted in accordance with Plumas County Corrections Division Policy *4.3 Searches*.
2. Observe the arrestee visually for obvious signs of injury or illness, making sure to ask the appropriate medical questions. If the arrestee is in need of *immediate emergency medical or mental attention or appears to be under the influence and medically in distress*, the intake officer will notify medical staff immediately and notify the arresting or transporting officer that medical clearance is required.
3. Require that the arresting officer, delivering the arrestee, present a *probable cause arrest form, certified court order, judgment commitment order, or equivalent*, which

provides documented authority to commit or detain the arrestee.

4. Inspect the documents presented to ensure certification or otherwise verify the documents as legal, valid, and accurate.
5. Determine if the arrestee is eligible for entry and can be appropriately housed in the facility.
6. The arresting/transporting officer then relinquishes custody of the arrestee, and may depart the facility.
7. The arrestee may then be booked into the facility.

Arrestees **must** not be accepted into the Plumas County Corrections Facilities and will remain in the custody of the arresting or transporting officers, under the following conditions:

1. Inaccuracies exist in the arresting/transporting officer's paperwork;
2. There is a question as to the identity of the inmate in comparison to the accompanying paperwork;
3. Transporting or arresting officer(s) cannot provide a warrant abstract if the arrestee was arrested on an out of county warrant;
4. The arrestee has not been medically cleared when medical clearance is needed.
5. Arrestee requires *other special needs* that our facilities cannot reasonably provide.

In the case where a correctional officer suspects or hears an outcry in which constitutional rights have been violated, the correctional officer is to notify their supervisor immediately to investigate or resolve the complaint.

Telephone Access:

Immediately after booking, but in no case later than three [3] hours after ***time of arrest***, inmates are permitted to make at least three [3] completed telephone calls. An additional two (2) completed calls may be made if the arrestee is the sole custodial guardian for a child, (refer to 851.5 PC) Reasons for restricting an inmate from using the telephone may include; they are a threat to the safety and security of the correctional officers, the facility, or other inmates.

Criminal History Checks:

Classification officers will run a criminal history check of all inmates being held in custody through the National Crime Information Computer [NCIC] system. State and local background checks are also made for each new inmate. This process must be completed during the first twenty-four hours the inmate is in the facility.

Medical, Dental, Mental and Suicide Screening:

Medical, dental, mental health and suicide processing procedures also begin with admission. The booking officer interviews the inmate and obtains as many items of information, required by the facility's medical intake screening form, as possible. The medical staff at the facilities are to be notified if the inmate has **any** medical problems or appears to be under the influence of any substance.

New inmates suspected of *harboring communicable diseases* are to be released when possible or isolated once when release is not an option. In such a case, unless a medical staff member documents the determination that adequate facilities are available in the facility, the shift supervisor arranges for a necessary escort to a proper medical facility. (Refer to specific Plumas County Corrections Division procedures for processing inmates who are known or claim to be *HIV-positive*, and the medical and non-medical handling of HIV-positive inmates).

Property Processing:

All inmate personal items and clothing are properly stored in accordance with Plumas County Correctional Division *Policy 03.10*. Cash and personal property is taken from the inmate upon admission, listed on a property inventory form, and securely stored pending the release of the inmate. If not immediately released, the inmates cash shall be deposited in the inmate commissary system and will be issued a check for the amount or remaining amount not spent upon release. The form is signed by inmate and he/she is given a copy of the form. Any additional property received by detention staff will be added to the property inventory in the computer system. A copy will be forwarded to the inmate. The original is to be kept in the inmates file until he/she is released.

Orientation, Rules, and Regulations:

A booklet listing *inmate rules* is given to all inmates housed in general population or upon request of those in the holding or observation. Staff assists inmates with disabilities in understanding applicable rules.

Traffic in the Booking Area:

Movements through the booking area are to be handled and controlled to ensure that proper identification is maintained and that searched and un-searched inmates and others do not come into contact with each other. Intake staff will ensure rival gang members or known enemies are secured and are not housed in the same areas.

Clothing and Other Issue for New Inmates:

Each incoming inmate that is not going to be released on his/her own recognizance or bailed out must be fitted with clothing suitable for the season and provided toiletry items. Clothing issued to new arrivals consists of the established quantities of the following items:

1. Footwear & socks;
2. Pants & underwear;
3. Shirts;
4. Shorts / sleepwear

5. Blanket and sheets;
6. Facility "new inmate" admission kit.

Housing Assignment:

Following processing, each inmate is assigned to a housing area in accordance with the classification system.

Corrections Division Policies and Procedures, 03.02A Pandemic Emergency

POLICY: The Plumas County Sheriff's Office Corrections Division maintains guidelines for Admittance and processing of arrestees and inmates during a **Pandemic emergency** and will follow the normal admissions procedures outlined in *Sections 3.02 and 10.06* with some added *Intake Screening measures* to address the identification and quarantining of infected persons to ensure safety of inmates and staff.

DEPARTMENTAL INTEREST:

It is in the interest of the Plumas County Corrections Division to detect and isolate infected persons upon admission to protect the inmate population and staff from contamination.

Corrections Division Policies and Procedures, 03.03 Classification

POLICY: The Plumas County Sheriff's Office Corrections Division classifies inmates confined in its facilities, given the physical constraints of the existing jail structures, in a way that furthers officer and public safety, while providing reasonably safe and humane housing for inmates.

DEPARTMENTAL INTEREST:

It is in the best interest of the Plumas County Corrections Division as well as officer and inmate safety to provide reasonable and necessary security and safe housing for the inmate population. This objective is aided by a defined classification process.

DEFINITION:

Inmate Classification - is a means of identifying and categorizing various inmate traits, characteristics, and potential risk factors. Criteria shall not include race, ethnicity, or religious preference. This classification plan has as its goal, the objective categorization of all inmates in the system.

PROCEDURES:

Initial Designation:

The Plumas County Corrections Division classification system initially assigns inmates based on a classification assessment of their safety and security needs. This system operates under the supervision of the booking officer and Shift Sergeant and is managed by a Correctional Commander.

The classification system will distinguish inmate population according to predetermined classification standards. Once classified, each inmate is assigned a housing area. A classification reassessment will be conducted if the inmate's safety and/or security are Jeopardized.

Housing Classification:

The Plumas County Corrections Division attempts to maintain a sufficient number of different types of cells and housing areas appropriate for various categories of the shifting inmate population. (Refer to Plumas County Corrections Policy *10.03*). Inmate Suicide Watch for procedures on handling those inmates deemed at risk for suicide.

Initial Intake Screening Classification:

The initial classification process will be conducted by the initial booking officer.

Inmates shall be classified and housed in the least restrictive housing available without jeopardizing staff, inmates, or the public, utilizing risk factors which include any or all of the following:

1. Current offense or conviction
2. Holds or detainers
3. Conviction history
4. Escape history
5. Institutional disciplinary history
6. Stability Factors

- 7. Gang affiliation
- 8. Mental health
- 9. Medical problems

Custody levels and special housing needs shall be assessed to include minimum, medium, and maximum custody levels and the placement of inmates to and from special units including Protective Custody, Sensitive Needs, Victim Potential, Special Housing Unit, Administrative Segregation (Ad-Seg), and mental health and medical housing.

- a. **All Medical Conditions** – Inmates with confirmed or potential illnesses, suicide risks, mental disabilities, developmentally disabled, alcohol or drug related conditions, temporarily or permanent, may be placed in separate housing and observed accordingly until an officer or medical professional has deemed them well enough or capable of returning to their regular housing unit. Individuals assigned to a sobering cell, or other cell utilized for this purpose, will be transferred to housing or holding area as soon as they can properly care for themselves.
- b. **Violent Inmates** – Inmates who are violently acting out will be confined to a cell utilized for this purpose. The status of such persons will be reassessed and documented at least every twenty-four [24] hours for continuance of status.
- c. **Protective Custody** - inmates identified by classification officers as being verified protection cases or who provide staff with information that leads to a reasonable belief they will be endangered, if placed in general population will be placed in separate housing.
- d. **Female Inmates** – Female inmates will be housed separately from male inmates. However, males and females may simultaneously participate in work program activities when under direct, visual supervision.
- e. **Opposite Gender Cases** - If an inmate is found to be of the opposite gender of the population of the housing he/she is assigned to, he/she will be removed from that housing immediately. In situations where an inmate has partially completed a gender change procedure, the situation will be reviewed by the Corrections Commander. The inmate will be housed alone pending completion of the review. Genital status will normally determine the gender by which institution staff will classify such an individual.

When under direct visual supervision, inmates of different custody levels may simultaneously participate in work and program activities, at the discretion of the Corrections Commander.

Records:

The classification determinations made will be recorded and stored in the classification office. Classification files will be maintained with appropriate security safeguards consistent with the Plumas County Corrections Division policies and procedures. Classification forms will be stored electronically on Winjus on the Plumas County Information Systems servers.

Appeals:

An inmate may appeal a classification assessment, housing, work and program assignment, and/or a reassessment using the grievance procedure. The Shift Sergeant will make the final determination of an inmate's classification following a grievance.

Limitations:

This is a goal-oriented process, and is naturally limited in a major way by the construction of the existing facility. The Classification Unit has limited or no means of controlling the number or type of offenders that may be sent to them for incarceration at any given time. However, continual efforts will be made to house inmates consistent with their individual classification. It should be remembered that each inmate entering the facility may have an *unknown prior history*.

The art of effective classification is trying to determine what the prior history is and how it might affect the inmate's behavior and safety while in the facility.

Audit:

The Shift Sergeant's shall conduct a continuing audit on the classification system. The audit will assess the following features of the objective classification system:

1. Inmates are classified prior to placement in inmate housing;
2. Inmates are housed according to their assigned custody levels;
3. Classification assessments are completed in an accurate and timely manner;
4. Assess need for special units;
5. Facility housing is being used in the best interest of the Classification System and the department.

Corrections Division Policies and Procedures, 03.04 Release & Transfer of Inmates

POLICY: The Plumas County Sheriff's Department Corrections Division releases and transfers inmates following state and federal laws, while ensuring security of the facility and welfare of the inmate.

DEPARTMENTAL INTEREST:

It is in the interest of The Plumas County Corrections Division to release and transfer inmates according to legal and secure procedures. This process is carried out in the interest of providing reasonable and necessary security and safety, control, supervision, and oversight of inmates confined to our facilities in particular, and the public in general.

PROCEDURE:

Inmates are entitled to timely release when they have made bond; been found *not guilty*; received a court-ordered release; completed a sentence; or when their sentence has been modified by the court.

Releases follow standard procedures to ensure proper documentation of the release, collection of property issued during incarceration, release of the inmate's property, and collection and storage of records related to the inmate's confinement.

General release processing includes the following elements:

1. Authenticate release authorization documents;
2. Verify no outstanding warrants or detainers issued. If such exist, the appropriate authorities are notified of the release date;
3. Complete release arrangements;
4. Ensure victims and/or others that are required to be notified of release are notified;
5. Authentication of the inmate's identity by photograph and fingerprint sample;
6. Obtain signature of person being processed on release form.
7. Return personal effects or *stored contraband*;
8. Verify that no county property leaves the facility;
9. Complete any pending action, such as grievances or claims for damages or lost possessions;
10. Instruct person that mail received by our facilities will be marked *return to sender*;
11. Respond to flag for medical clearance before release;
12. Complete & file release document package. Purge all non-archived documents.

Release to Other Jurisdictions:

Inmates being released to other jurisdictions on a detainer or warrant are searched before being turned over to the custody of the transporting or receiving officers, whose credentials must be reviewed and determined appropriate prior to the inmate's release. The Medical Transfer Sheet, inmate property, inmate funds check (if applicable) and security-related information will be provided to the transporting officer.

Screening for Newly Received Inmates for Release:

(Reference 849(b)(2) PC and 853.6 PC)

- 1) 849(b)(2) PC – No criminal charges filed. When applicable, inmates may be released from the Plumas County Correctional Facility in the event that no criminal charges are to be filed. (i.e. inmate arrested for public intoxication, (647(f) PC and is only housed for sobering purposes; they may be released 849(b)(2) PC upon sobriety). In this case, an inmate will be held a minimum of four (4) hours and shall clearly display they are able to care for themselves or other upon release.
- 2) 853.6 PC – Citation to appear in court. When applicable, inmates who are arrested for low level crime and in the interest of the classification and housing of inmates at the Plumas County Correctional Facility, inmates may be released on a written citation to appear in court at a later date for their criminal violations. (i.e., an inmate is arrested on a citizen arrest for a low level crime and there is no need to house them in association with the terms of a misdemeanor incarceration form ,OR, an out of county warrant where the issuing county requests the inmate be cited for the warrant violation).

Records:

A record of release will be filed, including the date, time, and authority by which the release was authorized, along with a copy of the document authorizing the release. All medical, property release and other outlying records are placed in the release file as they arrive from other departments.

Personal Property:

When an inmate is released from custody, all county property is inventoried, returned, and receipted. In transfer releases, personal property and applicable Inmate Welfare Funds, in check form, are released to the receiving/transporting officer. The inmate will receive a copy of the Release Form. If the inmate does not take their property with them, they will have ten, (10) days to pick it up or to have it picked up by a family member but only if a property release form has been completed. Any property remaining at the facility will be destroyed after the ten, (10) days.

Victim Notification Program:

Upon request, victims will be notified prior to the release of an inmate from confinement. These actions will be completed and documented in an Incident Report prior to the inmate release.

Policies and Procedures, 03.04A Resources Available Upon Release from Custody

POLICY: The Plumas County Sheriff's Office Corrections Division provides information on available community resources to inmates at their request upon release from custody.

DEPARTMENTAL INTEREST:

It is in the interest of The Plumas County Corrections Division to provide information on available community resources that inmates may utilize upon their release from custody.

PROCEDURE:

Inmates are directed to the Plumas County Daily Reporting Center and Plumas County Crisis Intervention and any other available community resources at their request prior to being released from custody. If an inmate is being treated by medical or mental health they will receive informational care sheets provided by medical staff prior to release when possible.

The following is a list of resource information available:

1. Mental Health Services;
2. Medical Services;
3. Prescription Information;
4. Indigent Health Care Program;
5. Treatment/Rehabilitation Programs;
6. Free Meal Programs;
7. Transitional Housing or Homeless Shelters;
8. Programs for Woman and Children;
9. Welfare and Job Placement Programs
10. Religious Services;
11. Transportation Services Available;
12. Adult or Continuing Education.

Corrections Division Policies and Procedures, 03.05 Administrative Segregation

POLICY: The Plumas County Sheriff's Office Corrections Division provides facilities and programming which enable inmates to be confined in a variety of detention settings based on risk, status, and need for separation from other classes of inmates.

DEPARTMENTAL INTEREST:

It is in the interest of the Plumas County Corrections Division to provide reasonable and necessary security, safety, and separation of inmates based on individual needs.

DEFINITION:

Administrative Segregation - A segregation of inmates who are deemed to be prone to: Escape, assault staff or other inmates, disrupt the operation of the jail, or likely to need protection from other inmates, if such administrative segregation is determined to be necessary in order to obtain the objective of protecting the welfare of the inmates and staff. Administrative segregation shall consist of separate and secure housing but shall not involve any other deprivation of privileges than is necessary to obtain the objective of protecting the inmates and staff.

PROCEDURE:

Inmates may be placed in administrative segregation and out of general population when the inmate:

1. Poses a serious threat to life, property, self, staff, or other inmates;
2. Creates risk to the integrity of the facility or the maintenance of good order;
3. Is in protective custody, or requests administrative segregation for protection;
4. Highly publicized criminal case;
5. Has a medical need, less than placement in a hospital or medical ward; or

Condition of Confinement in Administrative Segregation:

Conditions of confinement are basically the same in *an administrative segregation* unit or cell as that of the general population. Unless there are compelling reasons, inmates in administrative segregation are afforded the same privileges as other inmates.

Those who do not follow inmate rules, and are disruptive, are subject to the same conditions of discipline as other inmates. Discipline for inmates in administrative segregation may include:

1. Loss of *administrative segregation* status with movement back to the general population or to *disciplinary detention* status; and/or
2. Movement to a cell, or having the cell stripped of furniture, or other Amenities, not to include items of necessity such as Hygienic or legal service type items. The safety cell is not used for this purpose.

Time spent in *administrative segregation* is determined by the Shift Sergeant

based on the original reason for assigning the inmate to this classification, availability of resources, risk to the facility, risk to the inmate, and needs of other inmates.

Corrections Division Policies and Procedures, 03.06 Bail Bond Policy and Procedure

POLICY:

The Plumas County Sheriff's Office Corrections Division maintains guidelines for acceptance of Bail Bonds, cash money, cashier checks, and GOV-PAY to post bail.

DEPARTMENTAL INTEREST:

It is in the interest of the Plumas County Corrections Division to accept Bail Bonds, Cash Bail and Cashier Checks when a bail agent or other individual's bail an inmate.

DEFINITIONS:

Pursuant to Penal Code Section 1269b; Acceptance of bail; notice of appearance of prisoner; schedule of bail; discharge of prisoner; disposition of bail; forfeiture:

1. The officer in charge of a jail where an arrested person is held in custody, an officer of a sheriff's department or a police department of a city who is in charge of a jail or employed at a fixed police or sheriff's facility and is acting under an agreement with the agency which keeps the jail herein an arrested person is held in custody, an employee of the sheriff's department or police department of a city who is assigned by such department to collect bail, the clerk of the justice or municipal of the judicial district in which the offense was alleged to have been committed, and the clerk of the Superior Court in which the case against the defendant is pending may approve and accept bail in the amount fixed by the warrant of arrest, schedule of bail, or order admitting to bail in cash or surety bond executed by a certified, admitted surety insurer as provided in the insurance code, to issue and sign an order for the release of the arrested person, and to set a time and place for the appearance of the arrested of the arrested before the appropriate court and give notice thereof.
2. If a defendant has appeared before a judge of the court on the charge contained in the complaint, indictment, or information the bail shall be in the amount fixed by the judge at the time of the appearance; if that appearance has not been made, the bail shall be the amount fixed in the warrant of arrest or, if no warrant of arrest has been issued, the amount of bail shall be pursuant to the uniform countywide schedule of bail for the county in which the defendant is required to appear, previously fixed and approved as provided in subdivisions (c and (d).

Pursuant to Penal Code 1300; persons authorized to surrender defendant; exoneration of bail or deposit; method of surrender; penalty for surrender without good cause. At any time before the forfeiture of their undertaking, or deposit by a third person, the bail or the depositor may surrender the defendant in their exoneration, or he may surrender himself to the officer to whose custody he was committed at the time of giving bail, in the following manner:

1. A certified copy of the undertaking of the bail, or a certified copy of the certificate of the deposit where a deposit is made, must be delivered to the officer who must detain the defendant in his custody thereon as upon a commitment, and by a certificate in writing to acknowledge the surrender.
2. The bail or depositor, upon surrendering the defendant, shall make a reasonable effort to give notice to the defendant's last attorney record, if any, of such surrender.
3. The officer to whom the defendant is surrendered shall, within 48 hours of the surrender, bring the defendant before the court in which the defendant is next to appear on the case for which he has surrendered. The court shall advise the defendant of his right to move the court for an order permitting the withdraw of any previous waiver of time and shall advise him of the authority of the court, as provided in subdivision (b), to order return of the premium paid by the defendant or other person, or any part of it.

Pursuant to Penal Code Section 1301; Arrest by bail or depositor for the purpose of surrender:

For the purpose of surrendering the defendant, the bail or any person who has deposited money or bonds to secure the release of the defendant, at any time before such bail or other person is finally discharged, and at any place within the state, may himself arrest the defendant, or by written authority indorsed on a certified copy of the undertaking or a certified copy of the certificate of deposit, may empower any person of suitable age to do so.

Any bail or other person who so arrests a defendant in this state shall, without unnecessary delay, and, in any event, within 48 hours of the arrest, deliver the defendant to the court or magistrate before whom the defendant is required to appear or to the custody of the sheriff or police for confinement in the appropriate jail in the county or city in which the defendant is required to appear. Any bail or other person who arrests a defendant outside this state shall, without unnecessary delay after the defendant is brought into this state, and, in any event within 48 hours after the defendant is brought into this state, deliver the defendant to the custody of the court or magistrate before whom the defendant is required to appear or to the custody of the

sheriff or police for confinement in the appropriate jail in the county or city in which the defendant is required to appear.

Any bail or other person who willfully fails to deliver a defendant to the court, magistrate, or sheriff, or police as required by this section is guilty of a misdemeanor.

The provisions of this section relating to the time of delivery of a defendant are for his benefit, and, with consent of the bail, may be waived by him. To be valid, such a waiver shall be in writing, signed by the defendant, and delivered to such bail or other person within 48 hours after the defendant's arrest or entry into this state, as the case may be.

The defendant, at any time and in the same manner, may revoke said waiver. Whereupon, he shall be delivered as provided herein without unnecessary delay and, in any event within 48 hours from the time of such revocation.

If any such 48 hour period specified in this section terminates on a Saturday, Sunday, or holiday, delivery of a defendant by the bail or other person to the court or magistrate or to the custody of the sheriff or police may, without violating this section, take place before noon on the next day following which is not a Saturday, Sunday, or holiday.

BAIL DEFINED:

Money or bail bond deposited with the court to get an arrested person temporarily released on the assurance that he or she will appear for court, trial, or other court process at the proper time.

PROCEDURE:

All bail bond transactions are agreements between the inmate and the bail bond agent. Correctional staff shall not enter into any of the transaction other than to give basic booking information to the bonding agent. Correctional staff shall not:

1. Suggest or provide the names of any bail bond agents to an inmate
2. Suggest or provide the names of any bail bond agents to the family or friends of the inmate.
3. Release the inmate from custody without first ensuring that the booking process for that inmate is complete.
3. Release the inmate from custody without first ensuring the inmate's eligibility to be released on bail, i.e. that the inmate is not pending any additional holds from any other law enforcement agency.

4. If the inmate has contacted more than one bonding agent, the first bond presented shall be accepted.
5. Bondsmen are not allowed to solicit clients in the correctional facility and officers shall not get involved in such transactions.

FEDERALLY CHARGED INMATES:

All bail bonds for federal prisoners must be approved by the United States Magistrate prior to presentation and acceptance for release of said prisoner from the Plumas County Sheriff's Correctional Facility.

BAIL BOND ACCEPTANCE:

1. Officers working with bondsmen shall ensure the following aids and resources are utilized to ensure correctness in the preparation of the bond.
 - a. Court calendar
 - b. Court documents to include warrants and other; and
 - c. Current bail schedule
2. Prior to accepting the bail bond for the release of an inmate, correctional staff shall check the bail bond for correctness in the following areas:
 - a. Name of the defendant (inmate) was booked under
 - b. Name of the court of appearance, correct date and time to appear
 - c. Arrest violation(s)
 - d. Case number, warrant number, or booking number
 - e. That the amount of bail present on the bail bond is the amount required for release in accordance with the current bail schedule and the booking sheet.
 - f. That the bond used for said amount of bail has the guaranteed amount or greater amount printed upon it, i.e. if the bond has a guarantee for 5,000.00 and the bail amount required for release is 10,000.00, the bonding agent has used the incorrect bond form.
 - g. That the bond form contains the correct date of issuance, if the date of issuance has expired, the bond will not be accepted.
 - h. The bonding agent's signature and notarized seal is present, and

- i. The signature of the representative of the bonding certificate company is present.

MULTIPLE CHARGES/ OUT OF COUNTY WARRANTS:

There shall be a separate bond for each court in which an inmate is pending charges, i.e.

1. If the inmate is pending charges for four out of county warrants and, each warrant is to a different county, then four separate bail bonds, with four separate dates and time of appearance for each county court must be prepared.
2. If the inmate is pending six warrants, four of which are from out of county and has two warrants in each different county, i.e. two in Lassen County, two in Butte County, and two from Plumas Superior Court. The inmate will need six separate bail bonds, each warrant will be assigned a different case number and court case number.
3. If the inmate has fresh local charges from Plumas County and a warrant from out of county then bonds will need to be prepared. One for the appearance in Plumas County and one for appearance in the out of county court. Correctional staff are to ensure that two separate court dates will be issued on each bail bond.

STAKING BAIL:

Bail may only be added together (staked) under certain combinations of circumstances. Use the below listed examples as your guide.

1. Each warrant has an assigned bail. Before any inmate may be released from custody, bail must be posted on each and every warrant. Therefore, all the bail amounts on each warrant, county by county, may be added together (stacked).
2. If an inmate is in custody on fresh, local charges and a local warrant, the bail from the new local charge and that of the local warrant would be added together on two separate bonds, with the same court appearance date.
3. If an inmate is in custody on only one or more fresh local charges, no warrants, you may not add together the bail amount set for each charge. You shall assign the highest amount of bail listed among the new charges and that amount shall be received in bail before the inmate is released. If the inmate was arrested on two charges, one with a bail of 500.00 and one with a bail of 3,000.00, the inmate would be required to post the 3,000.00 amount to be released from custody.

CASH/CASHIER'S CHECK BAIL:

Any member of the correctional staff may accept cash bail in the amount printed on a warrant of arrest, set upon the bail schedule, or assigned in writing by the court. Officers accepting cash bail shall utilize the following procedures.

1. No member of the correctional staff shall accept any amount of cash for bail without a second officer present to verify and countersign that he/she counted and reached a like cash total.
2. A Plumas County Receipt shall be completely filled out, to include date of bail posted, inmate's full name/I.D. number, charge(s), bail amount collected, Sheriff's Office case number, Court case number if available, date, time and address to appear. If posting bail with a cashier's check make note of check number on receipt. The individual(s) posting the cash bail shall have a copy of their Driver's license or I.D. card placed with the bail receipt, and in the inmate's I.D. file.
3. The white (top) copy of the receipt, cash, Bail/OR sheet, and a copy of the individual(s) identification that posted the cash bail shall be placed in a sealed envelope labeled CASH BAIL along with the date. Both officers counting and verifying the cash amount, shall initial the envelope seal. The envelope shall be placed in the locked cash on hand drawer. The jail commander or correctional sergeant will take the cash bail to the Plumas Superior Court at the next business day.

GOV-PAY BAIL:

Inmates, inmate's family and friends have the ability to post bail using GOV-PAY. GOV-PAY can only be used to post bail on misdemeanor charges with a bail up to 10,000.00 only.

1. Once an inmate has posted bail using GOV-PAY, an email will be immediately sent to pcjail@pcso.net. The email will be titled CASH BAIL CONFIRMATION EMAIL.
2. Confirm that all information in the email under TRANSACTION INFORMATION matches the inmate's booking information.
3. In the section PAYMENT INFORMATION the PAYMENT AMOUNT has to match the total bail amount.
4. Upon confirming that the information and amounts are correct, in the upper right hand portion of the email here is a 24 hour customer service # 800-989-7780. This number will need to be called, once contact is made with a GOV-PAY

operator, correctional staff shall inform the operator that bail has been received and accepted.

5. A Plumas County Receipt shall be generated in the same manner as listed in CASH/CASHIER'S CHECK BAIL section. The receipt and cash bail confirmation email shall be sealed in an envelope. The jail commander or correctional sergeant will take the GOV-PAY Bail to the Plumas County Superior Court at the next business day.

DETENTION AND HOLDS FOR BONDSMEN:

All actions taken within this section shall be in compliance with Penal Code Section 1301.

1. If a bail bondsman arrests a defendant (inmate) for whom he/she has posted a bail bond and that defendant is scheduled to appear in another county, the bondsmen may house the defendant overnight in the Plumas County Sheriff's Correctional Facility, if space is available. The correctional sergeant shall ensure the following policy and procedures are utilized.
 - A. The defendant shall be booked under Penal Code 1301 in the Jail Management System.
 - B. The correctional sergeant shall advise the bondsmen that the defendant must be picked up from the Plumas County Sheriff's Correctional Center no later than 0900 hour the following day and must be delivered to the court or county jail in which the defendant is scheduled to appear. The housing and transport of the defendant to the appropriate court may not exceed 48 hours.
 - C. This action is not classified as "Surrender" and a "Certified Copy" of the bail bond is not required.
2. If a bondsmen arrests a defendant for whom he/she has posted a bail bond in Plumas County, as well as for an out of county warrant, the following procedures shall be utilized.
 - A. If the defendant is scheduled to appear in Plumas County Superior Court, the bondsmen may "Surrender" the defendant to the Plumas County Sheriff's Correctional Facility by submitting a "Certified Copy" of the original releasing Bail Bond.
 - B. If the defendant is additionally scheduled to appear in another county, an out of county hold shall be laced on the defendant and a notification teletype shall be sent to the other notifying them that their subject is in custody pending local charges.
 - C. The defendant shall be booked under Penal Code Section 1301 and a complete booking shall take place.

- D. When the defendant is ready for release from custody, for any reason, the bail bondsmen shall be notified. The defendant shall be released to the bondsmen for delivery to the appropriate out of county court or jail for surrender.
- 3. When a bondsman places a hold, has an inmate detained overnight, or surrenders the defendant prior to obtaining a "Certified Copy" of the Original Bail Bond, the bondsmen shall be listed as the Transporting Officer.
- 4. Surrenders, Detentions, or Holds for bondsmen shall not be accepted over the telephone.

BAIL SCHEDULE:

- 1. Correctional staff shall utilize the most current bail schedule. The bail schedule should be updated annually by the Plumas County Superior Court Judges.
- 2. All other bail schedules are obsolete and shall be destroyed.
- 3. Page 15 of the bail schedule has a category listed as "Unspecified Offenses". As most of the potential booking offenses are listed with a bail amount on other pages, correctional staff shall seldom have to use this category. However, should an arrestee arrive for booking on a charge not listed with a bail on the previous pages, staff shall use the following methods for assisting bail.
 - A. Review the charge in the Penal Code to determine the maximum amount of state prison time the arrestee could be sentenced (top term) and assign the appropriate bail amount as listed on page 15.
 - B. If the Penal Code lists no maximum/minimum time for sentencing then correctional staff shall review the bail schedule for a "like" offense and assign that bail to the offense.
 - C. If there is no "like" offense, and the violation is not a crime against a persons, and the charge is a felony, set the bail at 10,000.00 until the judge has the opportunity to set the bail more appropriately at the pre-arraignment hearing
 - D. All misdemeanor charges not listed in the bail schedule shall have the bail set at 2,000.00

POLICY: The Plumas County Sheriff's Office Corrections Division maintains guidelines for posting Bail Bonds Advertising in Plumas County Corrections Facilities. Bail Bond Agents must be licensed by the California Department of Insurance.

DEPARTMENTAL INTEREST:

It is in the interest of the Plumas County Corrections Division to offer Bail Bonds service listings for inmates not being released on Own Recognizance (O/R) and accept bail from those agents that are recognized and licensed by the California Department of Insurance. (Refer to: *CODE OF CRIMINAL PROCEDURE TITLE 1. CODE OF CRIMINAL PROCEDURE CHAPTER 17. BAIL*) Art. 17.141. In a county in which a county bail bond board regulated under Chapter 1704, Occupations Code, does not exist, the sheriff may post a list of eligible bail bond sureties whose security has been determined to be sufficient. Each surety listed under this article must file annually a sworn financial statement with the sheriff.

PROCEDURE:

A list of eligible bail agents will be posted in conspicuous places within the Booking/Intake areas and housing units within the Plumas County Sheriff's Correctional Facility. The list of eligible bail-bond agents will be maintained by the Correctional Staff at the Jail.

1. The following information will be maintained:
 - a. The full name of the licensed bonds agent.
 - b. A copy of their California Driver's License or California Identification Card.
 - c. A copy of their current Bail Agent Identification Card.
2. All bond agents on the list will be checked to insure active status with the Plumas Superior Court, in addition, the eligibility status of the list will be checked annually. A copy of the agents California Driver's License or California Identification Card and a copy of their current bail bonds identification card will be copied and placed with the release paperwork.

Corrections Division Policies and Procedures, 03.08 Bail Bond / Warrant Surrender

POLICY: The Plumas County Sheriff's Office Corrections Division maintains guidelines for acceptance of individuals who are surrendering themselves to the county jail on an arrest warrant and for those whose bail bonds are being surrendered.

DEPARTMENTAL INTEREST:

It is in the interest of the Plumas County Corrections Division to accept Bond Surrenders and individuals wishing to turn themselves in on an active arrest warrant.

PROCEDURE:

When an individual reports to the lobby to self-surrender on a warrant or is brought into the facility by a bail bondsman on a bail surrender/revocation, the following procedures will be adhered to:

Arrest Warrant Surrender:

1. The Correctional Officer will request to see the individual's identification to verify ID information.
2. The Correctional Officer will conduct a warrant check on the individual.
3. When it is verified that there is an outstanding warrant for that individual, if the warrant is a misdemeanor (unless the offense is non-citable), the individual will minimally be booked in and if needed, issue a citation and a court date given to the individual in accordance with current guidelines. If the warrant is a felony, the Corrections Officer will take custody of the individual for booking.

Bail Bond Surrenders/Revocations:

1. The Bail agent will identify themselves to Control and will identify the person they are surrendering in order to book the individual.
2. Intake officers will verify the individual and accept the Bail Agents documents, and ensure the paperwork is in order, and complete.
3. We will accept the bond surrender only if we are provided with the following documentation from the Bail Agent:
 - a. An original certified copy of the bond from the court –OR
 - b. An affidavit given by the bail license or surety company listing all the specific information that would be included on a certified copy of a bail bond.
4. The original bail receipt and three (3) copies of the bail surrender forms filled out by the person surrendering the prisoner.
5. The arrestee will be pat searched in the booking area and his/her property will be inventoried.
6. The arrestee will be medically cleared and the Bail Agent will be allowed to leave.
7. If the arrestee is not cleared for incarceration, the Bail Agent will then take custody of the arrestee and will be directed to the Hospital to obtain a medical clearance.
8. The arrestee will be placed on the court calendar if needed.
9. A "Denial of Admission" will be completed on arrestees unable to be housed.

***Corrections Division Policies and Procedures, 03.09 Bail Bond / Warrant
Surrender, Notification to I.R.S.***

POLICY: The Plumas County Sheriff's Office Corrections Division maintains guidelines for acceptance of cash money to post bail & guidelines for reporting funds to the Internal Revenue Service.

DEPARTMENTAL INTEREST:

It is in the interest of the Plumas County Corrections Division to accept cash money when individual's bail an inmate. Any monies collected over \$10,000.00 must be reported to the Internal Revenue Service.

PROCEDURE:

Cash Bail:

1. Verify the Inmate being bailed is in custody and has a specified bail amount and does not possess any holds or detainers.
2. Conduct a warrant check on the inmate to ensure no new warrants have been filed.
3. Accept the cash from the individual and count the cash in the view of the individual. Always have a second staff member count the cash to verify the amount.
4. Obtain a court date, either from the most current minute order, or, if new arrest, set the court date for three (3) weeks in advance. Court dates can be obtained through Dispatch.
5. A Cash Bail Receipt (duplicate pages) will be completed, which will serve as the Court Appearance form.
6. Persons booked who have the amount necessary to bail in the possession may make bail using their own monies. Cash bails shall be taken to the Court Clerk's Office immediately if possible or immediately the next business day. A cash bail envelope being held overnight will be filled out and the money deposited inside. The envelope will be placed in the locked "Cash Drawer" located in the Commissary Office.

Internal Revenue Service (I.R.S.) Reporting:

When cash bail in the amount greater than \$10,000.00 is posted on any individual charged with a Federal criminal offense involving a controlled substance, racketeering or money laundering, the following procedures will be used as guidelines.

1. The staff member accepting the bail will obtain the following information from the individual who is putting up the bail. This information will be documented on the bail receipt, to be forwarded to the Sergeant/OIC. The Sergeant/OIC will then forward the information to the respective courts.
 - a. Name.
 - b. Address.
 - c. Social Security Number.
 - d. Copy of State Identification Card.
 - e. Date of Birth.

2. This above information is only required for specific offenses as noted below and is to be recorded on the bail receipt. The specific offenses are as follows:
 - a. A Federal criminal offense involving a controlled substance (*as defined in section 802 of Title 21 of the United States Code*).
 - b. Racketeering: (*as defined in section 1951, 1952 or 1955 of Title 18 of the United States Code*).
 - c. Money Laundering (*as defined in section 1956 or 1957 of Title 18 of the United States Code*).
3. If the person posting the bail refuses to provide the required identification, a notation will be made on the bail receipt and the bail will be accepted.

Submission of Bail to Court:

By the next following court day, the Shift Sergeant is responsible for collecting all cash bails and the cash bail receipt book and turn the bail over to the courts. The court clerk will stamp the cash bail receipt showing it has been accepted.

Corrections Division Policies and Procedures, 03.10 Inmate Dress Out

POLICY: The Plumas County Sheriff's Office Corrections Division ensures inmates housed in our facility will be dressed in clean, serviceable clothing corresponding with their classification.

DEPARTMENTAL INTEREST:

It is in the interest of the Plumas County Corrections Division to provide clothing to all in custody inmates during their incarceration.

PROCEDURE:

Intake Dress-Out:

Once an arrestee has been booked and temporarily classified the below procedures will be followed:

1. The officer will retrieve the inmate's personal property and escort the inmate to the laundry room / dress-out room.
2. The officer will conduct a strip search in accordance with Plumas County Corrections Division *Policy and Procedure 04.03*. Once the search is complete the officer will direct the inmate dress in their jail issued clothing. The officer will place the inmates clothing and personal property into the property bag. The property bag will be tagged with the inmates I.D. Card and stored alphabetically on the racks in the property room.
3. The inmate will be given the appropriate clothing corresponding to their housing assignment and body size. The inmate will be issued their bedding, a plastic container keeping their extra undergarments and admission kit, cup and spoon. A mesh bag will be issued for laundry purposes and storage of soiled clothing.
4. The inmate will keep the plastic container throughout incarceration for storage. The inmate's hygiene items, drinking cup, commissary and personal items must fit within the plastic container. Items, which cannot be stored within the plastic container, will be allowed to be stored in the inmate's cell or shelving.

Release Dress-Out:

When an inmate is to be released, this procedure will be followed:

1. The officer will notify the inmate of release and advise the inmate to "roll up" their issued items.
2. The officer will verify the inmate is properly identified.
3. The officer will inspect the issued clothing and bedding to account for all issued items.
4. The inmate will be escorted to the property room and given their personal clothing. The inmate's personal property will be withheld until the release procedures are completed.
5. The inmate, dressed in street clothing will be kept separate from in custody inmates until the release process can be completed.
6. Follow Plumas County Corrections Division *Policy Section 3.4* for release

procedures.

Paper transport clothing and State Hospital Clothing is not subject to inventory. Paper clothing is to be discarded at the time of Dress-Out. The tan State Hospital clothing may be used to dress-out releasing inmates if their personal clothing is damaged, unserviceable or missing. (*See Plumas County Corrections Division Policy Section 03.10 - Inmate Personal Property*).

Corrections Division Policies and Procedures, 03.11 Inmate Personal Property

POLICY: The Plumas County Sheriff's Office Corrections Division inventories inmate's personal property, including; documenting, labeling and securing the property during the inmate's incarceration.

DEPARTMENTAL INTEREST:

It is in the interest of the Plumas County Corrections Division to provide reasonable and necessary documentation, control, and storage of inmate property, release of inmate property, evidence seizure, as well as having a procedure in place to recover lost/missing property.

Inventory:

All property, cash and clothing must be inventoried during booking in the Jail Management System. All personal property, excluding clothing, must fit into an 8.5" x 11" plastic property bag, except property booked by Plumas County Sheriff's Office Deputies. The inmate shall make arrangements for any excess property and/or clothing to be released to family members or friends willing to hold their belongings.

The Property Inventory includes the following information:

1. Number of individual items, i.e.; (2) stud earrings, (1) Red Bic Lighter...etc.
2. Description of the property items in sufficient detail for easy identification, such as; Brand names, color and model numbers.
3. Condition of the item, i.e.: broken, bent, missing stone, discolored...
4. Checkbook, with check number series, i.e.: #101 to 125...
5. Disposition of the items i.e.; "taken as evidence."

The Property Inventory form is distributed to:

1. Inmate File (Signed by inmate)
2. Property Bag or inmate

Cash will be counted in front of the inmate and noted on the booking sheet. The cash will be deposited in the locked commissary money drawer, logged into the commissary system and noted on the hand written money balance sheet.

If the inmate refuses to sign the form, the officer will make the proper notation

The inmate may fill out a Pre-Authorizing Property Release Form to expedite the Property Release process. If the property is released, the inmate will receive a signed copy of the form and the original will be placed in the inmate file.

Paper transport clothing and State Hospital Clothing is not subject to inventory. Paper clothing is to be discarded at the time of Dress-Out. The tan State Hospital clothing may be used to dress-out releasing inmates if their personal clothing is damaged,

unserviceable or missing. (See *Plumas County Corrections Division Policy Section 03.08 - Inmate Dress-Out*).

Approved Property Items:

Allowable items for retention by inmates in the facility may include any of the following:

1. Legal documents and papers.
2. Prosthetic limbs.
3. Prescription glasses.
4. Dentures.
5. Address book or list of addresses.
6. Items approved by the Medical Authority.
7. Other, as approved by the shift supervisor.

An inmate is limited to the amount of property that can be stored in an authorized storage container provided by the facility. Inmates are not permitted to give or receive property to or from other inmates.

Unauthorized Items:

The following items will not be inventoried and/or stored in Plumas County Corrections Facilities:

1. Perishable food.
2. Illegal Narcotics or paraphernalia.
3. Alcohol.
4. Any backpack or purse too large to fit into an 8.5" x 11" storage bag.
5. Bicycles or vehicles.

All property belonging to prisoners booked by Plumas County Sheriff's Office Deputies will be accepted and stored either in the facility's inmate property storage or within the fenced property when possible.

Lost / Missing Property Notifications:

The Title 15 Compliance Officers at each facility is responsible for identifying, collecting and processing lost or missing inmate property. The Title 15 Officer will notify the former inmate, by mail that their personal property has been located and allows for ninety (90) days to be picked up by the person or their designated substitute. The letter will include the contact number for the Title 15 Compliance Officer, to schedule a pick-up appointment.

Former Inmates may either pick-up the property or donate the property to the County of Plumas. If there is no contact by the former inmate within ninety (90) days, the property will be destroyed. Proceeds are added to the Plumas County General Fund.

If an inmate is found to be in-custody at another facility within the State of California, the Shift Sergeant may make arrangements to forward the property to the facility and obtain documentation showing the transfer was successfully completed.

The Title 15 Compliance Officers are responsible for monthly property reviews. Any lost or missing property will be noted on a Property Inventory Form and forwarded to the Jail Commander for reporting to Plumas County Risk Management for claim dispositions.

Storage:

The facility maintains a secure storage area. No inmates will be involved in the search, inventory, or storage process. The inmate's personal property bag will be placed into a Green vinyl bag and green mesh bag with the inmate's clothing. A second inmate I.D. card will be placed in the bag window on the side of the vinyl bag and hung on the property rack with the ID card facing out. Inmate's property bags shall be hung in alphabetical (Last Name) order.

Transfer of Property:

The inmate's property will be transferred with the inmate when leaving our facility. During a transport detail (See Section 03.04 Release and Transfer of Inmates).

Removal of Item from Property:

Upon *approval from shift supervisor*, personal property may be removed from an inmates' property. The property bag will be resealed and the property inventory sheet will be updated in the Jail Management System. A brief Incident Report will be completed outlining the transaction.

Funds:

All cash and coin received at booking is counted and added to the inmate's account. The cash and a copy of the Property Form is placed in the Money Drawer and reconciled at the end of each shift. Checks from other county facilities will be added to the inmate's account. Non-governmental checks will be logged, with check number, on the Inventory Form and placed into the inmate's property bag.

Corrections Division Policies and Procedures, 03.12 Use of Sobering Cells

POLICY: Plumas County Sheriff's Office Corrections Division complies with Title 15 Standards regarding the use of sobering cells.

DEPARTMENTAL INTEREST:

The Plumas County Corrections Division and the Medical Authority have established the guidelines for determining who needs to be placed in a sobering cell, how those placed in the sobering cell shall be monitored and managed, and when those placed in a sobering cell shall be removed from such cells. (See *Title 15 [Section 1056 Sobering Cells] / Title 24, Part II, Section 1231.2.4, SHALL be used for holding inmates who are a threat to their own safety or the safety of others due to their state of intoxication and pursuant to written policies and procedures developed by the facility administrator*).

Alcohol and drug toxicity may mask urgent medical conditions; therefore, all arrestees who are charged with any "under the influence" criminal codes, or exhibit signs of extreme intoxication shall be assessed by the Medical Authority prior to accepting the prisoner for booking. The sobering cells shall be used for increased observations of prisoners who may be at risk due to their state of intoxication. An inmate shall be removed from a sobering cell upon the clearance of the Medical Authority. In the event of the unavailability of medical authority, a Sergeant or O.I.C. may be authorized to decide placement determinations and medical referrals

PROCEDURE:

All persons arrested for being under the influence or having the appearance of being under the influence" to intake Officers will be accessed using the following procedures:

1. The Intake Corrections Officer will review the Probable Cause form and perform a cursory initial evaluation of the arrestee.
2. If the arrestee is being charged with any "under the influence" codes or the arrestee appears to the Corrections Officer to be in distress due to being "under the influence of alcohol or drugs" the Medical Authority will be notified, and prior to booking shall be medically cleared prior to intake.
3. Medical Authority personnel will perform their intake protocol to evaluate the arrestee for intoxication and any urgent medical conditions.
4. Medical Authority personnel will advise the Intake Corrections Officers whether the arrestee requires sobering or may be placed in a holding cell.
5. The Intake Corrections Officers will initiate an Observation Log (See *03.14A / 03.14B*), documenting the inmate's name, date and time of placement in sobering.
6. Inmates will only be placed into a sobering cell with inmates of their same sex.
7. Inmates shall be visually checked a minimum of twice every 30 minutes; those checks will be recorded on the Observation Log at the actual time of the check. Each direct observation of the sobering cell occupant(s) shall be documented include:
 - a. Observation of the inmate's breathing to determine the breathing is regular. Breathing should not be erratic nor indicate that the person is having difficulty breathing. Note that a loud, heavy snoring sound in respiration is an

indication of difficulty in breathing.

- b. Observation of the inmate to ensure that there has been no vomiting while sleeping. Ensuring that intoxicated persons remain on their side rather than on their back will prevent aspiration of stomach contents.
 - c. Intake Corrections Officer will attempt to ensure a response from the inmate in the form of a verbal or physical reaction. This is the most important monitoring procedure for jail staff. If unable to obtain verbal or physical response to stimulation, staff must attempt to awaken the inmate. If the inmate does not respond, Medical Authority personnel will be notified immediately.
8. Inmates in a sobering cell must be evaluated by the Medical Authority within six hours. Medical Authority personnel shall be advised by Intake Corrections Officers when the six-hour time limit is approaching (This notification should be noted on the Observation Log).
 9. If an inmate is deemed to no longer need to be held in the sobering cell, the inmate shall be removed from the cell and continue with the booking process, moved to holding or housed in general population when appropriate. The observation log shall note the removal time of the inmate from the sobering cell and the reason for removal.
 10. Completed Observation Logs will be reviewed and signed by the Sergeant/OIC and forwarded to the Medical Authority, which are included in the inmate's medical history file.

Corrections Division Policies and Procedures, 03.13 Use of Safety Cells

POLICY: The Plumas County Sheriff's Office Corrections Division ensures that safety cells will be used to hold only those inmates who display behavior which results in the destruction of property or reveals intent to cause physical harm to self or others. Inmates will be observed and given medical and mental health treatment as needed.

DEPARTMENTAL INTEREST:

The Plumas County Corrections Division and the Medical Authority have established the guidelines for placement, observation, care, treatment, and retention of inmates being placed in Safety Cells. See *Title 15 (Section 1055) / Title 24, Part II, Section 1231.2.5*

PROCEDURE:

All inmates claiming or displaying behavior of suicidal intentions, violent actions or destruction of property may be placed in a safety cell. Correctional Officers shall implement the following procedures:

1. An inmate shall be placed in a safety cell only with the approval of the shift Sergeant/OIC.
2. Under no circumstances shall an inmate be placed in a safety cell for discipline or is it a substitute for treatment.
3. Inmates shall retain sufficient clothing when possible or be provided with a suitably designed "safety garment," to provide for their personal privacy unless specific identifiable risks to the inmate's safety or to the security of the facility are documented.
4. An Incident Report will be written to detail the inmate's actions and/or statements justifying the need for Safety Cell placement.
5. The Observation Log (See; *Plumas County Corrections Division Policy and Procedure 13.14A*) will be started immediately upon the placement of an inmate into a safety cell.
6. The Medical Authority will be advised when an inmate is placed into a safety cell and the date, time, and initiating Sergeant/OIC shall be recorded on the Safety Cell Log.
7. Every inmate in a safety cell must be directly observed at least twice in every 30 minute period.
 - a. The intervals of the checks within the 30 minute period should vary; they should not be on a routine schedule the inmate can predict, but often enough that staff can assure inmate safety.
 - b. Staff is encouraged to document checks more frequently.
 - c. The actual time of observation, with any pertinent observation of the inmate's behavior, shall be recorded on the Observation Log by the staff member when making the visual check. Medical/Mental Health Authority and Corrections Officers will record their individual observation on the same form.

8. Corrections Officers shall advise the Sergeant/OIC when an inmate is nearing The required eight hour review. This review shall be noted on the Observation Log. At this review, the determination must be made whether the inmate can be safely removed from the safety cell.
 9. No inmate should be retained in a safety cell longer than is necessary for the protection of the inmate or others. Inmates should be removed from the safety cell as soon as it is safe to do so.
 10. Within 12 hours of placement in the safety cell, each inmate must have a medical assessment to determine whether he/she has serious medical conditions which are being masked by the aggressive behavior. Corrections Officers shall notify the Medical Authority when an inmate is nearing 12 hours in a safety cell and record that notification on the Observation Log. Inmates shall not be detained beyond 24 hours without Medical and Mental Health Clearance.
 11. A mental health evaluation is conducted by the Medical Authority's Mental Health personnel within 24 hours of placement. The date, time, and any recommendations from that evaluation will be recorded on the Observation Log by Corrections Officers.
 12. The inmate's needs for food, fluids, and personal hygiene shall be assessed as circumstances permit; but the inmate must be offered fluids *at least* every 2 hours by Corrections Officers. All offers of food, fluids shall be noted on the Observation Form.
- .

Corrections Division Policy and Procedures, 03.13a, Observation Log

INMATE OBSERVATION LOG

TITLE 15, Section 1056 - Inmate observation every 30 minutes and the need to continue observation reviewed by Medical or Corrections staff every 6 hours. TITLE 15, Section 1055 - If inmate is suicidal, Checks every 15 minutes, Review the need every 8 hours, Medical Review within 12 hours, and every 24 hours thereafter. Mental Health review within 24 hours

NAME:	ID #:	DOB:	CELL#:
DATE:	TIME:		
REASON:			

CHECKED BY		OBSERVATIONS	OTHER OBSERVATIONS/NOTES
DATE	TIME	<input type="checkbox"/> BREATHING <input type="checkbox"/> ALSEEP <input type="checkbox"/> AWAKE	
		<input type="checkbox"/> TALKING <input type="checkbox"/> SITTING <input type="checkbox"/> STANDING	
STAFF ID	INITIALS	<input type="checkbox"/> L/S <input type="checkbox"/> R/S <input type="checkbox"/> BACK <input type="checkbox"/> STOMACH	
		<input type="checkbox"/> TALKING <input type="checkbox"/> MEAL GIVEN	

CHECKED BY		OBSERVATIONS	OTHER OBSERVATIONS/NOTES
DATE	TIME	<input type="checkbox"/> BREATHING <input type="checkbox"/> ALSEEP <input type="checkbox"/> AWAKE	
		<input type="checkbox"/> TALKING <input type="checkbox"/> SITTING <input type="checkbox"/> STANDING	
STAFF ID	INITIALS	<input type="checkbox"/> L/S <input type="checkbox"/> R/S <input type="checkbox"/> BACK <input type="checkbox"/> STOMACH	
		<input type="checkbox"/> TALKING <input type="checkbox"/> MEAL GIVEN	

CHECKED BY		OBSERVATIONS	OTHER OBSERVATIONS/NOTES
DATE	TIME	<input type="checkbox"/> BREATHING <input type="checkbox"/> ALSEEP <input type="checkbox"/> AWAKE	
		<input type="checkbox"/> TALKING <input type="checkbox"/> SITTING <input type="checkbox"/> STANDING	
STAFF ID	INITIALS	<input type="checkbox"/> L/S <input type="checkbox"/> R/S <input type="checkbox"/> BACK <input type="checkbox"/> STOMACH	
		<input type="checkbox"/> TALKING <input type="checkbox"/> MEAL GIVEN	

CHECKED BY		OBSERVATIONS	OTHER OBSERVATIONS/NOTES
DATE	TIME	<input type="checkbox"/> BREATHING <input type="checkbox"/> ALSEEP <input type="checkbox"/> AWAKE	
		<input type="checkbox"/> TALKING <input type="checkbox"/> SITTING <input type="checkbox"/> STANDING	
STAFF ID	INITIALS	<input type="checkbox"/> L/S <input type="checkbox"/> R/S <input type="checkbox"/> BACK <input type="checkbox"/> STOMACH	
		<input type="checkbox"/> TALKING <input type="checkbox"/> MEAL GIVEN	

CHECKED BY		OBSERVATIONS	OTHER OBSERVATIONS/NOTES
DATE	TIME	<input type="checkbox"/> BREATHING <input type="checkbox"/> ALSEEP <input type="checkbox"/> AWAKE	
		<input type="checkbox"/> TALKING <input type="checkbox"/> SITTING <input type="checkbox"/> STANDING	
STAFF ID	INITIALS	<input type="checkbox"/> L/S <input type="checkbox"/> R/S <input type="checkbox"/> BACK <input type="checkbox"/> STOMACH	
		<input type="checkbox"/> TALKING <input type="checkbox"/> MEAL GIVEN	

Corrections Division Policies and Procedures, 03.14DNA Collection

POLICY: The Plumas County Sheriff's Office Corrections Division uses Live Scan technology to identify persons, make additions to a person's criminal history record and collect DNA pursuant to Prop 69.

DEPARTMENTAL INTEREST:

It is in the interest of the Plumas County Corrections Division to Live Scan persons booking into our facility to verify the identity of the individual, initiate or update the subject's criminal history and provide information to the California Department of Justice.

PROCEDURE:

All persons booked into the Plumas County Corrections Facility will be Live Scanned for the purpose of identifying the person, initiating or updating a person's criminal history record (RAP Sheet) and providing information and statistics to the California Department of Justice.

Process:

The basic Live Scan Procedures are as follows:

1. Using the booking sheet information to input data into the Live Scan, including; I.D. numbers, SSN, charges and identifying features.
2. Complete fingerprint rolls and slaps.
3. Palm Print.
4. Evaluate the quality of the prints. Reprint all blurry or unreadable prints.
5. **Submit the record to DOJ.**
6. Receive DOJ return notification.
7. Make entries on the Photo Imaging, Live Scan & I.C.E. Log.
8. Update the inmate's file in the Jail Management System (if needed).
9. If the subject is using a false name, notify the arresting agency. Update the Inmate File information and add the false name to the AKA field.
10. Reprint ID Cards with true name.
11. Check warrants and NCIC with true name.

Exceptions:

All persons are Live Scanned except:

1. Persons booked for; PC647f, PC3056, PC1203.2 and 1203.2a.
2. ICDTP Program participants.
3. Enroute Temporary Holds.

DNA Live Scan:

Once a Live Scan is submitted to DOJ, a return message will appear on the Live Scan monitor:

1. Hit and DO NOT collect DNA
2. Hit and collect DNA

3. No Hit, Subject Not Identified – Submit IDN

(Please refer to California Department of Justice Live Scan Data Collection Users Guide, Corrections Policy and Procedure 03.16A)

OUR LIVESCAN INFORMATION AND DOJ REGULATIONS GO HERE

Corrections Division Policies and Procedures, 03.15 Live Scan

POLICY: It is the policy of the Plumas County Sheriff's Office Corrections Division to collect blood samples, saliva samples and required fingerprints, from those inmates convicted of offenses listed in Penal Code 296-296.2, 298-298.3 and forward those samples and prints to the Department of Justice for the DNA Data Bank. Pursuant to Penal Code 298.1, reasonable force may be used to gain compliance from individuals who refuse to voluntarily comply. (See; Title 15 Section 1059)

DEPARTMENTAL INTEREST:

The Plumas County Corrections Division is required, by the laws of the State of California is collect and submit collected DNA for storage, analysis and crime resolution. It is in the Plumas County Sheriff's Correctional Divisions interest to provide guidelines for Corrections Staff to comply with state laws and regulations. (See; *Plumas County Corrections Division Policy & Procedure 08.08 / Title 15 Section 1059- DNA Collection – Use of Force / California Penal Code Sections 296 / 298.1*)

PROCEDURE:

Upon receipt of a Minute Order for DNA collection from an inmate, upon booking an inmate on charges that require DNA collection or on review of an inmate's rap sheet that states that the inmate requires DNA to be taken Corrections Staff will complete the following procedures:

1. If the courts order that an inmate's DNA are to be taken per 296 PC the intake officer will take the DNA and forward it to the Arresting Officer or designee.
2. If an inmate is arrested or charged with any felony charges DNA is to be collected and the intake officer will forward it to the Arresting Officer or designee.
3. If on reviewing the inmate's rap sheet it states that DNA needs to be collected the DNA is to be taken and the intake officer will process the collection packet per D.O.J. Standards.
4. An inmate who refuses to comply will be advised that his/her refusal constitutes a violation of Penal Code Section 298.1 and that if he/she continues to refuse to provide the necessary samples, he/she will be arrested and booked for this new violation.
5. All inmates who fall under the provisions of 296 PC will be provided with a 296 PC admonishment form for review and signature. This form will list the qualifying offense the inmate was convicted of, the date of conviction and the county inmate was convicted in. Inmates must be advised in written form of their requirement to submit samples; it is one of the requirements for prosecution under 298.1 PC.
6. This form advises the inmate of the consequences of his/her actions. If the inmate continues to refuse to provide the ample, he/she will be arrested and booked for violation of Penal Code Section 298.1.

Methods for retrieval of blood or saliva samples from inmates will be consistent with all legally established guidelines. (Refer to Use of Force in Collecting DNA, P&P Chapter

8.08)

Penal Code Sections

187 & 664/187 Murder or attempted murder
190 & 664/190 Manslaughter or attempted manslaughter
190.05 & 664/190.05 2nd degree murder or attempted 2nd degree murder
192 (a), (b), or (c) & 664/192 (a), (b), (c,) Manslaughter or attempted manslaughter
203 & 664/203 Mayhem or attempted mayhem
205 & 664/205 Aggravated mayhem
206 & 664/206 Torture or attempted torture
207 & 664/207 Kidnapping or attempted kidnapping
208 & 664/208 Kidnapping child under age of 14 or attempt
209 & 664/209 Kidnapping for ransom, robbery or rape or attempt
209.5 & 664/209.5 Kidnapping in course of carjacking
210 & 664/210 Extortion or attempted extortion
212.5 (a), (b), & 664/212.5 (a), (b) Robbery or attempted robbery
215 & 664/215 Carjacking or attempted carjacking
217.1 Assault or attempted murder upon governmental officers
220 Assault w/intent to commit mayhem and specified sex offenses
241.1 Assault against custodial officer
243 Battery against peace officer
243.1 Battery against custodial officer
243.3 Battery against transportation worker or passenger
243.4 Sexual battery
243.7 Battery on juror
244 Assault with caustic chemicals
245a Assault with deadly weapon
245.2 Assault with deadly weapon against transportation worker or passenger
245.3 Assault upon custodial officer w/deadly weapon
245.5 Assault with deadly weapon on school employee
261 (a) 1,2,3,4,6 Rape, except section (a) 5
262 (a) (1) Spousal Rape if sentenced to state prison
264.1 Punishment for aiding or abetting rape
266 Procurement
266c Inducing consent to sexual act by force or fraud
266h (b) Pimping
266i (b) Pandering
266j Procurement of child
267 Abduction of minor for prostitution
269 Aggravated sexual assault of child
272 Lewd or lascivious act contributing to delinquency of minor
273.5 Spousal abuse
285 Incest
286 Sodomy
288 Lewd or Lascivious act involving children

288a Oral copulation
288.2 Distribute harmful matter to minor
288.5 Continuous sexual abuse of child
289 Penetration by foreign object
311.2 (b), (c), (d) Importing pornography
311.3 Sexual exploitation of child
311.4 Minor sale, distribution, production of pornography
311.10 Sale or distribution of obscene matter depicting a minor
311.11 Possession or control of child pornography
314 (1) or (2) Indecent exposure
451 (a) or (b) & 664/451 (a) or (b) Arson or attempted arson
460 (a) Burglary or attempted burglary
647.6 or old section 647 (a) Annoying or molesting children
653f (c) Soliciting commission of certain crimes

E. Welfare and Institutions Code

702 Welfare & Institutions Old Code—Contributing to delinquency of minor
5512 Welfare & Institutions Mentally disordered sex offender
6316 Welfare & Institutions Mentally disordered sex offender

DNA Live Scan:

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1. Hit and DO NOT collect DNA
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3. No Hit, Subject Not Identified – Submit IDN

*(Please refer to **California Department of Justice Live Scan Data Collection Users Guide, Corrections Policy and Procedure 03.16A**)*

Corrections Division Policies and Procedures, 03.17 TRUST ACT (AB 4, 2013)
Detention of Undocumented Persons

POLICY: The Plumas County Correction Division maintains guidelines to equally enforce laws and serve the public without consideration of immigration status. Except as specifically outlined in this Policy and Procedure, the immigration status of a person, and the lack of immigration documentation, shall have no bearing on the manner in which staff execute their duties.

Under no circumstances shall a person be contacted, detained, or arrested by agency members based solely on his or her immigration status whether known or unknown.

DEPARTMENTAL INTEREST:

It is in the interest of the Plumas County Corrections Division to maintain guidelines on correctional staff's duties and responsibilities associated with immigration law and detentions.

PURPOSE:

The purpose of this policy is to provide deputies and correctional staff with guidelines on their duties and responsibilities associated with immigration law, enforcement, arrests, and detentions.

DEFINITIONS:

- A. IMMIGRATION ENFORCEMENT JURISDICTION: The U.S. Department of Homeland Security's Immigration and Customs Enforcement Agency (ICE) has primary responsibility to investigate and enforce federal immigration laws. Plumas County Sheriff's personnel may assist ICE in the enforcement of federal immigration laws upon its specific request and in those situations where ICE initiated investigations have led to the discovery of criminal violations of California law. Assistance to ICE will also be provided in response to officer safety issues or emergency requests for immediate assistance.
- B. Citizen contacts, detentions, and arrests shall be based on reasonable suspicion or probable cause in a manner prescribed by law. Correctional staff shall not initiate law enforcement action based solely on observations related to a subject's immigration status.

This policy and procedure does not prohibit investigative inquiries in instances where the immigration status of involved parties to a criminal act needs to be thoroughly investigated. Inquiries will be based on a "need to know" to complete California

criminal code violations. This inquiries include, but not limited to, investigations into human trafficking, smuggling, harboring, and terrorism.

PROCEDURE:

When Plumas County Sheriff's personnel encounter perceived immigration law violations, members shall be guided by the options set forth in this policy, which is in compliance with state law.

A. IMMIGRATION VIOLATION COMPLAINTS:

1. If members of the public contact any member of the Plumas County Sheriff's Office to report suspected immigration violations, such persons should be directed to ICE.

B. IMMIGRATIONS STATUS:

1. A correctional officer's suspicion about any person's immigration status shall not be used as the sole basis to initiate contact, detain, or arrest that person unless such status is reasonably relevant to the investigation of a crime, such as but not limited to, trafficking, smuggling, harboring, and terrorism.
2. Sweeps intended solely to locate and detain undocumented immigrants shall not be conducted. Staff will not participate in ICE organized sweeps to locate and detain undocumented residents. This does not preclude staff from assisting ICE during critical incidents or emergency requests for assistance. Each level of assistance will be evaluated by the on scene supervisor to ensure PCSO's level of participating remains consistent with this policy while protecting human life and property.

C. ESTABLISHING IDENTITY:

1. Staff should make all attempts to identify any person they detain, arrest, or who come into the custody of the Sheriff's Office.
2. Any person who would be cited and released, but who is unable to present satisfactory evidence of his or her identity, will be detained for the purpose of establishing his or her identity.

D. ICE IMMIGRATION DETAINEES:

1. The Plumas County Sheriff's Office regularly receives immigration detainer requests (Form 247) from ICE. A detainer serves to advise that ICE seeks custody of an individual in the custody of the Sheriff's Office. The detainer requests the

Sheriff's Office notify ICE, prior to releasing the individual, in order for ICE to arrange to assume custody. These detainer requests will be honored only within the guidelines established in this policy.

2. TRUST ACT. The Trust Act (ab 4, 2013) provides that a person may not be held in custody solely on the basis of an immigration detainer if he or she is otherwise eligible to be released from custody. "Eligible for release from custody" means that the individual may be released from custody because one of the following conditions has occurred:

- a. All criminal charges against the individual have been dropped or dismissed; or
- b. The individual has been acquitted of all criminal charges; or
- c. The individual has served all the time required for their sentence; or
- d. The individual has posted bond; or
- e. The individual is otherwise eligible for release under state or local law.

3. ICE IMMIGRATION DETAINERS:

Immigration detainers shall not be honored based on a subject's conviction(s) for misdemeanor crimes. The Trust Act allows immigration detainers to be honored for convictions for certain felony offenses listed in Government Code 7282.5(a). Immigration detainers shall only be honored by the Plumas County Sheriff's under the following conditions.

- a. If ICE requests an immigration hold be placed on a detainee for a felony conviction suffered outside of California, documentation must be provided by ICE to support the request. This documentation would include, but not limited to, a federal criminal records check through the FBI database. AB 4 only applies to felonies committed in another state which, if committed in California, would be punishable as a "serious" felony, as defined in Penal Code 1192.7(c), or a "violent" felony, as defined in Penal Code 667.5(c). ICE detainer requests for any other out of state felony will not be honored.
- b. The subject of the detainer has suffered a prior felony conviction in California during his/her lifetime for a felony listed in Government Code 7282.5(a). Although the below charges could result in felony convictions, these are not included in AB 4 and ICE detention would not be authorized on these charges alone.

1. PC 32 Accessory
2. PC 38 Misprision of treason
3. PC 118 Perjury
4. PC 182 Conspiracy
5. PC 278.5 Depriving right to child visitation
6. PC 337(f) Horse doping
7. PC 405(b) Lynching
8. PC 502(c) (1), (2), (4), or (5) Unauthorized computer system access
9. PC 529 False impersonation
10. PC 537e (a) (3) Removal of serial number
11. PC 591 Damage to transmission wire
12. PC 594 Vandalism
13. PC 594.3 Vandalism to house of worship
14. PC 597 Cruelty to animals
15. PC 600(a) Attack on police dog or horse
16. Pc 653f (a), (d) Solicitation to commit specific crime
17. PC 1320 Failure to appear on felony
18. PC 11419 Possession of restricted biological agent
19. PC 18735 Possession of ammunition greater than .60 caliber
20. PC 20110(a) and/or (b) Setting or possessing a booby trap
21. PC 29650 Possession of ammunition by minor
22. PC 32310 Possession for sale, or sale, of large capacity firearm magazine
23. H&S 11355 Sale of fictitious controlled substances
24. H&S 25189.5 Illegal disposal of hazardous waste
25. H&S 25289.6(b) Reckless disposal of hazardous waste with injury

- c. The subject of the detainer is required to register on the California Sex and Arson Registry as a sex offender per PC 290 or arson offender per PC 457.1.
- d. If none of the conditions of subsections a through c are satisfied, an individual shall not be detained on the basis of an immigration hold after eligibility for release.
- e. If the conditions in subsections a through c are satisfied, an individual shall be detained only if such detention does not conflict with federal, state, or local law or local policy.

E. ICE REQUESTS TO HOLD DETAINEES:

1. PCSO will continue to honor immigration detainers (I-247 form) issued by ICE consistent with section D above. When PCSO receives an ICE immigration detainer on a subject in our custody on local charges, the subject will be booked on the new offense(s) consistent with the appropriate criminal charge(s). When the detainee becomes eligible for release on local charges, a records check shall be conducted by correctional staff. Correctional staff shall be responsible for the following:
 - a. Check jail records to ensure the detained subject has no further criminal matters pending in Plumas County and is eligible for release.
 - b. Evaluate the ICE immigration detainer and verify that it is complete and valid. If relying on out of state convictions, ensure proper documentation is present.
 - c. Conduct a records check to ascertain if the subject has suffered an applicable felony conviction in California. A list of non-applicable felony convictions is provided in the Policy and Procedure.
 - d. Notify the Sergeant or OIC of the findings and provide supporting documentation. The sergeant or OIC will evaluate the information and authorize the release or continued detention of the subject.
 - e. If the sergeant or OIC determines the subject does not have an appropriate felony conviction to mandate honoring an ICE detainer, and ICE has not provided supporting documentation to prove out of state convictions, process the subject for release.
2. ICE detainees in the custody of the Sheriff's Office will receive all the rights and privileges consistent with a county or contract inmate.

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3. Valid warrants of arrest, regardless of a crime, shall be treated equally and will not be confused with an immigration detainer. This policy and procedure does not affect the proper handling of arrests and detentions associated with arrest warrants.

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Corrections Division Policies and Procedures, 05.01 Inmate Discipline

POLICY: The Plumas County Sheriff's Office Correctional Facility maintains a system of strict inmate discipline while incorporating due process and maintaining order in the facility. Through clearly established rules and enforcement procedures, inmates are provided a safe and healthy housing environment.

DEPARTMENTAL INTEREST:

It is in the interest of the Plumas County Correctional Facility to provide reasonable and necessary security, safety, discipline, and integrity in all facility operations.

PROCEDURE:

A properly managed inmate discipline program is necessary, and is intended to:

1. Maintain security, control, and safety;
2. Ensure inmate's due process rights;
3. Ensure fair and consistent disciplinary practices;
4. Ensure proper documentation of all rule violations;
5. Provide applicable safeguards to inmates;
6. Provide staff with training in the discipline policy, including familiarity with the rules of the facility, rationale for the rules, and definition of available sanctions.

Inmates are required to conform to the standards of conduct reflected in issued Inmate Handbook rules and regulations. Any inmate who violates a facility rule or regulation is subject to disciplinary action under the provisions of this policy.

All inmates are to adhere to disciplinary policies and procedures whether they are housed together or separated from other inmates.

Officer Duties:

The Line Staff Officers will serve as the Disciplinary Hearing Officer [DHO] while on duty, and be responsible for making:

1. All determinations regarding minor or major infractions or violations.
2. Recommendations for action, subject to the advice and consent of the shift.
Minor violation discipline can be appealed to the Shift Supervisor or O.I.C. Major violation discipline can be subject to appeal to the Corrections Commander or his/her designee.

Supervisor.

All decisions or ruling on all appeals are subject to appeal, with the Corrections Commander or their designee.

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Minor Infractions (Category 1 Violations):

Minor acts of non-conformance or minor violation of institution rules may be handled informally by any assigned staff member by:

1. Verbal reprimand/counseling.
2. Written reprimand.
3. Lock down in cell for a period of less than 24hrs.
4. Loss of Privileges (LOP); of less than 24hrs.
5. Loss of television for dorm/cell infractions, i.e.; cleanliness, tampering with TV.
6. Loss of worker status, (Without loss of work time credit)

Major Infractions (Category II Violations):

Major violations or repetitive minor acts of non-conformance or minor violations of institutional rules shall be reported in writing by the staff member observing the acts and submitted to the disciplinary officer. The inmate shall be informed of the charge(s) in writing. The consequences of a major violation may include:

1. Loss of good conduct credit.
2. Loss of privileges for a period not to exceed thirty [30] days.
3. Reclassification to another housing unit.
4. Removal from work details or programs.
5. Disciplinary diet, not to exceed thirty [30] days.
6. Assignment of extra work detail.
7. Removal to another facility (i.e. State Prison)
8. All those listed in Category 1

Criminal Offences (Category III Violations):

1. Criminal Prosecution
2. All those listed in Categories I and II.

Reporting Infractions:

As soon as staff becomes aware that any rule violation has occurred, the staff member observing the incident will prepare an incident report. The report will be reviewed by a Sergeant and the discipline approved by a Shift Supervisor. The incident report contain details of the violation, including the following:

1. Rule violated;
2. Date and time of offense;
3. Location of offense;
4. Inmate[s] involved and inmate or officer witnesses;
5. Adequate details of the violation and incident to substantiate the claim, including type and disposition of contraband or physical evidence;
6. Description of immediate action taken, including any force used by inmate or staff;
7. Written notification of Disciplinary Action to the inmate;
8. Any photo or video evidence;
9. Reporting staff member's signature and date and time of the report.

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Investigation:

The disciplinary officer must be someone not involved in the claimed violation or charges. If they are involved, the shift supervisor will assign another corrections officer to fill the duties of the DHO. Before any investigation commences or staff members question the inmate regarding any aspect of the matter, *the inmate will be advised in writing of the filing of a Disciplinary Action*. Any officer may serve as an investigating officer if he was not involved in the alleged violation. The investigator will interview the inmate and/or other parties who may have information regarding the incident. The officer completing the investigation has the option of recommending additional investigation, referring the matter for prosecution, or informally resolving the claim.

Formal Hearing Process:

If the investigating officer has a reasonable belief that an infraction has occurred and that *formal disciplinary action* is warranted, a hearing for disciplinary action will be scheduled no sooner than 24 hours and no later than 72 hours if the inmate does not waive their right to the disciplinary process.

The inmate will be notified in writing of the rule infraction(s) at least twenty-four [24] hours in advance of the hearing.

Charges pending against an inmate shall be acted on no sooner than 24 hours after the report has been submitted to the disciplinary officer and the inmate has been informed of the charges in writing unless time is waved in writing.

When an infraction is alleged and there is a safety issue to officers and inmates, an inmate may be placed in *administrative segregation* during the investigation.

The DHO may postpone a hearing for good cause, documenting the reason in an incident report and forward a copy to the inmate. The DHO will hear the facts of the alleged violation, weigh the evidence, and make a ruling as to the disposition of the case.

An inmate charged with a rule violation may have the opportunity [but is not required] to be present, make a statement, and present documentary evidence.

The inmate may request witnesses when such witnesses are reasonably available and their presence is not deemed to be disruptive or hazardous to institutional safety.

The DHO will state reasons for any limitations placed on testimony or witnesses.

The accused inmate will be removed from the hearing during the testimony of others whose statements are best given in confidence and the reasons for any such exclusion will be documented.

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Sanctions:

The DHO is empowered to impose appropriate sanctions when in their sole judgment a charge is substantiated. After a finding that a prohibited act occurred, the DHO may impose the following dispositions, or a combination thereof:

1. Dismissal of any or all claims and clearing of the record;
2. Reprimand;
3. Forfeiture of available good time;
4. Restriction of any privilege. An inmate's non-privileged mail, visiting, commissary, telephone access, or other privileges may be withheld, but only when the violation involves rules regulating that activity;
5. Confiscation of property;
6. Disciplinary Diet, up to thirty [30] days; Subject to medical and Correction Commander approval and consistent with Title 15, section 1247.
7. Suggest Classification Unit transfer the inmate to another facility; &
8. Suspension of execution of any sanction imposed.
9. Disciplinary isolation, (Not to exceed 30 days without review by Corrections Commander, and every 15 days thereafter).
10. Stripped cell, (Not to include Hygiene items, bedding or clothing as stated in Title 241231.2, Articles 12 and 13. Should those items be removed for inmates destructive reason, the depriving of those items shall be reviewed every 24 hours.

Refer to the color coded discipline matrix for category 1-3 suggested disciplinary measures.

The DHO *will not impose* any of the following sanctions:

1. Corporal punishment;
2. Discipline imposed by another inmate;
3. Deprivation of clothing, bedding, or necessary personal hygiene items, (title 15, section 1265; this does not apply to those inmates who engage in the practice of destroying those items. In such instances, the Corrections Commander will be notified, and the decision to deprive must be reviewed at intervals not to exceed twenty-four [24] hours;
4. Use of a "safety cell" or restraints as punishment. Restraints may only be used for otherwise uncontrollable inmates in accordance with authorized restraints; or
5. Deprivation of correspondence privileges when the offense is unrelated to a violation of facility rules relating to correspondence and shall be reviewed every 72 hours. In no case will privileged mail be suspended.
6. Deprivation of Food shall not be used as a disciplinary measure.
7. Access to courts and legal counsel.

The DHO will impose the sanctions noted above in proportion to the seriousness and repetition of the infractions for the purpose of controlling behavior and punishing the inmate.

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Record of Findings:

A record will be maintained of the hearing, including witnesses heard, evidence considered, and the disposition of the incident. The record will be kept in the Disciplinary log. This record will be complete and will contain:

1. The date and time of the hearing;
2. A list of all witnesses and a summary of their testimony;
3. The disciplinary decision and sanction imposed;
4. A summary of the evidence on which the decision and sanction were based;
5. A statement as to whether the sanction may be stayed during an appeal and the reasons for that decision;
6. The signature of the DHO;
7. The inmate may waive an appeal hearing; &
8. The appeal decision signed by the Corrections Commander (if necessary).

A copy of the record will be given to the inmate. If an inmate is found not guilty of any infraction, either major or minor, all references to that offense will *clearly* indicate that the inmate was not guilty of the alleged infraction.

Confidential Information:

An individual may be found guilty of a disciplinary infraction based on information from a confidential source. Such information may be presented to the DHO verbally or in writing, subject to the following conditions:

1. Details of any information from a confidential source will be disclosed to the inmate at the hearing, as long as this does not create a substantial risk to the safety of the confidential source.
2. When the DHO considers information from an anonymous source, the name of the source and all details of such information will be given out of the presence of inmates. In cases in which the DHO considers information from a confidential source, a confidential record will be maintained. It shall contain the details of the information and, if possible, the identity of the informant and his reliability. Such records will be available only to the Corrections Commander or DHO.

Administrative Review:

The Corrections Commander or their designee will review all disciplinary actions, regardless of whether an appeal is taken, and may on his own motion reverse the decision, remand the decision, or modify the sanction imposed, whenever such action is warranted in the record. The Corrections Commander or designee will provide written documentation of their actions. Under such a review, a sanction imposed by the Disciplinary Hearing Officer may be increased.

Appeals:

Inmates appeal a decision of the DHO by refusing to sign the Disciplinary Action Waiver.

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This appeal must be reviewed by the Corrections Commander or their designee within typical grievance time guidelines not to exceed three [3] days from the date of the disciplinary Hearing. The inmate will be advised of this right to appeal by the DHO at the time of the Disciplinary Sanction Hearing. The Corrections Commander or designee may affirm or reverse the decision outright, return the decision back to the DHO for further proceedings, or modify the sanction imposed. A decision will be made and the inmate will be advised of the decision.

Emergency Procedures:

In the event of a widespread institutional disruption that requires emergency action, portions of this policy may be temporarily suspended. Any inmate involved in the emergency may be detained without a hearing throughout the course of an officially declared emergency.

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Inmate Name:
Inmate Booking #
Date of Birth:
Cell/Dorm #
Date Notified:
Time Notified:
Cell #

I. You have been charged with violating a rule (s) of this facility.

II. The rule(s) you are charged with violating are as follows:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

III. A hearing will be held on _____ at _____ hours.

IV. At the hearing you will be permitted to:

1. Appear in person to be heard.
2. Call relevant witnesses on your behalf.
3. Present pertinent documentary defense evidence.

V. At the hearing, you will not be permitted to:

1. Cross-examine witnesses.
2. Discuss grievance or irrelevant facts.
3. Have a lawyer present.

Disciplinary Hearing Officer Name & ID#: _____

Inmate Signature: _____

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INMATE WAIVER

You have the right to waive the disciplinary hearing, if you decide to waive the hearing; the maximum sanctions allowed for the above charges are as follows:

Minor Infraction: Sanctions shall be limited to: (1) Verbal reprimand/counseling (2) Lockdown in cell for a period of time not to exceed twenty four (24) hours, (3) removal from work assignment w/o loss of work time credits, (4) Loss of privileges for a period not to exceed twenty four (24) hours, (4) Disciplinary Segregation not to **exceed Seventy Two [72] hours**

Major Infraction [or repetitive minor infractions]: Sanctions shall be limited to: (1) Loss of privileges; commissary, non-legal phone calls, visitation, yard call, or programs (AA, Bible study etc....), (2) Relocation to another housing unit, (3) Disciplinary isolation for a period not to exceed (30) thirty days unless a new violation has occurred, (4) Disciplinary diet, (5) Loss of good time/work time credits, (6) Removal of worker status up to indefinitely, including alternative sentencing, (7) Assignment of extra work detail, (8) Removal to another facility (i.e. State prison), and (9) All minor infractions.

Criminal offences: Sanctions shall be limited to: (1) Criminal prosecution; and (2) All those in minor and major infractions.

If you wish to waive your disciplinary hearing, please sign below:

Loss of Television for _____ days.

Loss of Telephone for _____ days, except for Attorney and Clergy.

Loss of Visitation for _____ days, except for Attorney and Clergy.

Loss of Commissary for _____ days, except personal hygiene items.

Loss of Exercise Yard for _____ days.

Disciplinary Diet for _____ days.

Starting Date: _____ Time: _____ Ending Date: _____ Time: _____.

Inmate Signature: _____

Date of Waiver: _____ **Time of Waiver:** _____

Witnessing Officer & ID #: _____

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Plumas County Jail Inmate Discipline Rights Form

Inmate Name: _____

ID #: _____

Incident Date/Time: _____

Location: _____

Hearing Date/Time: _____

Major violations or repetitive minor acts of non-conformance or repetitive minor violations of institutional rules shall be reported in writing by the staff member observing the act and submitted to a disciplinary officer. The inmate shall be informed of the charge(s) in writing. The consequences of a major violation may include, but are not limited to, loss of good time/work time, placement in disciplinary isolation, disciplinary isolation diet, or loss of privileges mandated by regulations.

Inmate rights in Discipline Procedure: (Inmate to initial all)

1. _____ The inmate shall receive, in writing, all pending charges within 72 hours of the offense(s). The disciplinary hearing will be conducted no sooner than 24 hours after the receipt of charges and no later than 72 hours after receipt of the charges. The inmate may waive the 24 hour limitation.
2. _____ The inmate shall be permitted to appear on their own behalf at the time of the hearing.
3. _____ The inmate can provide a list of witnesses on his behalf before the start of the hearing. These witnesses will be interviewed by the disciplinary officer and the disciplinary officer only due to safety risks.
4. _____ Before a discipline is enacted the disciplinary officers report will be reviewed by the shift Sergeant or Senior Correctional Officer on shift.
5. _____ The inmate has a right to appeal the discipline. The appeal must be written and submitted within 48 hours of the discipline being enacted. The appeal will be reviewed by the Jail Commander and responded to within 72 hours of receipt of the appeal.
6. _____ A hearing may be postponed or continued for a reasonable time by written waiver by the inmate or for good cause.

Rights Waiver: (Inmate initials one)

1. _____ I do not want a disciplinary hearing and do not contest the charges.
2. _____ I waive the 24 hour prior notice and request an immediate disciplinary hearing.
3. _____ I do not waive the 24 hour rule.
Date and time report was given to inmate: _____
4. _____ I request a time waiver pending the outcome of criminal charges stemming from the violations.

(Only for inmates whose offenses caused criminal charges being filed).

Inmate: _____

Date: _____ Time: _____

Hearing Officer: _____

Date: _____ Time: _____ Reviewing

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Officer: _____

Date: _____ Time: _____

Plumas County Jail Inmate Discipline Hearing Report

Inmate Name: _____ ID #: _____

Incident Date/Time _____

Hearing Date/Time: _____

I find the above mentioned inmate did knowingly violate the Plumas County Jail facility rules listed below.

X. Rules of Conduct:

Narrative:

Date/Time Discipline Starts:

Date/Time Discipline Ends:

Hearing Officer: _____

Date: _____

Supervisor: _____

Date: _____

Inmate: _____

Date: _____

☐ APPEAL REQUESTED: _____

Sanctions:

☐ Loss of canteen ☐ Disciplinary diet ☐ Disciplinary Lockdown (up to 30 days)

☐ Loss of visitation ☐ Removal of worker status

☐ Moved to a new housing unit ☐ Assignment of extra work detail ☐ Recommended
to the Commander, loss of good time

☐ Loss of privileges

Explanation of sanctions to be imposed:

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Corrections Division Policies and Procedures, 05.02 Inmate Rule and Prohibited Acts

POLICY: The Plumas County Sheriff's Office Corrections Division determines general categories of prohibited behavior, which is made available to all inmates, employees, and visitors.

DEPARTMENTAL INTEREST:

It is in the interest of the Plumas County Corrections Division to maintain reasonable and necessary security and safety, control, supervision, discipline and oversight of inmates. This interest is furthered by having clearly defined inmate rules and disciplinary procedures.

DEFINITIONS:

Minor Infractions - Violations of rules, instructions, or regulations that do not represent serious offenses against persons and do not pose a serious threat to facility order and safety.

Major Infractions - Violations of rules, instructions, or regulations that constitute *serious offenses* against persons and property and pose a serious threat to facility order and safety.

PROCEDURE:

During in-processing, each inmate receives a copy of the inmate handbook which outlines major and minor rules, disciplinary action regarding violation of these rules, and inmate grievance procedures. Staff will assist inmates with disabilities in the basic understanding of the rules and procedures. Following is a listing of *Prohibited Acts* within Plumas County Corrections Facilities. Although not a complete listing, the Title 15 Compliance Officers are responsible for updating this listing, and categorizing each rule violation into *Minor* and *Major* infractions.

Additions will be shown in future publications of the Inmate Rule Book.
Corrections Division Policies and Procedures, 5.02 Inmate Rules & Prohibited Acts

Sanctions regarding ***Minor*** infractions are limited to:

1. Warning;
2. Removal from a work assignment w/o loss of work time credit;
3. Temporary restriction to cells for a period not to exceed twenty-four [24] hours
4. 72 hour Loss of Privileges.

Sanctions regarding ***Major*** infractions [or repetitive minor infractions] are limited to:

1. Loss of privileges; commissary, non-legal phone calls, visitation, yard call, or programs (AA, Bible study etc.)
2. Relocation to another housing unit,
3. Disciplinary isolation for a period not to exceed (30) thirty days unless a new violation has occurred,

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4. Disciplinary diet,
5. Loss of good time/work time credits,
6. Removal of worker status up to indefinitely, including alternative sentencing,
7. Assignment of extra work detail,
8. Removal to another facility (i.e. State prison), and
9. All minor infractions.

Inmates found in violation of *Minor* or *Major* facility rules will be disciplined according to inmate discipline program outlined within departmental policy entitled *5.01 Inmate Discipline*.

Prohibited Acts:

While it is impossible to define every possible prohibited act or rule violation, the following acts are prohibited:

1. Abusive, derogatory, demeaning, or inappropriate speech or gestures;
2. Indecent exposure;
3. Fighting;
4. Being in an unauthorized area;
5. Having control over, or possessing contraband;
6. Being unsanitary;
7. Blocking a view into a living/housing area, i.e., windows, monitors, mirror, doors;
8. Blocking an officer's view with a device or body movement;
9. Blocking or obstructing the pathway of another;
10. Blocking or tampering with a vent duct;
11. Loud, boisterous, or disorderly conduct which is contrary to good order and discipline;
12. Counterfeiting, forging, or unauthorized reproduction;
13. Creating or instigating a disturbance;
14. Destroying, altering, or damaging facility property or property of another (televisions, light fixtures, windows...);
15. Tagging jail property or issue;
16. Destroying or altering issued ID cards, clothing and bedding;
17. Tattooing or piercing by or to any inmate;
18. Disrespect toward a staff member;
19. Disruptive conduct or interfering with security;
20. Encouraging others to refuse to work;
21. Encouraging, facilitating, or conspiring with others;
22. Extortion or intimidation;
23. Failing to keep person or quarters in compliance with inspection standards;
24. Failing to move aside for an officer, employee, or visitor;
25. Failing to perform work as instructed by a staff member;
26. Failing to report as directed;
27. Failing to stand count or late return;
28. Failure to follow safety or sanitation regulations;
29. Failure to maintain personal hygiene or clean issue;

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30. Fighting, assaulting, or arguing with another;
31. Gambling;
32. Giving or offering staff members a bribe or anything of value;
33. Hoarding of food, supplies, or other items (personal box + one (1) commissary bag);
34. Interfering with a communication device;
35. Interfering with the taking of a count;
36. Attempted or planned escape;
37. Wearing a disguise or mask;
38. Loaning of property or anything of value for profit or increased return;
39. Lying or providing a false statement to a staff member;
40. Making, possessing, or using intoxicants;
41. Refusal to submit to drug/alcohol testing;
42. Malingering or faking an illness;
43. Misuse or hoarding of authorized medication or possession of unauthorized medication;
44. Operating a business in the jail;
45. Participating in an unauthorized meeting or gathering;
46. Possession of contraband:
47. Possession of any type of weapon;
48. Possession of materials depicting violence towards law enforcement, racial hatred, sexually explicit or gang paraphernalia;
49. Possession of property belonging to another person or government;
50. Possession of legal papers, documents, or evidence of another;
51. Possession of materials (other than legal) when outside the housing unit;
52. Possession of drugs or drug paraphernalia or drug trafficking or sales;
53. Not being in possession of inmate ID card at all times;
54. Refusing to promptly obey an order;
55. Starting a fire or burning an object;
56. Stealing [theft];
57. Tampering or obstructing a security device (i.e.; smoke alarms, sprinkler systems...);
58. Interfering with a life safety device;
59. Tampering with or obstructing a locking device;
60. Threatening behavior;
61. Touching, striking, or interfering with an employee;
62. Unexcused absence from work or any assignment;
63. Using abusive language;
64. Violating a condition of temporary release;
65. Engaging in any action or activity that endangers the safety of an officer, staff or inmate;
66. Engaging in sexual acts, to include intimate contact between inmates not involving threat or force;
67. Violation of any municipal, county, state, or federal law; &
68. Violation of any facility rule.

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Contraband:

Contraband is generally defined as *any item that was not issued by the facility, not purchased from commissary, altered from its original design, used for other than its intended purpose or determined by staff as allowable for inmate use*. Contraband is never to be in the possession of, or in the area of an inmate. Having the control over or being in possession of contraband is a punishable offense. Contraband includes but is not limited to:

1. Alcohol, aka pruno;
2. Cell phone;
3. Chemicals, either commercial, or homemade;
4. Club or baton-like instrument;
5. Excess commissary supplies or items;
6. Food or consumable items not supplied by the facility or purchased on commissary;
7. Firearm or ammunition;
8. Glass;
9. Stabbing or slashing device, aka "shank" or "shiv";
10. Legal papers belonging to another inmate;
11. Matches or fire making material;
12. Metal cans;
13. Hard plastic, nylon, or similar synthetic material;
14. Mind altering substances;
15. Money or financial instrument;
16. Prescription or non-prescription medicines or drugs not dispensed by the Medical Authority or purchased from commissary;
17. Projectile or missile;
18. Property of another;
19. Tobacco or tobacco products;
20. Accumulation of body waste; &
21. Any item or device altered from its original form or purpose.

Categorization of Offenses:

The Disciplinary Hearing Officer (DHO), depending on the offense and other information, may determine that the offense is a *major* or *minor* violation, and disciplinary action may be taken accordingly. Violations of policy may result in an inmate being *disciplined*, *reclassified*, *being charged with criminal offenses*, or any combination of all three. Visitors or employees aiding or allowing an inmate to violate this policy may be subject to criminal charges and permanent removal from the facility.

Inmate Advisement:

A list of these prohibited acts in English and Spanish will be distributed to each inmate during *dress-out*. A copy of the Inmate Rules is provided as 05.02b with this section.

Visitation Notice:**RESTRICTED LAW ENFORCEMENT DATA**

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Facility rules regarding contraband and dress-code are posted in the visiting sign-in area. It is the responsibility of the visitor to read and ask questions if they do not understand the rules. All visitors are subject to search upon entering Plumas County Corrections Facilities. No visitor will be allowed access to a secured area while in possession of *contraband or in violation of any facility rules*. Visitors may be arrested and confined for any violation of state and/or local law while on the premises.

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Corrections Division Policies and Procedures, 05.02b-1 Inmate Handbook Inmate Discipline

Hello. As an incarcerated person in our facility you will be treated with respect and dignity by our employees. We ask that you also, treat our staff with respect and dignity. We also ask that you abide by the rules and regulations of our facility. Remember, you are incarcerated. You may not be able to receive everything you wish for, nor when you want it. Reasonable request will be attended to. Be patient, you are not the only person here. While our accommodations may not be pleasant, your time with us should be uneventful and upon release you can move on with your life, hopefully wiser for the experience.

“What Lies behind us and what lies before us, are tiny matters compared to that lies within us.” – Oliver

Wendall Homes

Thank you,

Greg Hagwood

Sheriff

Plumas County Sheriff's Office

Message from Jail Commander:

As an inmate of the Plumas County Correctional Facility, I hope you take the time to read this handbook in order to learn the daily rules and operations of this facility. The rules and procedures have been established in order for this facility to run in a smooth, secure, and safe manner for both staff and inmates alike. Our goal is to treat every inmate with dignity and respect while offering services which may help deter future incarcerations at this facility. We encourage inmates to partake in every program available in order to better themselves. In turn, I ask that each inmate treat the Correctional Staff with respect and understanding, the same way you want to be treated.

Should you have questions or concerns regarding policy or procedure that cannot be answered by line staff or a supervisor a written request may be submitted to see the limited parts of the Plumas County Correctional Facility Operations Manual. Dependent on the request, it will be granted or denied.

In closing, it is important to remember that your actions, not ours, caused you to be incarcerated. This is not your home, and the staff is not your servants. Take the time to better yourself and if you need help, don't be afraid to ask for it. It is your responsibility to familiarize yourself with the handbook and to follow the rules. Ignorance or refusal to follow the rules is not an excuse for poor behavior.

For inmates who cannot read or do not speak English, a video model of this handbook will be available.

Chad Hermann

Jail Commander

Plumas County Sheriff's Office

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IX- Alternative Custody

X. P.R.E.A. – Prison Rape Elimination Act

XI. Pregnant Females

XII. Frequently asked Questions

I. Access to Court Information:

A) You obtain information regarding court appearances and legal information in several ways:

1. By contacting your Attorney through the use of phones or legal mail.
(Note: the use of the booking phone will not be allowed for this purpose.)
2. By asking a Correctional Officer when your next court date is.
3. By addressing a Message Request to your Attorney, and passing the form to the floor officer for distribution.
4. Request to be put on Court Calendar form.

B) The following address is for the Plumas County Courts in which you will appear:

1. Plumas County Superior Court Department #1
Judge Ira Kaufman
P.O. Box 10686
Quincy, CA 95971
2. Plumas County Superior Court Department #2
Judge Janet Hilde
P.O. Box 10628
Quincy, CA 95971
3. Plumas County Superior Court
520 W. Main St.
Quincy, CA 95971

II. Disciplinary Process and Penalties:

A) Inmates who are caught violating a category 1, 2 or 3 rule violations are subject to punishment under their respective categories.

***1. Category 1 Punishments:**

(To be determined by Officer noting the violation and does not require a disciplinary hearing.)

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- a) Verbal reprimand.
- b) Loss of worker status.
- c) Temporary loss of privileges up to 24 hours.
- d) Lockdown in cell for a period of time not to exceed 24 hours.

****2. Category 2 Punishments:**

(Determined by Disciplinary Hearing Officer)

- a) Removal from worker status up to indefinitely.
- b) Loss of privileges: visits, commissary, non-legal phone calls, outside yard, rec-room, and programs.
- c) Lockdown not to exceed 10 Days.
- d) Loss of good time/ work time up to all.
- e) Disciplinary Diet.
- f) Removal to another facility.
- g) All those in category 1.

*****3. Category 3 Punishments:**

- a) Criminal prosecuting: and
- b) All those listed in categories 1 and 2.

B) Inmates shall sign the Disciplinary Rights Form, and receive a copy of their list of rule violations within 72 hours of the offense.

C) A disciplinary hearing will occur for all category 2 or 3 rule violation. This will not occur until the inmate has received a copy of his/her rule violations and 24 hours has elapsed.
(Note: if Disciplinary Right to the 24 hours is waived the hearing can be held sooner.)

D) The Disciplinary Officer will be an Officer that was not involved with the offense or rule violation. The Hearing Officer will be responsible in determining whether or not the violation has occurred. That officer will also determine the appropriate discipline if you are found to be guilty.

E) Inmates may have criminal charges filed against them in addition to receiving facility disciplinary action.

F) Any inmate who violates the same category 1 rule twice may receive a category 2 disciplinary punishment. The third violation may result in a lockdown.

G) You may appeal any disciplinary decision regarding loss of good time / work time in writing in letter format addressed to the Jail Commander. Disciplinary appeals shall be answered within 5 working days from the time it was received. The decision on all appeals shall be final. If the Jail Commander is involved in the event leading to the discipline, the appeal shall be heard and decided by the Undersheriff, or other person designated by the Sheriff.

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III. Inmate Rules of Conduct:

A. Inmate Conduct towards Staff:

1. Assaulting any Correctional Personnel, nurses, doctor, civilians conducting programs. (C-III)
2. Threats towards Correctional personnel. (C-III)
3. Cursing, making obscene gestures, or being disrespectful to Correctional personnel or other facility staff and program civilians. (C-II)
4. Falsely furnishings information to Correctional Staff.(C-II)
5. Insubordination, inmates shall follow all lawful directives issued by Correctional Personnel. (C-II)

B. Inmate conduct towards other Inmates:

1. Assaults against any jail inmate. (C-III) 242 PC
2. Extortion. (C-III) 518 PC
3. Threats towards another inmate. (C-III) 422PC
4. Engaging in or coercing other inmates to engage in sexual conduct. (C-III)
5. Charging other inmates for services. (C-II)

C. Conduct towards Property and Facility:

1. Tampering with fire sprinklers or alarms. (C-III)
2. Starting a fire or arson. (C-III) 451 PC
3. Vandalism. (C-III) 4600PC
4. Theft, misuse or destruction of another's property. (C-III) 488, 484PC
5. Possessing or under the influence of drugs or alcohol to include pruno. (C-III) 4573.6 PC, 11550 H&S,
6. Escape. (C-III) 4532 PC
7. Communicating with unauthorized persons outside of the jail. (C-III) 4570 PC
8. Riot/Demonstration, engaging in or encouraging. (C-III) 404, 404.6 PC
9. Gambling or possession of gambling chips or dice. (C-II) 31 PC
10. Deliberate clogging of toilets or sinks.(C-II)
11. Having any item not issued by Correctional Staff or purchased on Commissary. (Contraband) (C-II)
12. Altering any item form its intended use. (C-II)
13. Throwing of food, drying, trays, cups, or utensils. (C-II)
14. Failure to return any jail items assigned or checked out to include: bedding, clothes, or rags. (C-II)
15. Failure to return all items issued in cleaning gear. (C-I)
16. Hanging, affixing, or tying anything to the building or jail furnishings, (to exclude one towel for the purpose of drying it.) (C-I)
17. Marking/Writing/Scratching on walls, windows or furniture. (C-II)
18. Slamming of any jail phone. (C-I)
19. Blocking/Covering or windows, vents, intercoms, and lights. (C-I)
20. Non-authorized use of equipment. (C-I)

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D. General Conduct in Housing Unit:

1. Possession of escape paraphernalia. (C-III)
2. Indecent exposure. (C-III) 314 PC
3. Hoarding or misuse of authorized use of medications. (C-II)
4. Breaking into another inmate's drawer or storage locker. (C-II)
5. Spitting on the windows, floors, or walls. (C-II)
6. No manipulation of staff to cause any disruption to the facility. (C-II)
7. More than one person in the shower. (C-II)
8. Not responding to Lockdown.(C-II)
9. Pounding or rattling the doors or windows unless it is an emergency. (C-II)
10. Failure to keep housing unit clean.(C-I)
11. Climbing on tables, showers, urinals, or sitting on tables. (C-I)
12. Communication through vents. (C-I)
13. Not fully clothed when outside of cell, WFD will wear at least a T-shirt and pants at meal times. (C-I)
14. Not rising for count when instructed. (C-I)
15. Moving mattress from cells to use as furniture in dayroom.
16. (C-I)
17. Being undress going to or from shower stall. (C-I)
18. Loud or boisterous yelling, not in cases of emergencies(C-I)
19. Using microwave for anything beyond intended use (C-I)
- 20) Keep microwave clean at all times. (C-I)
- 21) Using microwave as shelf or storage. (C-I)

E. General Rules of Conduct:

1. No wearing clothes in a gang fashion. (C-I)
2. Buying or selling commissary to or from other inmates. (C-II)
3. Unauthorized communication to other inmates in other housing units. Passing notes or contraband, or passing items under dayroom doors. (C-II)
4. Sending of coded messages. (C-II)
5. Attempting to send or pass mail from one inmate to another, (C-II)
6. Yelling, cursing at others to include other inmates and Correctional Staff. (C-II)
7. Interfering with the opening and closing of doors. (C-II)
8. Use of hand signs gang signs or others. (C-II)
9. Inmates will face the wall with their hands behind their back when out of the housing unit. (C-II)
10. Inmates will walk the hallways in a single file line, while walking along the red line, with their hands behind their back. (C-II)
11. Inmates will no solicit money, tobacco products, or any other contraband from outside inmate workers. (C-II)
12. Inmates will not engage in horseplay. (C-II)
13. No impersonation of another. (C-II)
14. Unnecessarily or repeatedly pressing intercom without good reason or cause. (C-II)
15. Possessing a razor after completion of razor call, dismantled, or altered razor. (C-II)
16. Possession of any tobacco or tobacco products. (C-II)
17. Weapons/Explosive devices, making or possession of. (C-II) 4502 PC
18. No wearing shower shoes outside of a housing unit or during recreation. (C-I)
19. Inmates shall not place foreign objects in their hair or their body. (C-I)
20. No unauthorized communication to or from courthouse. (C-I)

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21. Any item altered from its' intended use (C-I, C-II, or C-III) depending on its intended use.

F. Medical Rules:

1. Possession of another inmates' medication. (C-II)
2. Inmates shall swallow medications with water in the presence of medical or jail staff.
Inmates will also open their mouths and lift their tongues, to show the medication has been swallowed. (C-II)
3. Inmates shall form a line and have water available when approaching the food slots during pill call. ID bands shall be present on wrists and clearly legible. (C-II)

G. Recreation:

1. Removal of equipment from designated recreation areas. (C-II)
2. Climbing on fixtures, tables, fences, benches, or book cases. (C-II)
3. Crossing any painted line in recreation areas designated as a perimeter boundary. (C-I)
4. Inmates will only wear two layers of clothing to recreation. (C-II)

H. Inmate Workers

All inmate workers will sign a contract that states that they understand and will abide by the following rules:

1. No communication with non-inmate workers. (C-II)
2. Workers shall not tamper with or consume food. (C-II)
3. Work tools shall not be brought back to the workers housing area without authorization, (C-II)
4. Refusing to work. (C-II) (May result in loss of good time or work time.)
5. No food or drink will be taken back to the cell without authorization from Correctional Personnel. Inmate works shall not pass items to any cell without authorization from an officer. (C-II)
6. Outside inmate workers will not bring any items into the facility from their assigned work details. (C-II)
7. Inmate works shall report to work on time and complete assigned duties in a through and timely fashion. (C-I)
8. Inmate workers shall not change assigned duties without officer authorization. (C-I)
9. Female/Male workers shall not communicate unless work related. (C-I)
10. All workers will be required to make their beds, and clean their personal area prior to going to work. (C-I)
11. Workers shall wear hairnets at all times when entering the kitchen, and while serving food.
Inmates with beards shall follow the same rule and insure their beard is covered by a hairnet. (C-I)
12. Workers will not bring back any clothing/bedding items to their cell. (C-I)

I. Alternative Custody, (ACS) Violations

1. Term and Conditions Violation. (C-I, C-II, C-III)

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IV. General information:

A. Acceptance of Property:

1. Prescription medications and clothing are the only property that will be accepted into the jail. Clothing will only be accepted in cases where the clothes you were arrested in were vermin infested, booked as evidence, or if you were arrested without clothing.
2. Clean dress attire may be substituted for a jury trial. Civilian clothing is not worn for any other type of court appearance.
3. Inmates wishing to have trial clothes deliver, should have them brought to the Correctional Facility at:

50 Abernathy Ln Quincy, CA 95971

4. Only paperback books, magazines, and reading material directly from a book store or publisher will be accepted. Have them sent to:

**Plumas County Correctional Facility
50 Abernathy Ln, Quincy, CA 95971.**

5. Materials that pose a security risk or are deemed inappropriate will be refused by Correctional Staff and placed in your personal property.
6. Excess materials (books, newspapers, personal items etc.) in your housing area shall be released to a family member, friend, destroyed, or placed in out property.

B. Inmate Property Allowed Within Housing Units

1. Any unaltered item that is purchased through in house commissary or given with weekly indigent.
2. Legal paperwork.
3. Self help and religious materials received during programs.
4. Personal or jail issued glasses upon approval from jail and/or medical staff.
5. Personal mail
6. Photographs of family. (Maximum of receiving five [5] at a time. At no time will Polaroid photos be allowed within a housing unit). Photos attached to walls with toothpaste or other material will be removed and placed in your property.
7. Hair ties that do not contain any metal.
8. Additional items may be approved to be possessed by inmates on a case by case basis by jail and medical staff due to housing or medical issues.
9. Hoarding of items will not be allowed and inmates shall not possess over 6 cubic feet of personal property.

(Note- If your personal area is cluttered due to excess personal property and/or it has been deemed you have an abundance of personal property, you may be directed to remove property from your possession. Ways to remove property from you possession include: Releasing property to

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family/friend, placing property into inmate property storage area, or simply throwing a portion of your property away.)

C. Inmate Property in respect to transportation:

1. Inmates transferred from other facilities into our facility may keep unopened items that have been purchase through commissary.
2. Any items from another facility that are in question will be inspected by a Correctional Sergeant for approval.
3. Inmates removed from our custody due to a 1381 form will be released with all property in the inmate's possession due to storage concerns.
4. Inmates are encouraged to make arrangements for property to be released to friends of family as not all facilities will store or accept your belongings.

D. Acceptance of Money:

1. Money will be accepted in the form of a Cashier's Check, Money Order, or Cash. Cashier's Checks and Money Orders can be sent in the mail. Cash will not be accepted through the mail, and will be placed in personal property.
2. Cashier's Checks and Money Orders should be made out to you and shall also include your date of birth on the name line.
3. Gov-Pay: Can be handled by a third party outside of the Facility. Or you can enter in the need info using the phone located in each housing unit by dial 333. When entering in the necessary info you will also need the Jail's Commissary PLC#7428.

(Note: Personal Checks will not be accepted and shall be placed into your property or returned to the Check originator.)

E. Indigent:

1. At the time of initial housing you will receive the following indigent items: 1 toothbrush, 1 tube of toothpaste, 1 bar of soap, 1 comb, 1 golf pencil, 1 shampoo, 1 deodorant, and 1 anti-bacterial wipe. You can receive 1 razor at the razor call time.
2. If you do not have money on your account the following items shall be provided upon request on a weekly basis. This shall be filled out no later than Monday at 2300 hours (11pm). 1 pencil, 1 earner (only on first Tuesday of the month), 4 sheets of paper, 2 envelopes, 2 soaps, 1 toothpaste. If there is money on your account and these items are requested money will be deducted from your account.
3. There is no limit for legal correspondence materials to include paper, envelopes, and postage. Hoarding or misuse of legal material may result in disciplinary action.

F. Commissary:

1. In order to draw commissary there must be money on your account at the time you complete your commissary order. Inmate commissary order forms shall be put out no later than 2300 hours (11pm) on Sunday night for delivery on Tuesday, or by 2300 hours on Wednesday for delivery on Friday.
2. You may purchase up to \$75.00 worth of Commissary items up to twice a week.
3. Inmates released from custody will not be allowed to place money on anyone's books for 3 days. At no time shall money be transferred from one inmates account to another.
4. Identification wristbands are required in order for you to receive commissary. Identification wristbands must be intact on your wrist and readable.

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5. Inmates will only be allowed one purchased bowl and one purchased cup from commissary; in addition to their issued jail cup.
6. Inmates will not be allowed to hoard trash, containers, etc. of commissary items. Hoarding may lead to disciplinary action, General Rules, D3

G. In-House Request forms:

Used for requesting forms and services as they are needed throughout the day. They should be placed in the food slot or door, after being properly filled out.

H. Message Requests:

Message Requests are used as a recorded request concerning jail programs and services. A message request should be used as infrequently as possible. The floor officer will sign the message request form and return the pink copy to you immediately. The Sheriff's Office has no control over the replies sent outside the department. They may be addressed to any of the following:

Any Plumas County Sheriff's Employee excluding Correctional line staff, Public defender, Social worker, Program Coordinator or Chaplain.

I. Release of Property:

1. You may release any identifiable property and amount of money, using the Property Release form. No property will be released without your written approval.
2. In the event you receive a state prison sentence. You have 10 days from the day of your transport to release you property or they will be donated to charity or destroyed.
3. An inmate may mail property to an outside person of their choosing, at their own expense.

J. Hostage Policy:

This Facility has a "NO HOSTAGE" policy. Under no circumstances shall an inmate be released from custody in exchange for any hostage. Correctional Staff does not carry keys that would allow you to reach the outside of the jail.

K. Property/Evidence:

Any property that is seized as evidence will be returned by appointment only. Most of the items seized will have to be released by the District Attorney. You must be sentenced in order to have your property released to you. If your case doesn't have this release then the property cannot be returned. If you do not make an appointment all of your items will not be available, to make an appointment call 530-283-6384.

V. Health Services:

1. Upon arrival at the facility you will have a medical intake screening. If you require prescription medications or have a medical condition that requires a form of monitoring will automatically be referred to the next scheduled sick call Monday thru Friday. In case of emergency situations you will be transported to Plumas District Hospital.
2. If you need medical at any other time send a Medical Request to the nurse. This visit has a \$3.00 co-pay for every inmate initiated medical sick call. If you do not have the \$3.00 at the time of service, your account will go negative for 2 months from the visit.

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3. If you have multiple initiated visits for different issues, you will be charged for each visit. Up to all of the money on your books can be taken for you co-pay(s).
4. The dispersal of medication, or "Pill Call," shall take place a maximum of 3 times per day, 6:30 am, 2:30 pm, and 10:30 pm. unless specified by medical staff. On Request Medical slips shall be placed out at least a half hour before pill call.
5. At pill call you are required to have a cup of water in hand and your wristband. The wristbands must be intact and legible.
6. Eye care will be provided on an illness basis only after the receipt of a Heath Request Form. Eyeglasses will only be provided when medically necessary.
7. Dental care will be provided upon you filling out a Health Request Form. An appointment will be made for you per the Jail Medical Staff. Emergency dental services such as fillings, extractions, and medication for infection will be provided. Major reconstruction or cosmetic dental care will only be provided when determined to be necessary for health or relief of pain.
8. To speak to Mental Health you must complete the Mental Health Self Evaluation form.
9. All mattresses are classified as medical mattresses. No extra mattresses will be given by Medical or Correctional Staff for any reason.
10. All meds that are over the counter that are not placed on request by the nurse will have a \$.50 charge per dose. If you do not have money on your books when you receive the dose, your books shall go negative for 2 months. Up to all of your money from your books can be taken for the OTC meds.

VI. Housing Unit Activities:

A. Lockdown and Wake-up:

1. You will lockdown for the following reasons:
 - a) During all emergencies; until the emergency is over.
 - b) During meal times when ordered by Correctional Staff.
 - c) At 2300 hours TV's and lights are turned off and daily lock down occurs.
2. Upon being advised to lockdown, you will immediately move to your cell and shut the door (if in max.)
3. At 0500 hall lights are to be turned on and requested razors are to be passed out. Morning inmate workers are to be woken up. Wake up is at 0600 hours, cell lights will be turned TV's can be turned on and Max Doors unlocked.

B. Meals:

1. There will be three nutritionally balanced meals a day. Meals shall take place during the following approximate times: Breakfast at 0700 hours, Lunch at 1200 hours, and Dinner at 1730 hours (5:30 p.m.).
2. All eating utensils must be turned in and accounted for prior to returning to any activates.
3. Special medical diet meals shall be made available upon the Correctional Staff receiving the notification from Medical Staff.
4. Meals in relation to religious observances will be accepted when possible.

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C. Telephones:

1. All conversations are subject to monitoring and recording. All legal calls will not be monitored or recorded.
2. All calls shall be made collect from the dayrooms. **The phone in the intake area shall only be used at time of booking.**
3. At the end of 30 minutes, the phone will automatically shut off, with a one minute warning.
4. Abuse or monopolization of the phones may result in a loss of your phone privileges.
5. Inmates who have been sexually assaulted may dial out toll free by pressing #9 when prompted. The call will automatically connect with an automated phone system notifying the need for inmate contact.

D. Personal Hygiene

1. Clothing and laundry exchange shall take place in accordance with the following schedule:

Mondays:

North/South Minimum, Cells: 1, 2, 3, 4, and 5

1. T-shirt, Socks
2. Underwear, panties, Bras
3. Outer shirt and pants
4. Female night shirt
5. Towel
6. Shorts

Tuesdays:

North/South Maximum, Worker Dormitory

1. Sheets
2. Socks, Towel
3. Outer shirt and Pants
4. Shorts

Thursdays

North/South Minimum, Cells: 1, 2, 3, 4, and 5

1. Sheets
2. Towel, T-Shirt, Socks
3. Underwear, Bra
4. Female Nightshirt
5. Mattress Cover

Fridays:

North/South Maximum, Worker Dormitory

1. Sheets
2. Towel, T-Shirt, Socks
3. Underwear, Bra, Panties
4. Mattress Cover

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2. Every third month blankets shall be washed. Designated months are March, June, September, and December.
3. Cup exchange will be done two times a month on the 2nd and 4th week of the month.
4. Showers are available in every dayroom/dormitory cell and all inmates are encouraged to shower daily. Body odor will not be tolerated. Any refusal to maintain good hygiene is subject to disciplinary action.
5. Each inmate has a right to a haircut once a month. All haircuts will be at the expense of the inmate. Haircut for indigent inmates will be paid for by the inmate welfare fund. Hair cut \$15.00; beard and mustache trim \$10.00.
6. Razors are available through the commissary and indigent upon request. Indigent razors are thrown out after one use. Razors shall only be issued during razor call: 0500 to 0730 hours (5am-7:30am.)
 - a) Razors are not to be thrown away, disassembled or altered in any way.
 - b) Requests for razors must be turned in no later than 2300 hours (11pm). If requests are submitted late they will not be filled.
 - c) Failure to return razors is a Category 2 rule violation and can result in disciplinary action.

E. Programs

Alcoholic and Narcotic Anonymous, Bible Study, MRT, and Parenting are offered on a regular basis. The times and days of the week these programs are held on change regularly. To find their work times ask an Officer.

F. Library Days:

Mondays and Fridays

G. Outside Yard or Rec-Room

3 hours per week, per Title 15

H. Visitation:

1. Visitors will not be allowed into visitation for the following reasons: If they have a Felony conviction and incarcerated within the past 12 months, if they were incarcerated at this facility in the last 30 days, if they do not possess ID, if they are not dressed in an appropriately.

Saturdays:

Females 0900-1200 (9am-12pm)

Males 1300-1600 (1pm-4pm)

Sundays:

Males 0900-1200 (9am-12pm)

Females 1300-1600 (1pm-4pm)

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Wednesdays:

Females 1800-2000 (6pm-8pm)

Males 2000-2200 (8pm-10pm)

(Note: These hours are subject to change.)

Visitation rules and regulations are posted in the main lobby of the jail for the general public. All rules will be enforced. Inmates on Protective Custody Housing will have to be scheduled for visitation times.)

J. Emergencies:

In case of an emergency it may be necessary to evacuate the facility. This could include evacuation to the yard areas or other designated areas as directed by an officer.

VII. Inmate Correspondence:

A. Outgoing Mail

1. Letters to attorneys, court, elected official, the Sheriff, the Correctional Commander, may be sealed by you only when in the presence of a Correctional Officer.
2. All other mail is personal correspondence and is subject to inspection by officers scanning for the following types of information: escape plans, threats, solicitation of unlawful behavior, and violations of U.S. Postal regulations, one letter enclosed inside another for re-mailing.
3. Once inspected officers shall seal letters and process them for mailing within 24 hours, excluding weekends and holidays.
4. ALL outgoing mail must include the FULL NAME you were booked under and the following return address:

YOUR NAME
50 Abernathy Ln
Quincy, CA, 95971

B. Incoming Mail

1. Confidential or legal mail will be open and inspected for contraband in your presence. Confidential mail will not be scanned by Correctional Staff.
2. All incoming mail must include a name and a return address. If no name or return address is on the envelope it will be placed in your property.
3. All personal letters shall be scanned and inspected by Correctional Staff. If contraband is found it will be confiscated and booked in as evidence depending on the nature of the contraband. Correctional Personnel will keep all information obtained confidential, unless necessary for security reasons.
4. Incoming mail that contains acceptable checks or money orders will be brought to you for signing then credited to your account/books. (Note: Personal Checks will not be accepted).
5. Mail will be delivered within 24 hours of its arrival.

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6. Paperback books, magazines, and newspapers may be mailed to the facility directly from the publisher. Any material that appears to be obscene or tends to incite murder, arson, riot, racism, or otherwise compromises the security of the facility will not be accepted.

VII. Inmate Grievances:

1. Any complaints should be brought up POLITELY to a Floor Officer. If the officer cannot or does not resolve the problem to your satisfaction you may then request a Grievance Form.
2. Grievances regarding Jail Policy may be filed at any time. All other grievances must be filed within 7 Days of the occurrence.
3. Inmates will be given one Grievance at a time for an issue. If there are multiple issues you can have one Grievance per issue.
4. Once filled out the form should be given to any Officer, who will sign, date, and log the receipt of the Grievance and forward it to the appropriate person. The time lines for each type of Grievance is as follows:
 - a) Grievance: General grievances will be answered within 15 days of an officer receiving the grievance.
 - b) Food Grievance: Food grievances will be answered within 15 days of an officer receiving the grievance.
 - c) Medical Grievances: Medical grievances shall be answered by the medical staff within 15 days of receiving the grievance.
5. Inmates may appeal the initial grievance by following the same format, requesting an appeal of the initial grievance authority. The Corrections Commander Shall respond within 15 days of receiving the grievance. The Corrections Commander's decision is final.

(Note: Abuse of the Grievance Procedure will not be tolerated and include excessive and frivolous grievances. If violated, grievance(s) will be denied.)

VIII- Alternative Custody:

1. The Plumas County Corrections Facility offers several different types of Alternative Custody Sentencing programs (ACS). In order to apply for one of the ACS programs you must be considered a minimum security inmate. You must complete and agree to the terms and conditions of the ACS application and you must be qualified under the facility's ACS assessment scale. In addition, each program requires fees to be paid because each program requires additional equipment and monitoring. Your application will not be reviewed until the application fee of \$40.00 has been paid. Fees can be paid in several ways: Cash, Cashier's Check, Money Order, or online through GOVPAY.net. The programs offered are as follows:

- A. **Weekender Program:** The weekender program is used for individuals who have a short amount of time to serve in their sentence. It is ideal for those who have family or work obligations that must be met throughout the week. Fees- \$30.00 for each booking per weekend.

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- B. **Work Release Program:** Like the weekender program, Work Release is used for those who have minimal time to serve in their sentence. This program entails working community service in lieu of serving a short sentence. Fees- \$40.00 a day and an additional fee of \$15.00 to make changes to scheduled work days.
- C. **Work/Education Furlough:** This program allows you to serve your sentence in the immediate custody of the facility while continuing employment or educational obligations. Those who participate in this program will be allowed to leave the facility to attend work or school and return to the facility when finished for the day. Fees- \$15.00 for each day you are scheduled to leave the facility.
- D. **Home Incarceration/ Electronic Ankle Monitoring:** Allows you to serve your sentence out of the immediate custody of the facility by being electronically monitored for compliance. An ankle monitor will be placed on your leg (GPS/RF- Radio Frequency) and jail staff will monitor your activity day to day. Failure to comply with your stipulations will result in the immediate return to the immediate custody of the facility. Fees: Up to \$10.00 a day for the duration of your sentence. \$100.00 installation fee.

2. Acceptance to each of the programs is determined by the Corrections Staff. If you don't like the program you have been accepted to, don't participate and serve your jail time. Those who participate in the ACS program are required to follow all rules and directives of their supervising officer. Failure to comply with your supervising officer will result in the immediate removal from the ACS program. The Plumas County Corrections Facility will not deny anyone on the basis of financial inability to pay the fees. Those who cannot pay for the fees will be given options in order to participate in there applied program. Those who can pay for the fees, but choose not to will be reported to the Plumas County Treasury Department.

Note: If you wish to pay your fees online through GOVPAY.net they accept the following cards: MasterCard, Visa, American Express, Discover, and Debit Cards.

IX. P.R.E.A. – Prison Rape Elimination Act:

The Plumas County Correctional Facility will maintain a program in education, detection, investigation and prevention of sexual assaults, sexual misconduct or sexual harassment towards inmates. The purpose is to protect the inmates and staff against such abuses and create an atmosphere of trust and cooperation.

Inmates who have been sexually assaulted, harassed or molested can call out toll free and report to allegation to an automated recording system. An investigator will be assigned to investigate the reported act. Intentional false accusations or reports will not be tolerated and may lead to disciplinary action.

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Reports can be made by dialing 9 when prompted to on the inmate phone system and following the automated instructions.

XII. Pregnant Females:

Female inmates who are pregnant or believe they may be pregnant need to notify Correctional Personnel or Medical Staff as soon as possible. Pregnant females will not be placed in waist chains or handcuffed behind their bodies. Females in labor or giving birth shall not be handcuffed or shackled unless there is a threat to the general public.

(Note- The information and guidelines given in this Inmate Handbook are subject to change as policies and procedures change for our facility. We apologize for any inconvenience this may bring on as this hand book begins to become obsolete. Thank you for your patience and co-operation in this matter.)

XIII. Frequently asked Questions:

- *When do I go to court?*
 - If this is your first time going to court you will go between 1330 and 1500 hours. (1:30 to 3:00pm) The day of the week will be determined by when you come in. Generally it is on the second day after your arrest. For the remainder of your stay, put out an In-House Request form and ask when you appear next in court.
- *Is the nurse here?*
 - The Nurse is on here Monday thru Friday from approximately 0800-1500 hours. If you wish to see the nurse you must fill out a Medical Request. Only after the Nurse places you on sick call will you be seen.
- *Is there going to be Outside Yard or Rec Room today?*
 - Outside Yard and Rec Room will be announced 15-10 minutes before. It is your responsibility to be up ready and dress or you will not attend.
- *Can I work?*
 - To become an inmate worker, you must first place a request out. Inmate workers for the Kitchen HAVE to be TB cleared by the nurse prior to work. Outside workers are generally only inmates who have been sentenced. Hounding the Staff to make you a worker is not an effective way to become a worker.
- *How do I use the phone?*
 - First you have to set up your account. To do so you must pick up the phone and follow the prompts. It will ask you to come up with a 4 digit pin. This pin cannot be changed, so choose something you will remember. Also the pin doesn't change if you return to the facility, so make sure you KNOW it. The prompts will also make you say your name. Make sure you say it clearly, these recordings are hard to change so don't record someone else's name or message for someone instead of your name.
- *Can I get my meds early/now?*

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- Pill Calls are at set times. Unless your medication is an inhaler and you cannot breath. Or you are an insulin dependent diabetic you will not receive your meds at any other time than at the designated pill call times.
- *How do I get a Jail Pass?*
 - You must put out a Message Request to the Jail Commander. Only inmates who are sentenced, live in county, and have an emergent need for a pass are accepted. All others will need to request a pass from the courts. Paying bills, family events, etc. are not considered emergent needs
- *How do I get my property returned from evidence?*
 - You can only get your property if you are sentenced and the D.A. has released the items from the case. Once this has occurred, you can put in a request to the Evidence Clerk.

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Corrections Division Policies and Procedures, 05.03 Emergency Suspension of Standards

POLICY: The Plumas County Sheriff's Office Corrections Division maintains the authority to suspend Title 15 regulations in response to any emergency which threatens the safety of the facility, staff, inmates or the public.

DEPARTMENTAL INTEREST:

It is in the interest of the Plumas County Corrections Division to provide reasonable and necessary security, safety, discipline, and integrity in the Plumas County Corrections Facility operations.

PROCEDURE:

In the event of an emergency, the Shift Sergeant / OIC have the authority to temporarily suspend any Title 15 regulations in to ensure the safety of the facilities, inmates, staff or the public. (*Refer to CSA Title 15; Section 1012*) The following steps will be taken:

1. Maintain security, control, and safety;
2. Notify the Correctional Commander;
3. Notify the affected Inmate(s);
4. If visiting is involved, a notice will be placed in the facility lobby;

The Correctional Commander will determine if the emergency status is to be maintained and for what duration. The Correctional Commander will notify the California Standards Authority if the suspension is to exceed three (3) days.

The written approval of the CSA chairperson is required when the suspension exceeds 14 days. (*Refer to CSA Title 15; Section 1012*)

Officer Duties:

The officers involved will complete an incident report and verbally report all emergency situations to the Sergeant/OIC on duty.

1. Maintain security, control, and safety;
2. Maintain radio contact with control;
3. Notify Sergeant/ OIC on duty;
4. Maintain a timeline of events;
5. Write an incident report to include all applicable photos, video;

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Corrections Division Policies and Procedures, 09.01 Food Service Operations

POLICY: The Plumas County Sheriff's Office Corrections Division provides inmates with nutritious meals served at the intended temperature and under sanitary conditions.

DEPARTMENTAL INTEREST:

It is in the interest of the Plumas County Corrections Division to provide reasonable and necessary standards and guidelines for institutional food service operations for inmates while confined to this facility.

PROCEDURE:

A Food Service Supervisor, experienced in food service management and operations supervises food service aspects. Food Service Staff directly supervises the preparation and service of meals. Inmates are provided three nutritionally adequate meals daily, including two hot meals. Meals are not served more than fourteen [14] hours apart, unless a supplementary meal is made available to those affected. Inmates waiting processing or transfer may be provided a sack lunch or other interim nutritional options. A Disciplinary Diet may be prepared in accordance with the Corrections Standards Authority Title 15.

Special Diets:

Modified diets are prepared for prisoners when requested by the Medical Authority's order and all reasonable efforts will be made to accommodate dietary requests of a religious nature.

Lockdown Units:

Meal service to lockdown housing units involves the same food items as available to the general inmate population. Predetermined portions meeting the necessary dietary standards may be served.

Security and Related Issues:

The Plumas County Corrections Division establishes procedures for tool, equipment, and utensil control. Adequate controls are taken to include daily inventory procedures for yeast and other fermentable items. Raw foodstuffs are stored in a secure portion of the facility. All delivery traffic and garbage removal services are conducted in accordance with search procedures approved by the Corrections Commander.

Records:

The Food Service Supervisor is responsible for maintaining records relating to the following:

1. Meal menus;
2. Nutritional analyses of the meal program;
3. Financial records in support of the food program;
4. Daily inspections for vermin infestation, sanitation, water temperature and quality, refrigeration and stove temperatures, etc.;

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5. Required public health inspections and tests.

Requirements:

All employees and inmates involved in food preparation, receive a pre-assignment medical examination and periodic re-examinations to ensure freedom from *Aids, HIV, diarrhea, skin infections, and other illnesses transmissible by body fluids, food, or utensils*. All examinations are conducted in accordance with local health requirements. Food handlers, both inmates and staff are trained. And inmates working in the kitchen or handling food are monitored by staff, and are required to comply with standard personal hygiene requirements, including:

1. No open or infected wounds;
2. Maintaining clean hands and fingernails by washing hands after using toilet facilities;
3. Wearing clean clothing, hairnets, and/or caps;
4. Washing hands and changing gloves after each preparation cycle.

Inmate food workers are provided clean clothing changes daily.

The temperature of potentially hazardous food is 45 degrees Fahrenheit or below, or 140 degrees Fahrenheit or above, at all times; except as otherwise provided in the Current edition of the USPHS Food Service Sanitation Manual.

Inspections:

Weekly inspections of all food service facilities, including food preparation areas and equipment, are to be done by the Food Service Supervisor. Additionally, one of these personnel checks refrigerator, freezer, and hot water temperatures daily. Refrigerators and freezers must be clean and contain a thermometer. Stoves must be equipped with operable hooded exhaust systems with clean filters and fire suppression systems.

Storage:

The preparation or storage of food is not permissible in the housing area. Proper storage of food assures minimal contamination from any source. All food products are stored at least six (6) to eight (8) inches off the floor on shelves or in shatter proof containers with tight fitting lids. Insecticide(s), cleaning agents, and poisonous substances must be stored away from food, preferably in another secured area, and plainly labeled.

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Corrections Division Policies and Procedures, 09.02 Nutritional Standards Program

POLICY: The Plumas County Sheriff's Office Corrections Division provides food service programs which meet nutritional requirements and provide the basic nutritional needs of inmates, as per Corrections Standards Authority Title 15 standards.

DEPARTMENTAL INTEREST:

It is in the interest of Plumas County Corrections Division to provide reasonable and necessary food service that meets the nutritional needs of the inmates.

PROCEDURE:

A standard ration or daily food allowance is established and offered to each inmate. This ration meets or exceeds the nutritional needs, as determined for the facility. The offer of food, appearance, manner of preparation, presentation, selection of food items, and the withholding of food are not to be performed in a manner calculated to punish, harass, or unduly embarrass inmates.

Assurance of Compliance:

Plumas County Corrections Division meet the dietary allowances as contained in the Recommended Dietary Allowances, National Academy of Sciences. The establishment of preparation allowances considers waste incident to normal preparation. Ration allowances are based on standard retail cuts for meats and fresh produce. Canned foods are included as net weights. The daily standard ration amounts are established by the Food Service Supervisor with input from a licensed or registered dietitian.

The Jail Commander appoints a *Food Service Supervisor* to oversee preparation and handling of meals. The food supervisor ensures these nutritional standards are met through a system that includes a yearly review and documentation, by a qualified dietary professional, of meals served to inmates, to ensure they meet the national recommended allowance for basic nutrition.

Records:

The food supervisor maintains records that controls and reports the quality and quantity of foodstuffs purchased, consumed, and stored on site. Records of the nutritional values of allowances are kept to document the following:

1. Nutritional adequacy;
2. Menu planning effectiveness;
3. Meal service procedures;
4. Standard ration compliance;
5. Costs;
6. Religious Diets;
7. Special Diets.

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Emergency Preparedness:

The food supervisor maintains at least a three-day supply of food on hand to meet the nutritional needs of the facility during natural or manmade disaster. In the event of anticipated storms or other potential outages, this amount of food may be increased at the discretion of the food supervisor, with the consent of the Sheriff. During declared emergencies quantity and variety of food may be altered to meet the need of the situation.

Meals Consumed By Employees:

Meals prepared by inmates shall not be consumed by Correctional Officers. Correctional Staff shall not ask inmates to prepare foods or meals for their personal consumption. The same condition applies to authorized visitors and guests of the facility.

Staff may test foods for quality insurance. This procedure aids in improved inmate supervision while providing input to management regarding food quality and volume.

Religious Diets:

The Inmate must request a "Religious Diet Contract" from the day shift supervisor. The form must be completed in full. The information will be confirmed and validated by the day shift supervisor. If approved, the day shift supervisor will write an Incident Report and submit a copy of the Religious Diet Contract to the Food Service Supervisor who will begin serving the meals. The inmate will receive a copy of the itemized diet, furnished by the Food Service Supervisor.

Special (Medical Related) Diets:

The Medical Authority will submit an MTO to the Food Service Supervisor when an inmate requires a special medical diet. The Food Service Unit is able to prepare a liquid, puréed and chopped diet. All other special diets may need to be purchased through a local medical facility if needed. The Officers on shift is responsible for receiving and transporting these special diets.

Security:

The following safety and security conditions apply to the operation of the kitchen, and the storage and handling of preparation equipment, utensils, and foodstuffs:

1. Employees and inmates must not remove food or meals from the facility, unless on work details or assignments requiring consumption of prepared meals.
2. All sharp or pointed objects must be inventoried and accounted for after each meal by the officer overseeing the kitchen.
3. All knives, sharp or pointed objects, must be affixed by steel cable or chains to a rack or table where meals are prepared.
4. Kitchen, food preparation, and storage areas must be thoroughly cleaned after each food cycle, and prepared for the next cycle.
5. In the storage areas, food of all types (raw, canned, or boxed) is kept at least four inches (4 inches) off of the floor.
6. During hours meals are not being prepared, the kitchen, storage, and preparations

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areas will be secured.

7. Inmates working in the food services areas, handling food, or delivering food must be free from communicable or infectious diseases and be cleared by the Medical Authority prior to being assigned to work. (See CFMG Policy: *Health Inventory and Communicable Disease Screening*)
8. Inmates assigned to the kitchen will wear plastic gloves and hair nets while on duty.
9. Prior to each work day, Inmates assigned to the kitchen will shower and dress in clean clothing before reporting to the kitchen. All Inmates assigned to the kitchen or food preparation area, wash their hands and change their gloves before and after each food preparation cycle. Kitchen Rules, regarding Communicable Diseases, will be reviewed and acknowledged, in writing, prior to each shift.
10. Inmates involved in food preparation will not use the kitchen or food preparation area as a *day room* or *lounge* between food preparation cycles. Kitchen Workers are not allowed in the adjoining Video Arraignment room. No televisions, radios, or other entertainment equipment is allowed in these areas.

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Corrections Division Policies and Procedures, 09.03 Restricted Diet

POLICY: The Plumas County Sheriff's Office Corrections Division Food Service Unit will provide a Restricted Diet in compliance with California Title 15.

DEPARTMENTAL INTEREST:

It is in the interest of the Plumas County Corrections Division to prepare restricted diets to inmates to meet their therapeutic, biological and/or medical requirements.

DEFINITIONS:

Restricted Diet: Any meal prepared for an individual inmate with regard to special circumstances and dietary restrictions. To include;

Medical Diet: Limits items of consumption, such as; low salt, sugar-free, low caloric...

Disciplinary Diet: Title 15 (Article 12, 1247) standard diets. See Corrections Policy Section 05.01.

Religious Diet: Complying with chaplain's request with verified authority, such as; kosher, no pork...

PROCEDURE:

The following steps will be required when providing a restricted diet:

Medical Diet Orders:

1. All diet orders must be supported by a physician's written order in the patient's medical chart.
2. All restricted diets must be submitted to the kitchen in writing.
3. A Medical Treatment Order (MTO) will be given to the inmate receiving the restricted medical diet.
4. An approved diet manual is available in the Medical Office and in the Food Service Unit.
5. The Diet Manual is approved by the Medical Authority and County dietitian.

Religious Diet Order:

1. Religious Diet Orders will be submitted to the Day Shift Supervisor by the Chaplain or religious advisor provided by the inmate.
2. The Day Shift Supervisor will notify the Food Service Unit of the Religious Diet Order.

Disciplinary Diet Orders:

1. Disciplinary Diet Orders will be issued by the Disciplinary Officer as the result of a Disciplinary Action and submitted to the Food Services Unit.
2. Disciplinary Diet Order may be issued by the Corrections Commander as the result of a Disciplinary Action and submitted to the Food Services Unit.
3. Disciplinary Diet Order will not exceed thirty (30) days.

Food Service Responsibilities:

Food Service personnel have the responsibility for inmate food from the time of receipt

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of the Physicians order to the delivery of food to the inmates. Food Service Staff will supervise the preparation of restricted diets. Food Service Staff will receive the following restricted diet information on a daily basis:

1. An accurate count of restricted diets.
2. Types of restricted diets.
3. Housing units that are to receive restricted diets.

Labeling and Distribution:

1. Each restricted diet tray will be labeled by the Food Service Staff noting the name of the inmate the meal will be delivered to.
2. Restricted diet trays will be delivered to the housing unit with the regular meals and handed out by the yard/block officer or inmate worker.

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Corrections Division Policies and Procedures, 10.01 Health Services

POLICY: The Plumas County Sheriff's Office Corrections Division provides medical, dental, and mental health evaluation and treatment, and housing for inmates who display or have been diagnosed as having medical problems. In such cases, medical care will be provided on a reasonable and cost-effective basis, consistent with the facilities that are available.

DEPARTMENTAL INTEREST:

It is in the interest of the Plumas County Corrections Division to provide reasonable and necessary inmate medical/mental health services while confined to the Correctional Facilities.

PROCEDURE:

Plumas County Corrections Division reasonably provides medical, dental, and mental health services to inmates as circumstances dictate, and as deemed necessary by the medical authority. In providing these medical services, the custody and control of the inmate will not be neglected or relaxed.

Inmates have a right to refuse routine medical attention. All refusals will be documented. Plumas County Corrections Division follow the *Universal Precautions* as declared by the Centers for Disease Control (CDC) regarding the control, distribution, storage, inventory, and disposal of medical supplies [i.e. syringes, needles, hazardous waste containers] which support inmate health services. Medical services for inmates assigned to the facility may comprise the following:

Initial Intake Evaluation:

1. All new arrestees brought into the facility will be medically evaluated before being accepted by Corrections Staff for booking into the facility.
2. Arriving detainees determined to be in need of critical or emergency medical, mental, or dental care, will not be accepted into the facility, and will remain in the custody of the arresting or transporting officer.
3. If the screening officer determines, by observation, the detainee requires further evaluation the medical authority will be immediately notified. The detainee will be placed in a holding cell pending the evaluation.
4. To initiate the booking procedure, the booking officer will perform the medical questionnaire. If the detainee answers yes to any of these questions or there is good reason to suspect that critical care is indicated, the detainee will not be accepted until medically cleared at the local hospital.
5. Medical staff may recommend that transporting or arresting officers transport their detainee to the nearest medical, mental, or dental facility for treatment.
6. If medical staff determines a detainee may have a communicable disease, the detainee will be medically isolated from the general population, pending medical clearance.

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7. Reasonable efforts will be made to acquire professional assistance in processing detainees with special disabilities. If qualified professionals are available, they will be summoned to assist in the admissions process.
8. Observation and evaluation of the physical and mental condition of detainees will continue through each phase of intake, including searches, and/or dress-out.
9. Medical alert tags worn by the detainee will be noted on the medical and booking sheets. The inmate is allowed to wear the medical alert tag.

Sick Call:

Inmates will be advised of the Facilities Sick Call policy in the inmate handbook and signage throughout the facilities. Sick call will be conducted on a schedule as determined by the Medical Authority. Refer to the 11.2 *Sick Call* policy and/or Medical Authority Sick Call Policy.

Emergency Health Care and First Aid:

The facility maintains fully stocked first aid kits accessible to officers. First aid kits for use by detention staff will be approved by the medical director of the medical authority for content, location, and procedure for periodic documented inspection. All Corrections staff will be trained in emergency first aid and CPR by an STC approved authority and is able to demonstrate proficiency in the rendering first aid to inmates and fellow officers in the event of a medical emergency. In the event of a medical emergency, the responding officers will:

1. Assist the injured person(s), and instruct other officers to call for professional medical assistance, as needed;
2. Isolate or remove the injured party to a secure and safe area, if the injuries allow movement;
3. Make the injured party as comfortable as possible until other medical help arrives;
4. Provide security for the injured party until help arrives;
5. Refer to *Medical Emergency* policy 6.7 and/or the Medical Authority Policy and Procedure *Emergency Services*.

Contents of first aid kits will be checked and refilled monthly or as needed. The Title 15 Officer will bring the first aid kit to the medical authority once per month. Medical staff will sign off on a compliance log in the medical department.

Medication:

All medications will be confiscated from the inmate during admission, unless immediately authorized by the Medical Authority, and placed into the inmate's property to ensure:

1. All medications are reviewed by the Medical Authority's physician or medical services provider;
 2. Prescription medications are issued only by a physician's instruction;
 3. The Medical Authority distributes all prescribed medications to the inmates.
- The Corrections Commander, with the assistance of the Medical Authority's physician Or medical services provider, maintains the responsibility of developing a plan for the control, distribution, storage, inventory, and disposal of prescription and over-the-

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counter medication.

Health Inventory and Communicable Disease Screening:

The Corrections Commander, with the assistance of the Medical Authority's physician or medical services provider, develop a Health Inventory and Communicable Disease Screening system. Refer to Medical Authority Health Inventory and Communicable Disease Screening.

Classification:

1. Upon completion of the booking process, inmates are referred to the classification officer for housing and other facility activities or programs
2. The classification officer will be notified of any medical condition, ailment, or illness that could seriously affect the classification of the inmate.
3. Inmates found to be in good physical and mental health will be assigned to housing according to standard classification criteria.
4. Where and when reasonably possible, inmates with physical and mental health conditions will have their conditions considered as a part of the classification process. However, these conditions will not override security considerations.

Examination:

All examinations, treatments, and other procedures shall be performed in a reasonable and dignified manner and place. Physical examinations will be provided to all inmates at the facility within fourteen [14] day of booking, unless there is documented evidence of a comparable examination within the previous ninety-days [90]. Refer to the Medical Authority's Policy and Procedure. Corrections staff will:

1. Escort inmates to Medical Authority.
2. Maintain security for medical staff.
3. Maintain presence with respect to the inmate's privacy and confidentiality.

Dental Services:

Plumas County Corrections Division provide inmates with reasonable dental services as outlined in *Dental Services*, policy 10.05 and/or the Medical Authority *Dental Services* Policy and Procedure. Emergency treatment of inmates is referred to competent medical resources, when appropriate.

Mental Disabilities/Suicide Prevention:

The Plumas County Corrections personnel are trained in the recognition of mental illness, and suicidal tendencies of inmates. Inmates identified as mentally disabled, mentally ill, and/or suicidal will be supervised according to the provisions of *Mental Disabilities/Suicide Prevention Plan* policy 10.03 and/or Medical Authority's *Special Mental Disorder Assessment, Mental Health Services and Suicide Prevention* Policy and Procedures.

Chronic Care:

Plumas County Corrections Division refer chronic care inmates to competent medical resources for appropriate treatment based on the needs of the inmate. Refer to the

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Medical Authority's *Chronic Care* Policy and Procedures.

Long Term Inmates:

In addition to having the ability to request to see medical services, inmates who are housed for long periods of time shall be seen, without charge, by the jail medical staff a minimum of every six, (6) months for routine medical screening. Inmates may refuse this service.

Special Needs:

The Medical Authority utilizes the Medical Treatment Orders (MTO) to inform custody staff of special needs for specific inmates. The form is completed and a duplicate copy of the form is given to the inmate; the second (original) is added to the inmate's Medical File. Examples of MTO's are, but not limited to, include:

1. Personal shoes and/or inserts;
2. Orthopedic devices, such as; canes, crutches, wheelchairs, braces...;
3. Extra issue, such as; blankets, mattresses, cotton blankets...;
4. Medical Equipment, such as; oxygen, concentrator, breast pump, C-pap;
5. Special Inmate status, such as; No Sharps, Respiratory isolation, Liquid Diet, Nothing by Mouth after Midnight...
6. Commissary Orders, such as; Denture adhesive.

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Corrections Division Policies and Procedures, 10.02 Sick Call

POLICY: The Plumas County Sheriff's Office Corrections Division provides each inmate with regular access to health care services from a Medical Authority to screen, refer, and provide basic treatment for ongoing or emerging health care problems.

DEPARTMENTAL INTEREST:

It is in the interest of the Plumas County Corrections Division to provide reasonable and necessary medical care to inmates, through a series of medical services such as regularly scheduled sick calls.

PROCEDURE:

Sick Call - is an organized method of evaluating inmate's medical, mental or dental health problems. Sick call provides inmates with the opportunity to report a health problem and to receive diagnosis and/or treatment to alleviate the condition, if reasonably possible.

Scheduling:

Inmate medical complaints are solicited daily through a sick call request system, acted on by Corrections staff, and followed by appropriate triage, and treatment by qualified medical personnel.

1. Sick call is scheduled on a regular basis and the schedule may change from time to time to meet the interests of the facility. Inmates will be advised of the date and times for sick call through signage and inmate handbook. Sick Call is provided by the Medical Authority. Refer to the Medical Authority's *Sick Call* Policy and Procedure.

Process:

A member of the facility staff will be assigned as the sick call officer. An additional officer will assist on all "two-officer policy" inmates. The Medical Authority maintains sick call records.

Fees:

Inmates may be charged up to \$.50 for over the counter prescription medication requests and \$3.00 for medical requests. If the inmate is brought to the Medical Office at medical staff's request there shall be no additional charge. Continued visits or follow-up shall not have additional charges.

Inmates who are unable to pay or do not have monies on their money accounts will not be denied medical services or medications. Those charges may be held for thirty days until the inmate receives monies or funds are added to their accounts. Upon release, any debts are dropped to a zero balance owed.

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Corrections Division Policies and Procedures, 10.03 Suicide Prevention

POLICY: It is the policy of the Plumas County Sheriff's Office Corrections Division to be observant to the threat of suicide among inmates and to directly intervene in suicide attempts, whenever reasonably possible. This policy is furthered by initial screening, a reasonable classification process, integration into general housing when practical, and observations of officers.

DEPARTMENTAL INTEREST:

It is in the interest of the Plumas County Corrections Division to provide reasonable and necessary security, safety, and oversight of inmates that are perceived to be at serious risk of suicide or self-inflicted injuries.

DEFINITIONS:

Mentally ill - The condition of a person afflicted with mental disease to such an extent that he or she requires care and treatment for his or her own safety or the safety of others.

Developmentally Disabled - The condition of a person afflicted with substantial sub-average general intellectual functioning that is associated with impairment in adaptive Behavior

Mentally impaired inmate - An inmate who is mentally ill or developmentally disabled.

Suicide - the intentional and voluntary act of a person taking or attempting to take his or her own life.

No Sharps Policy – An inmate restricted from possessing and/or purchasing any object which could be used to cut or damage self, others or property.

DISCUSSION:

For most reasonably thinking individuals, being incarcerated in jail is a traumatic experience. As a consequence, many individuals taken into custody and confined in a jail exhibit some forms of abnormal behavior during the booking process and the early stages of confinement. This behavior is to be expected and is not necessarily indicative of, or a predictor of suicide. Changes in inmate behavior have many causes, many of which have nothing to do with jail life. An inmate may feel his family has abandoned him, loss of a job, perceived change in social status, or detoxification may alter behavior. However, this does not necessarily translate to a higher threat of suicide. Mood swings and behavioral changes make the job of the jail staff even more difficult when it comes to watching for or trying to prevent suicide by inmates.

Your job in trying to predict and prevent suicide by inmates is not an easy task. Often our best tools in deterring suicide attempts is past history of suicide attempts (especially while in custody), thoughtful word, positive reinforcement, listening to reports from fellow inmates or officers, and observed behavior. Suicide attempts take many forms. The

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actual attempt may be long in planning or the result of an impulse that takes only a few seconds or minutes from decision through execution. The inmate may appear normal in one instance and carrying out his plan of self-destruction the next. Officers are cautioned to be watchful for three basic modes of suicide in custody:

1. **Hanging** – Use of linen, clothing, cords, cloth material and altered materials to strangle, usually by attachment to bunks or fixtures.
2. **Cutting** – Use of shaving razors, sharpened objects and broken plastics to lacerate the flesh over arteries and/or veins.
3. **Overdose** – Hoarding and ingestion of prescription or over-the-counter medications to overdose.

Jail staff may be alert to possible indicators of potentially suicidal inmates, by such things as:

1. Past history of suicide attempts;
2. Active discussion of suicide plans;
3. Sudden drastic change in eating, sleeping, or other personal habits;
4. Recent crisis in personal events, such as an extended or life sentencing; &
5. Loss of interest in activities or relationships the inmate had previously engaged in.

PROCEDURE: An important part of the suicide prevention program is integrated into the inmate admission and classification processes. For details on how these policies support our efforts to curb inmate suicide see 03.02 *Admission*, and 03.03 *Inmate Classification* Policies & Procedures and the Medical Authority's *Suicide Prevention* Policy and Procedure. Comments and suggestions by arresting officers, observed behavior, inmate responses to questions, and signs of self-inflicted wounds are all possible clues that may aid the intake officer in referring the detainee to the Medical Authority for further evaluation.

When any officer perceives that an inmate is suicidal or homicidal the observing officer, will:

1. Secure the inmate;
2. Report directly to the Shift Supervisor or OIC;
3. Place the inmate in a safety smock and house in a safety cell;
4. Notify the Medical Authority or Mental Health staff;
5. Start an Observation Log;

The Shift Supervisor or OIC will consider the reasoning behind placing the inmate on a *suicide watch*, observed behavior, and other factors. The Medical Authority will make a determination as to continuing, altering, or discontinuing the *watch*. The Shift Supervisor or OIC will also:

1. Insure the Observation Log is initiated and staff is completing the required checks. Insures all reports and documents are being completed. Insures food and water is offered.
2. Once a medical and psychiatric evaluation is completed the Shift Supervisor will be notified by the Medical Authority if changes in the normal watch procedure are required or recommended.

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The Shift Supervisor will communicate with the Medical Authority regarding any major change in the inmate's behavior or status.

Suicide Observation:

A suicidal inmate will be housed in a Safety Cell. The inmate will be observed by at least one officer. This watch can be on a continuous basis or with frequent checks of at least twice every thirty [30] minutes with at least ten minutes between each check. During these observations, the officer will visually observe the inmate and document the inmate's actions/activity. Any unusual activity or behavior should be recorded in the log, and periodically reported to the Shift Supervisor or medical staff as deemed appropriate by the observing officer. The Medical Authority is responsible for monitoring the well-being of the inmate at least once every twenty four (24) hours.

Safety Smocks will be cleaned after each use. Written reports of any suicide attempts or perceived threats of suicide will be forwarded to the Shift Supervisor as a priority.

Restraint Chair:

In some extreme cases the Restraint Chair may be used to protect the inmate from themselves. The Safety Cell Observation Log will be used to document visual checks of inmates in restraint chairs. (See *Use of Restraint Chair, Policy 06.04*)

Observation Log:

The Observation Log will be reviewed and signed off at the end of every shift by the supervisor. Any deficiencies will be noted and followed up with the appropriate staff. Observation Logs will then be forwarded to the Medical Authority to be added to the Medical Record.

No Sharps Policy:

After a mental health evaluation, the Medical Authority's mental health staff will submit a Medical Treatment Order (MTO) to the shift supervisor/OIC. It is the responsibility of the shift supervisor to complete an Incident Report and add the "No Sharps" designation into the inmates electronic jail file. Inmates housed in Ad/Seg will have a paper placard placard, "No Sharps," placed on the cell door. The Medical Authority's mental health staff will submit an MTO to the shift supervisor/OIC to complete an Incident Report and remove the "No Sharps" designation from the electronic inmate file.

Training:

Correctional staff are provided STC approved training in regards to the recognition, supervision, documentation, and handling of inmates who are mentally disabled and/or potentially suicidal.

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Corrections Division Policies and Procedures, 10.04 Mental Health Care

POLICY: The Plumas County Sheriff's Office Corrections Division will work collaboratively with the Medical Authority to provide mental health services to include screening, evaluation, diagnosis, treatment and referral services to all inmates housed in the Plumas County Correctional Facility.

DEPARTMENTAL INTEREST:

It is in the interest of the Plumas County Corrections Division to provide reasonable and necessary security and safety standards, control, supervision, and oversight of inmates while confined to this facility, including those inmates with mental health problems.

PROCEDURE:

Inmates committed to Plumas County Corrections Facilities are normally screened to include questions and observations intended to identify mentally impaired inmates who may have problems adapting to the correctional setting, or who may be imminently dangerous to themselves or others. Staff will observe inmates throughout their incarceration in an effort to identify possible mental health problems. In a situation in which the inmate may present an imminent danger to self or others, staff may take appropriate action to ensure the safety of inmates and staff [such as Safety Cell usage and/or restraints].

DEFINITIONS:

Mentally ill - The condition of a person afflicted with mental disease to such an extent that he or she requires care and treatment for his or her own safety or the safety of others.

Developmentally Disabled - The condition of a person afflicted with substantial sub-average general intellectual functioning that is associated with impairment in adaptive behavior.

Mentally impaired inmate - An inmate who is mentally ill or developmentally disabled.

Mental Health Screening:

On admission, the intake staff will evaluate each inmate with regard to obvious signs of mental illness or developmental disability. When a staff member suspects an inmate is mentally impaired, they will contact the Medical Authority, who will perform an intake screening. Pending this screening, an inmate demonstrating signs of serious mental illness shall be housed separately. The Medical Authority will collaborate with the Shift Supervisor regarding the appropriate housing disposition of the inmate. Officers should be alert to possible indicators of acute mental illness, including the following:

1. Delusions of grandeur and/or persecution or a constant attitude of suspicions and hostility;
2. Intense anxiety or exaggerated levels of fear or panic in the absence of any real or present danger;

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3. Inappropriate emotional responses, silliness, bizarre delusions, or unpredictable, hollow giggling;
4. Hallucinations such as hearing, seeing, tasting, or smelling something or some one that is not present at the moment;
5. Extreme depression, withdrawal, neglect of hygiene and appearance, refusal to eat or leave the cell for long periods of time, or periods of uncontrollable crying;
6. Exaggerated mood swings from elation and over activity to depression and under activity or a combination of these.

Any question regarding potential conflicts between these mental health recommendations and a possible compromise of security will be resolved by the shift supervisor with the advice and consent of the Corrections Commander.

Crisis Intervention:

When an inmate exhibits behavior that is suicidal, homicidal, or otherwise extremely inappropriate, the staff should request medical assistance. As a result of this evaluation the inmate may be placed in a safety cell. Under the condition of a suicide watch, inmates are placed on a program intended to reasonably protect the individual from self-destruction. This process is discussed in an associated policy and procedure.

If a potential mental health crisis arises after regular operating hours, on weekends, or holidays and is likely to require mental health treatment, the Medical Authority will contact the on-call mental health worker. While awaiting medical assistance, the inmate will be secured separately from the inmate population and closely observed by staff.

Transfers for Mental Health Treatment:

Inmates who require psychiatric care beyond the on-site capabilities will be referred by the Medical Authority to Medical Emergency Services Department for a Welfare & Institution Code 5150 evaluation, per California Penal Code Section 4011.6.

PC4011.6: Authority to remand a prisoner to a local Mental Health Facility for a seventy-two (72) hour for treatment and evaluation, pursuant to W&I 5150.

W&I5150: A Peace Officer may place a person deemed a danger to themselves or others, or gravely disabled, in a state Department of Mental Health approved facility for a seventy-two (72) hour period for evaluation and treatment.

Transportation of Mentally Ill Inmates to Treatment Facility:

All mentally ill inmates being transported to state or local treatment facilities will be considered a two-officer policy. *See Transportation Policy 4.05.*

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Corrections Division Policies and Procedures, 10.05 Dental Health Care

POLICY: The Plumas County Sheriff's Office Corrections Division facility encourages inmates to exercise good dental hygiene by providing toothbrushes and toothpaste, as well as access to emergency and essential dental services while they are incarcerated.

DEPARTMENTAL INTEREST:

It is in the interest of the Plumas County Corrections Division to maintain health and encouraging improved hygiene among inmates. This includes reasonable and necessary emergency dental services.

PROCEDURE:

Initial Screening on Admittance to Facility:

During Intake Screening, Corrections Staff may observe the inmate's teeth and gums to identify any gross abnormalities requiring referral to trained medical personnel. If the reviewing medical professional determines that dental treatment is indicated, the medical personnel will refer the detainee to the next scheduled *Dental Sick Call*.

Daily Maintenance of Teeth & Gums:

Inmates are encouraged to exercise good dental hygiene while they are incarcerated in this facility. As a part of this support, the facility provides toothbrushes and toothpaste to inmates who do not otherwise have access to these healthcare items.

Request for Medical Services:

The Medical Authority oversees the dental programs of the Plumas County Corrections Facility as a part of regular medical services. Inmates may request attendance at *Dental Sick Call* by completing the required request form. Additionally, officers and other staff members may recommend that an inmate attend sick call when conditions indicate the need for medical attention.

Dental care is provided under the direction of a licensed D.D.S. or D.M.D., and referrals may be made to a qualified outside dental specialists by the licensed D.D.S. or D.M.D. when indicated.

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Corrections Division Policies and Procedures, 10.06 Blood Borne Pathogens & Other Communicable Diseases

POLICY: Medical evaluation and care is to be provided to each inmate suspected of having any communicable disease, to include, but not limited to; HIV, AIDS, Hepatitis, MRSA, TB. Any suspected inmate must be referred to medical personnel for assessment. Generally, such inmates are housed at the least restricted custody level, unless other variables indicate the need for a higher level to protect officers and fellow inmates.

DEPARTMENTAL INTEREST:

It is in the interest of Plumas County Corrections Division to provide reasonable treatment for blood borne pathogens, and other communicable diseases, while providing reasonable and necessary safeguards from contamination for staff and other inmates of the facilities.

DEFINITIONS:

The following definitions apply to this section, and are relevant to a basic understanding of the threat of a Pandemic Emergency in the jail setting:

AIDS - a fatal disease characterized by a defect in the body's immune system. Individuals with AIDS are vulnerable to serious infections, which usually would not be a threat to anyone whose immune system was functioning normally. AIDS is caused by the Human Immunodeficiency Virus [HIV], which has been found in very low concentrations in saliva and tears.

Blood Borne Pathogens – A disease that can be spread by contamination by blood. The most common examples are HIV, hepatitis B, hepatitis C and viral Hemorrhagic fevers. Diseases that are not usually transmitted directly by blood contact, but rather by insect or other vector, are more usefully classified as *vectorborne disease*, even though the causative agent can be found in blood. Vectorborne diseases include West Nile virus and malaria.

Many blood-borne diseases can also be transmitted by other means. Since it is difficult to determine what pathogens any given blood contains, and some blood-borne diseases are lethal, standard medical practice regards all blood (and any body fluid) as potentially infective. *Blood and Body Fluid precautions* are a type of infection control practice that seeks to minimize this sort of disease transmission.

Body Fluids - Blood, semen, vaginal secretions, saliva, tears, breast milk, cerebrospinal fluid, urine, feces, etc.

HIV - A fragile virus, which is easily killed by heat and certain disinfectants.

HIV Positive - A test result that shows a person has been infected with the HIV virus, and has antibodies to the virus in his system. An individual with a confirmed

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positive test may or may not exhibit symptoms of AIDS in early stages. However, he or she is capable of transmitting the virus to another person.

Exposure - *Because we cannot always know when someone is HIV infected, we should treat all exposures to blood or body fluids of others as if HIV infected.*

Mucous Membranes- *Tissues that line the body canals or cavities that come in contact with the outside include: eyes, ears, nose, mouth, urethra, vagina, and rectum.*

Exposure Control Plan - A written plan developed by this agency and available to all employees that details the steps taken to eliminate or minimize exposure and evaluate the circumstances surrounding exposure incidents.

Personal Protective Equipment - Specialized clothing or equipment worn or used by members for protection against the hazards of infection. This does not include standard issue uniforms and work clothes without special protective qualities.

Tuberculosis (TB) - Tubercle Bacillus is a common and deadly infectious disease that is caused by mycobacteria, primarily *mycobacterium tuberculosis*. Tuberculosis most commonly affects the lungs (as pulmonary TB) but can also affect the central nervous system, the lymphatic system, the circulatory system, the genitourinary system, bones, joints, and even the skin.

Methicillin resistant Staphylococcus aureus (MRSA) - a bacterium that causes infections in different parts of the body. It's tougher to treat than most strains of staphylococcus aureus -- or staph -- because it's resistant to some commonly used antibiotics. The symptoms of MRSA depend on where you're infected. Most often, it causes mild infections on the skin, causing pimples or boils. But it can also cause more serious skin infections or infect surgical wounds, the bloodstream, the lungs, or the urinary tract.

Universal Precautions - Procedures promulgated by the Centers for Disease Control (CDC) that emphasize precautions based on the assumption that all blood and bodily fluids are potentially infectious.

PROCEDURES:

The transfer of disease by exchange of bodily fluids is a serious occupational health risk to detention personnel. Officers and employees of this agency follow recognized protocols and safety procedures in order to minimize this risk. When in doubt, Correctional Staff and employees of the agency must seek professional assistance before knowingly exposing themselves to a known serious risk of infection. AIDS, HIV, hepatitis B (HBV), hepatitis C (HCV), and other serious infectious diseases can be contracted through exposure to infected blood and several types of bodily secretions.

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Employees of this facility are continuously provided with information and education on prevention of these diseases, provided up-to-date safety equipment and procedures that minimize their risks of exposure and to institute post-exposure reporting evaluation and treatment for all members exposed to these diseases.

Tuberculosis (TB) is again becoming more prevalent in our society and the newer strains are more drug resistant making them more difficult to treat. TB is spread through the air from one person to another. The bacteria are put into the air when a person with active TB disease of the lungs or throat coughs or sneezes. People nearby may breathe in these bacteria and become infected. TB is of particular concern within the confines of a detention setting. Practicing good hygiene, Universal Precautions, use of PPE, and use of masks will greatly reduce the chance of contracting TB.

Disease Prevention and Control Guidelines:

1. Our facilities subscribe to the principles and practices for prevention of communicable diseases as detailed in the "universal precautions" prescribed by the CDC and the federal regulations of the Occupational Safety and Health Administration. Where otherwise not detailed in this policy, staff are guided by those practices and procedures.
2. Staff should assume that all persons are potential carriers of communicable diseases.
3. No staff member may refuse to physically handle any inmate who may carry a communicable disease when appropriate protective equipment is available.
4. Staff must use protective gear under appropriate circumstances unless its use would prevent the effective delivery of health care or public safety services or impose an increased hazard to the staff member's safety or the safety of others.
5. Leather gloves **are not** a protection from blood and bodily fluids.
6. Latex and vinyl gloves or their protective equivalent must be worn when searching persons or places or when working in environments where sharp objects and bodily fluids may be expected.
7. Corrections Staff should avoid touching any mucous membrane while on active crime or incident scenes where blood and bodily fluid spill could be expected.

Exposure to AIDS & HIV:

A possible exposure to the HIV virus may include:

1. Getting the blood or body fluid of an HIV infected person inside one's body. This might occur as a result of:
 - a. Being stuck with a needle used for the HIV infected person;
 - b. Handling blood or body fluids of an infected person with hands or other areas that have open skin areas such as *cuts, scrapes, rashes, etc.*; or
 - c. sharing razors or toothbrushes that have been contaminated with blood or body fluids;
2. Actual mucous membrane contact with the blood or body fluids of an HIV infected person. This might occur as a result of splashing infected blood or body fluids into the eyes, nose, mouth, etc.;
3. Biting; &

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4. Deliberate infection (Gassing), attempt or attack through the throwing of any bodily fluids.

The following are not normally considered exposures to the HIV virus:

1. Being in the same room with an HIV infected person;
2. Talking to or touching an HIV infected person with protection; &
3. Sharing bathrooms or eating together in the same room.

Basic Precautions:

Considering the threat of deliberate infection of others by some AIDS, and HIV infected inmates, staff of the facility will be apprised of those inmates with AIDS or HIV, and are to be especially watchful in monitoring the actions of such inmates. Staff use care in the handling and treatment of AIDS and HIV infected inmates. The following are basic precautions that should be taken when supervising AIDS and HIV infected inmates:

1. Staff and inmates are expected to protect cuts, abrasions, or other skin lesions with Band-Aids or dressings.
2. Any blood or body fluid spilled on the skin should be immediately and thoroughly washed with soap and running water, or wiped with alcohol swabs [towelettes];
3. Officers should use protective gloves when examining and handling inmates;
4. Officers should use protective gauze masks, latex gloves, and other protective clothing when handling aggressive inmates that are known or suspected of being infected;
5. Officers should wash thoroughly with disinfectant soap after contacting aggressive known or suspected AIDS & HIV infected inmates.

HIV Antibody Testing:

Inmates who request testing for the presence of HIV antibodies must request in writing, "sick call." Officers requesting HIV testing must contact the Plumas County Public Health Department or their private physician. Facility procedures will be followed in the event of Corrections Division Policies and Procedures, 10.06 Blood Borne Pathogens & Other Communicable Diseases inmate or staff exposure to HIV.

Staff Exposure to HIV:

In cases of exposure, the person involved will thoroughly and immediately cleanse the affected area with soap and warm water, take appropriate first aid measures, report the incident to the on-duty shift supervisor, and follow the Worker's Compensation reporting procedure. Staff will be referred to Patient's First, designated personal Physician or the Emergency Room for medical attention. The Plumas County Sheriff's Office will collaborate with the Medical Authority to obtain a signed consent from the inmate for HBSAG, HCV and HIV testing. If the inmate refuses to consent to this testing, a court order may be obtained.

In the event of a confirmed exposure, it is recommended that the person who was exposed have a blood test for the HIV antibody as soon as possible, but no later than 2 weeks after the incident. It usually takes between 2 and 12 weeks for the body to produce antibodies after infection with the HIV virus. If a staff member refuses to be

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tested it will be documented. It is recommended that the exposed person follow precautions to prevent transmission of the virus to others by:

1. Avoiding sharing of personal items that could have one's blood or other fluids on them, such as razors, toothbrushes, etc.;
2. Avoiding open-mouth kissing;
3. Delaying pregnancy [consult with your physician];
4. Advising family members and co-workers of the need for self-protection and prevention when in social, work, or intimate contact.

Inmate Exposure:

In the event an inmate is exposed to the HIV virus, the shift supervisor will have the inmate escorted to the Medical Authority for first aid. Further treatment and/or testing will be at the discretion of the Medical Authority. Inmate exposures or allegations of exposure will be documented in the jail report system.

Referral of Inmates:

Inmates with symptoms known to be associated with AIDS must be referred to the Medical Authority for evaluation. Common symptoms of AIDS/HIV, although similar to many illnesses and infections, may include:

1. Persistent tiredness;
2. Fever;
3. Weight loss;
4. Diarrhea;
5. Night sweats;
6. Swollen glands.

Housing of AIDS/HIV Infected Inmates:

Inmates with confirmed positive HIV antibody test results are housed at the discretion of the Medical Authority and the Classification Unit. These inmates participate in normal housing unit activities when reasonably possible without endangering others. Inmates who request HIV antibody test normally remain with the general population pending receipt of test results. Inmates waiting for test results, or who are confirmed HIV positive and are violently aggressive, are housed in Administrative Segregation cells.

Laundry:

All clothing and linens shall be treated as if the inmate has a communicable disease and shall be laundered at a temperature of at least 140 degrees. Inmates assigned to the laundry will wear appropriate protective gloves when handling all unwashed laundry. Contaminated clothing and linens will be placed in a bio-hazard bag regardless of the inmates' medical condition and laundered according to above policy.

Uniforms that have become contaminated with blood or body fluids will be removed and cleaned as soon as possible. If skin under the uniform has been contaminated, it should be washed thoroughly. Blood and body fluids on clothing and unbroken skin are not normally considered to be an exposure to HIV.

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Spills of Blood or Body Fluids:

All blood or body fluids are considered potentially infectious, because one cannot control when someone is infected with the HIV virus. To clean spills of blood or body fluids, staff or inmate workers will:

1. Always use protective gloves;
2. Clean up visible materials with soap and water;
3. Apply disinfectant to the area [a fresh solution of 1 part bleach to 9 parts water, or isopropyl alcohol];
4. Rinse with clean water;
5. Remove gloves carefully, turning them inside out as they are removed;
6. Wash hands thoroughly;
7. Dispose of the potentially infectious materials properly [See Disposal of Contaminated Material].

Cell Cleaning:

If physically able, all inmates are responsible for routine cleaning of their own cells, according to standard procedure. If the inmate is unable to clean their own cell, the cell is Corrections Division Policies and Procedures, 10.06 Blood Borne Pathogens & Other Communicable Diseases cleaned by an inmate under the supervision of an officer. When an inmate leaves the facility, the cell and its furnishings, including both sides of the mattress, will be cleaned according to standard procedures and disinfected with a bleach solution [1 part bleach to 9 parts disinfectant water]. Inmates will wear appropriate gloves for these cleaning procedures.

C.P.R.:

Special attention should be given to the use of disposable or easily cleaned airway equipment or protective face shields when rendering CPR in the jail environment. Pocket masks will be issued to each officer after completion of CPR course. Masks are necessary in situations where blood or body fluids could be splashed, spit, thrown, or urinated on others.

Disposal of Contaminated Material:

Contaminated disposable materials are treated as infectious waste and disposed of in Bio Hazard Waste containers and delivered to the Medical Authority for disposal. Examples of hazardous waste include but not limited to;

1. Soiled bandages or dressings;
2. Medical equipment such as catheters, Foley bags, colostomy supplies...;
3. Any container containing blood or body fluids such as specimen cups, containers of breast milk not being used, urinals...

Training:

When reasonably possible, Plumas County Corrections Division personnel attend STC certified communicable disease training sessions or other comparable training. The Training Coordinator in cooperation with the Medical Authority arranges for regular staff updates on all new communicable disease information.

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Correctional Division Policies and Procedures 10.07 Medical Experimentation Prohibition

POLICY: The Plumas County Sheriff's Office Corrections Division prohibits medical experimentation on confined inmates or staff. No biomedical or behavioral research involving inmates is done in this facility.

DEPARTMENTAL INTEREST:

It is in the interest of the Plumas County Corrections Division to provide reasonable and necessary security and safety standards, control, supervision, and oversight of inmates while confined to this facility.

PROCEDURE:

The Plumas County Corrections Division must not permit any form of medical, dental, mental health, or pharmacological research on inmates or staff. SUCH REQUESTS ARE DENIED. This does not preclude individual treatment of an inmate based on his/her need for specific medical procedure that is not generally available.

POLICY: The Plumas County Sheriff's Office Corrections Division participates in a medical & mental health services Quality Assurance Committee, evaluating the Medical & Mental Health services provided to all persons in custody in Plumas County Facilities, Deaths in Custody and Responses to Medical Emergencies. (*Title 15 Section 1046*)

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Correctional Division Policies and Procedures, 11.01 Visitation & Access to Inmates

POLICY: It is the policy of The Plumas County Sheriff's Office Corrections Division to permit inmates to have visits with family, friends, and their attorneys or designee under conditions that are consistent with the security of the facility.

DEPARTMENTAL INTEREST:

It is in the interest of Plumas County Corrections Division to provide reasonable and necessary security and safety standards, control, supervision, and oversight of inmates while receiving authorized visitors.

PROCEDURE:

Visitation regulations will include regular scheduling of visits at times that will assure reasonable access to inmates by family, friends and attorneys/investigators.

The Corrections Commander will establish limits to the number and length of visit appropriate to the size of the visitation area and other relevant factors.

Attorney/Investigators visits are not scheduled, but are processed on a first come, first served basis and conform to regular daily events and security issues. Notice will be given to both visitors and inmates of contraband restrictions and visiting regulations, including procedures for obtaining approval for family members and friends to visit. This information will be included in the facility's Inmate Hand Book.

Approval:

Each inmate will submit names of potential visitors using the Inmate Visitor Information Form. Inmates may complete and submit the form upon intake processing. The inmate may submit additional names that are logged in the inmates electronic booking system.

Any previously approved visitor will be removed from the list. Plumas County Corrections Division staff will approve or deny the Inmate's Visitor request after conducting a criminal history evaluation, warrants check and local Incident Report System. The inmate will be notified if any visitor request is denied within five (5) days from the date the form was submitted. The inmate may appeal the decision to the Corrections Commander through the grievance procedure. Special visits of unapproved visitors, extended visits, or visits on non-visiting days may be approved by the Shift Sergeant for compelling reasons and will be documented in an Incident Report. Correctional Staff will complete the approval/denial process using the following guidelines:

1. A request which does not contain complete or accurate information will be denied.
2. Persons with an active warrant will be denied.
3. Persons convicted of a felony, charged with a drug offense, charged with a violent or sex related crime, or has been arrested in the last 12 months for any reason, will be denied.
4. Persons who have an active restraining order against the inmate will be denied.

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Visiting Process:

Any person, other than attorneys/investigators and official visitors, wishing to visit an inmate housed at a Plumas County Correctional Facility will report to the Lobby Window to sign in for a visit at the times designated on the visiting schedule. Visitors will be processed in the order in which they arrive.

1. Visiting sign-ups begin the hour before the visit is to occur. Visitors must complete the sign in process not less than 15 minutes before the scheduled visit to ensure that the inmate has time to prepare for the visit.
2. Visitors will be required to present a valid picture identification which could be any United States driver's license, or any United States identification card.
3. Persons under the age of eighteen (18) must be accompanied by their parent or guardian in order to visit. Valid picture identification is required. An infant counts as one of the two allowed visitors.
4. Exceptions to this are emancipated minors or underage spouses, both of which require legal documentation.
5. No minor child, related or unrelated, who was an exploited victim of the inmate will be allowed to visit.
6. The personnel assigned to the Lobby Window will verify the visitor's identification information, determine if the visitor has been cleared to visit, and log the inmate's name and visiting information.
7. At the end of visiting sign-ups, the correctional officer will retrieve the visiting information from the Lobby Window and place the appropriate inmates into the visiting room.
8. Visits will last 30 minutes.
9. Visitors will not be allowed to bring anything into the visiting areas. Keys and their ID card are the ONLY exceptions. The visitor will be directed to secure any other items in their vehicle.
10. Visitors are required to dress appropriately while visiting inmates in this facility. Revealing, see through, low cut or other provocative clothing is not acceptable while visiting in this facility. A specific dress code is posted in the lobby of the facility. Visitors who are not dressed appropriately will not be allowed to visit.
11. Cancellation of regular visiting for safety/security reasons will be at the discretion of the Corrections Commander and/or Shift Sergeant.
12. a person who has been housed at the Plumas County Correctional Facility shall not be allowed to visit unless it has been thirty, (30) days since release on a misdemeanor or sixty, (60) days for a felony.

Denial or Termination of a Visit:

A visit may be denied or terminated and visiting privileges suspended under the following circumstances:

1. Visitors under the influence of drugs or alcohol;
2. Refusal by a visitor to submit to search procedures;
3. Refusal or failure to produce sufficient identification for purposes of registration, or the falsifying of identifying information by a visitor;
4. Violation of institutional rules by a visitor or inmate;
5. Failure to prevent children from disturbing other persons in the visiting area;

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6. Inappropriate display of affection, suggestive activity, or inappropriate dress; and/or
7. Other conduct or conditions deemed by the shift supervisor and/or Jail Administrator to be disruptive to visiting operations or to security and good order.

A full report on any such incident will be submitted by the attending Corrections Officer to the Shift Sergeant and if the inmate was involved, a Disciplinary Report will be filed against the inmate involved. When an individual is not approved, notice of and reasons for the exclusion will be given to the inmate who submitted the individual's name within five (5) days of the date the form was submitted.

Searches:

A sign is posted at each visitation entrance stating facility rules and search policy for visitors. Each visitor must register and submit to a search prior to entry into the visiting room. Visitors, who refuse registration, fail to consent to search, or violate any of the posted facility rules, will be denied admission. If there is reasonable suspicion that the person is carrying contraband, a further consensual pat-down search may be undertaken and/or entry will be denied.

Visitation Schedule:

Inmates will be allowed a minimum of two [2] visitation periods per week of at least thirty [30] minutes duration each. Visits for days other than the scheduled days and times may be approved by the Corrections Commander or his designee.

Visiting Conditions:

Visits will be supervised by staff at all times. Visits will be at such determined times and for as long as not less than 30 minutes that permit equitable distribution of visitation resources. Space in the visitation area will be allocated on a first-come, first-served basis. The shift supervisor may extend visits by reason of distance traveled, past infrequent visits, or other compelling reasons.

Attorney/Investigator Visits:

A visitation area will be available to ensure privileged communications between inmates and their attorneys; however, the area used for these visits is subject to general staff supervision. Each attorney requesting to see an inmate must be identified through their California State Bar card and photo identification. Inmates may refuse to see any attorney. Once the inmate is placed into an interview room, the attorney/investigator will be allowed entry into the interview room.

News Media:

Any News Media persons requesting entry and/or access to interviewing staff or inmates must first obtain authorization from the Sheriff or his designee.

Faith Based Organizations:

Any Faith Based Organization requesting entry into Plumas County Corrections Facility will be processed through a background check through the Corrections Commander designee and posted at the facility. An organization must be recognized as a legitimate

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and ordination papers will be verified before any representative may be allowed entry.

Records:

Inmate Visitor Information will be logged into the inmates booking file and the sign in binder will be kept in a binder at the lobby window. Daily records of persons entering the facility are contained in a binder and stored as needed for future reference. A copy of the attorney/investigator's credentials will be placed into the Attorney Reference Binder.

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Corrections Division Policies and Procedures, 11.02 Inmate Employment

POLICY: The Plumas County Sheriff's Office Corrections Division provides work assignments to sentenced qualified inmates while confined. Assignment to a work crew will be consistent with each inmate's classification and custody status. Inmate work crews provide positive reinforcement for each inmate and assists in gaining skills the inmate may use upon release into society.

DEPARTMENTAL INTEREST:

It is in the interest of the Plumas County Corrections Division to provide reasonable and necessary security and safety standards, control, supervision, and oversight of inmates while confined to this facility and to provide work opportunities to qualified inmates.

PROCEDURE:

Classification oversees the approval of inmates eligible for work crews and assigns Inmate Workers at the Main Jail. Supervisors select qualified inmates for their specific work crew.

Assignments:

Qualified inmates will be assigned to work crews within the facility. Discrimination based on the inmate's *race, religion, national origin, sex, or disability* is prohibited.

Assignments will afford inmates the opportunity to learn job skills that will benefit their occupational needs upon release. Only inmates approved by Classification should be assigned to work outside the facility's perimeter. Pretrial detainees may be assigned as Inmate Workers inside the facility with Classification approval.

Qualified inmates will be assigned to work assignments consistent with their ability, experience, medical status, and the needs of the facility. The Corrections Commander will identify those work areas to which inmates may be assigned in coordination with Classification, Food Services and the Title 15 Officers. All able-bodied inmates may be required to work. Inmates have the option to refuse to participate in a work crew assignment, but will face disciplinary action. Failure to perform certain work may be covered by one or more rules of the facility.

Medical Issues:

A medical clearance check will be made and documented in the inmate's medical file regarding certain work assignments. A medical clearance for work assignment is completed at the ten day health assessment. The Medical Authority may impose additional health status criteria to assure that job assignments are in the best interest of both inmate and the facility. For instance:

1. Inmates may be restricted from heavy lifting due to a physical disability, i.e.; pregnancy, spinal injury...;
2. Inmates with communicable diseases will not be assigned to work in food service or other areas where the inmate will come in contact other inmates;
3. Inmates with a history of seizure disorder may not be permitted to work with equipment or in high places.

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Work Conditions:

The following conditions generally apply to most inmate job assignments:

1. Job supervisors will impose *quality controls* on all work performed.
2. Inmates will not work more than 48 hours per week, except in emergencies.
3. Inmates will not supervise other inmates.
4. Inmates will not be assigned to clerical assignments that place the inmate in a position to work on or be in contact with staff or inmate, institutional, monetary, or court records. Additionally, inmates will not perform maintenance of locking systems and other detention security devices.
5. Any inmate may volunteer for work assignments or facility programs.

Special Housing:

As a related element of a job, an inmate may be assigned to special or designated housing areas. Inmates assigned to work crews may be separated from inmates in the general population.

Good Time/Work Time Credits:

Good Time and Work Time credits are subtracted from each inmate's sentence during the Jail Time Figure procedure. Failure to perform on a work crew or any work related serious infraction of Jail Rules will result in a Disciplinary Action. Any remaining Good Time/Work Time credits may be suspended as all or part of the Disciplinary Action. Credits already earned cannot be suspended.

Safety Issues:

All job assignments will be operated in accordance with applicable federal, state, and local health and safety standards. The Corrections Commander designee will maintain all required regulatory documentation.

Disabled Inmate Employment:

Inmate work crews will accommodate disabled inmates to the degree practical. Utilization of disabled inmates in a work crew is desirable when such individuals can be safely employed in specific jobs.

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Corrections Division Policies and Procedures, 11.03 Inmate Recreation & Exercise

POLICY: Plumas County Sheriff's Office Corrections Division complies with Title 15 standard regarding inmate exercise and recreation activities.

DEPARTMENTAL INTEREST:

It is in the interest of the Plumas County Corrections Division to provide a minimum of three hours per week of recreational and exercise opportunities within security and safety limitations of the facilities.

PROCEDURE:

Inmate Recreation and Exercise Plan:

Recreation activities may include, but are not limited to *basketball, volleyball, reading, and television*. Other recreation devices can be purchased through commissary, i.e., cards, board games, etc... Exercise yard activities are made available to inmates a minimum of three (3) hours per week. Exercise yard is supervised by corrections staff. Inmates are granted access to outdoor exercise, weather permitting. During inclement weather, the indoor recreation room may be used.

As a part of the security plan officers are responsible for conducting searches of recreation areas before and after use by inmates. The purpose of these searches is for detecting altered or damaged equipment, hidden contraband, and security violations. The exercise yard is supervised by corrections officers and is equipped with a radio to maintain contact with the control center. Inmates will yard according to their classification and housing location when feasibly possible. P.C. Inmates will not participate in yard with G.P Inmates.

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Corrections Division Policies and Procedures, 11.04, Reading Materials Program

POLICY: The Plumas County Sheriff's Office Corrections Division provides access to reading materials through a book exchange program coordinated by the Jail Ministries and Mental Health Services. Inmates may have soft-cover books delivered from the publisher.

DEPARTMENTAL INTEREST:

It is in the interest of the Plumas County Corrections Division to provide reading materials to inmates, which are consistent with reasonable and necessary security and safety standards, operational controls, and supervision of inmates.

PROCEDURE:

Inmate Reading Material Plan:

Inmates may request books, in writing, from the Jail Ministries or Mental Health Services. Books may also be sent by mail from an online service such as Amazon, Barnes and noble, etc., in paperback version. Inmates may request *fiction, non-fiction or religious materials*. Prohibited publications include content that is:

1. Pornographic or sexual;
2. Gang or hate oriented;
3. Violent;
4. Instructive in escape, explosive or weapon use;
5. Relating to law enforcement, military, or jail operations;
6. Any other material deemed inappropriate for inmates.

Books are made available upon request. Inmates are limited to *checking out* one [1] Book at a time. Inmates are responsible for the return and condition of the books. Loss of or damage to reading materials may result in the exclusion of participation in the book exchange program. The library is accessible to inmates on Sunday and Thursday.

Inmate Legal Research Request:

Inmates may request the use of the library and computers to access and research legal materials that are stored on the computer's hard drive. The inmate will be able to print out materials needed for their case files. Inmates that abuse this privilege or who intentionally waste materials may be monitored to ensure proper use of the equipment.

Inmates may also submit a legal request form and access material through the Legal Research Associates when needed.

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Jail and Detention Policies and Procedures, 11.05 Telephone Plan

POLICY: The Plumas County Sheriff's Office Corrections Division provides *privileged, monitored, and/or limited* telephone access.

DEPARTMENTAL INTEREST:

It is in the interest of the Plumas County Corrections Division to provide monitored, limited telephone usage to inmates in a manner that is consistent with reasonable and necessary security and safety standards, operational controls, and supervision of inmates.

PROCEDURE:

Inmates have *no expectation of privacy*. Telephone communications are recorded and other forms of communications may be monitored.

Inmate Telephone Plan:

Inmate access and use of telephones is limited to those inmates that are compliant with facility rules and procedures, and do not pose a risk to self, other inmates, or officers. Telephone communications may be monitored and recorded without notice. During the booking and intake process inmates are provided the opportunity to make three [3] telephone calls within three [3] hours of time of arrest. For the purpose of these calls, no-charge *local telephone service* is available for inmates, who are compliant, and not a risk to staff or other inmates, (Refer to 851.5 PC).

Incoming *emergency messages* to inmates are allowed, once the emergency has been confirmed. In an emergency, inmates are provided with a message or allowed to make a free *local* return call or long distance call at their own expense. Phone calls may be limited due to needs of the facility, such as; headcount, transfer to another facility or court hearing. Other than during the intake process, all telephone usage is at the expense of the inmate, or the recipient of the call. Telephone privileges may be revoked as a result of a disciplinary action or abuse of telephone privileges.

Occasionally privileged or non-recorded telephone communications are requested from an outside source, such as; attorney, bondsman, investigating law enforcement... At the shift supervisor's discretion, facility phones may be used to provide non-recorded privileged communication. The shift supervisor will document the matter in an Incident Report. Decision to allow a privileged phone call is at the ***sole discretion of shift supervisor***, and permission may be withheld, or limitations imposed without divulging the reasoning or justification. However, reasonable efforts will be made to make such accommodations if resources and security conditions allow.

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Jail and Detention Policies and Procedures, 11.06 Commissary Plan

POLICY: The Plumas County Sheriff's Office Corrections Division maintains a *commissary* that allows inmates to purchase a variety of hygiene and sundry items using funds maintained in a personal account.

DEPARTMENTAL INTEREST:

It is in the interest of the Plumas County Corrections Division to allow inmate access to a commissary that provides a variety of hygiene and sundry items, without compromising facility integrity, security, or control.

DEFINITION:

Commissary – A store for provisions of sundry items, food, snacks, and other allowed items for purchase by inmates.

PROCEDURE:

Inmate Commissary:

The facility provides an inmate commissary that allows for the purchase of various items with funds from an individual inmate account. It is the responsibility of the Inmate Services Supervisor to:

1. Decide on whether such services are provided in-house.
2. Determine the items to be available through the commissary;
3. Decide on service and access frequency;
4. Determine the number and type of items an inmate may purchase or have in their possession;
5. Oversee procedures for inmate access to store items;
6. Provide for audits by the Merced County auditors;
7. Provide that all expenditures from commissary proceeds be made in accordance with county and state regulations.

Purchases from the commissary are transacted from monies credited to individual inmate accounts, and there is no actual transfer of legal tender. The following general rules apply to the operations of the commissary:

1. Purchases are made from an approved list or stock of approved items only;
2. Officers and inmates do not handle cash;
3. Inmates only purchase items reasonable for a single inmate's use;
4. Funds, credits, or debits are never transferred from one inmate account to another;
5. Inmates may not purchase on credit, or a balance forward, and must have the funds in their account for the total of the purchases made at the time of the orders process;
6. Officers do not accept any gift, purchased item, or gratuity for work performed in the facility in general or the commissary in particular.
Items made available through the commissary are evaluated on a periodic basis, and Are subject to change. However some items continuously available for purchase by Eligible inmates are:

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1. US postage envelopes;
2. Writing materials and envelopes;
3. Pencils;
4. Cards and board games;
5. Snacks;
6. Toiletries and hygiene articles;
7. Over the counter medications (limited).

Welfare Kit:

Inmates with less than four (\$4.00) dollars on their inmate account are considered *Indigent*.

1. Inmates will submit a Welfare Request Form in the Commissary Order Form Box.
2. Request Forms will be distributed every Wednesday.
3. The Request Forms will be picked up every Tuesday.
4. The Welfare Kit will be delivered the next day, Wednesday.

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Jail and Detention Policies and Procedures, 11.07 Religious Practices

POLICY: The Plumas County Sheriff's Office Corrections Division provides, and allows religious practices and services for inmates to the extent practical and under conditions that are secure, safe, and do not interfere with the rights of other inmates or the maintenance of good order.

DEPARTMENTAL INTEREST:

It is in the interest of the Plumas County Corrections Division to support religious services for inmates, which do not conflict or hinder safety and/or normal operations of the facility.

PROCEDURE:

Jail Ministries Service:

Our facility allows and accommodates religious services for inmates on a weekly basis, when community resources are available, and willing to provide such services. Attendance at religious services is always voluntary. Additionally, efforts are made by the Jail Ministries to accommodate inmates' needs for religious counseling or education using qualified volunteers or clergy. Proposals for such volunteer services are presented and arranged during normal business hours, except when meals are being served to inmates.

The Jail Ministries Service and Corrections Commander designee have *approval authority* for all requests from volunteers wishing to provide religious services to inmates, the extent to which the facility will provide meeting spaces, restrictions, and any other accommodations. Inmates who wish to carry out a religious practice that might ordinarily violate facility rules or require a special accommodation must make written request Religious Diet Request Form and the Request for Religious Service Contract explaining the request and detailing the basis for the religious practice. The Day Shift Supervisor and County Counsel determine whether the request will be accommodated without presenting an undue burden or endangering the safety and security of the Plumas County Correctional Facility. The Day Shift Supervisor will respond to the inmate's request, including approval, special provisions, or reasons for denial. In the case of a denial, the Day Shift Supervisor may ask the inmate to propose alternatives that might satisfy their particular needs. Considerations for approval always take into account the impact the accommodation will have on staff workload, any disruption to safety and security, and the possible impact on other inmates.

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Corrections Division Policies and Procedures, 11.08 Inmate Correspondence

POLICY: The Plumas County Sheriff's Office Corrections Division reasonably allows inmates to correspond with their attorney, family, friends, officials, and other significant contacts with a minimum of interference, as long as the correspondence is carried on in a manner consistent with the rules of the facility.

DEPARTMENTAL INTEREST:

It is in the interest of Plumas County Corrections Division to provide inmates with reasonable means of written communications with others outside of the facility, as long as the communications is consistent with security, safety and complies with California Standards Authority Title 15.

PROCEDURE:

Inmates are not allowed to collect, deliver or handle mail in any manner whatsoever. The correspondence program of the Plumas County Corrections Division is the responsibility of Inmate Services, who provides convenient deposit and distribution of mail without unnecessary delay.

Normally, inmates are permitted to send **an unlimited** number of letters outside of the facility. Likewise, inmates may receive correspondence in **an unlimited** quantity or amount. Inmate-to-inmate correspondence is allowed and is processed using the same procedures as other first-class mail. Inmates that attempt to abuse these privileges are subject to disciplinary actions, to include loss of mail privileges. **Excess mail that will not fit in the inmate's property bin may be stored in their personal property bag. If excess mail becomes a storage or safety issue, the inmate will have to make arrangements to release the mail by completing the property release forms.**

Postage stamped envelopes are available for purchase from commissary. No stamps, envelopes or paper will be accepted through visiting or sent through the mail. Inmate Services is not responsible for issues regarding the US Postal Services once inmate mail is placed in their control.

Inmate Mail:

Incoming and outgoing mail will be opened, inspected, and scanned for contraband, inappropriate content, or other violation of facility rules or the law. This screening of mail may take place with or without the presence or specific knowledge of the inmate. Mail is rejected based on legitimate facility interests of order and security. Currency, unauthorized enclosures, and other contraband are confiscated and the inmate advised of that action. All contraband is disposed of in accordance with the Plumas County Detention Facilities policy on *contraband control*. Incoming and outgoing correspondence may be rejected on a case-by-case basis; if it contains items including, but not limited to the following:

1. Information regarding manufacture of explosives, weapons, or drugs;
2. Material that may tend to encourage or assist in disrupting the orderly operation of the facility, work stoppage, or other breach of institutional rules;

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3. Material that would encourage deviant sexual behavior;
4. Pornographic or sexual material;
5. Gang or hate oriented material;
6. Threats or descriptions of intended criminal acts;
7. Instructive in escape, explosive or weapon use;
8. Relating to law enforcement, military, or jail procedures or operations;
9. Information relative to the crime for which the inmate is detained;
10. Any other material deemed inappropriate.

The correspondence may be retained if the shift supervisor determines the contents constitute illegally or inappropriately mailed material. At the discretion of the Inmate Services Supervisor the matter may be referred to the Plumas County District Attorney's Office or the U.S. Postal Inspectors.

Special Circumstances:

Under certain circumstances when there is probable cause to believe the inmate may be involved in illegal activity, at the request of the District Attorney's Office, or when security issues are discovered, the Jail Commander may authorize the letter be seized and routed to the appropriate entity for further investigation.

Legal Mail:

The Plumas County Corrections Division maintain procedures to ensure that items the inmate considers relevant to his criminal case is mailed with only a limited security inspections, if the envelope is being mailed to the following individuals:

1. Officials of federal, state, and local courts and Government;
2. Inmate's attorney of record.

Outgoing legal correspondence will be verified, sealed and initialed by the receiving Corrections Officer. Incoming correspondence from any of the above parties is opened in the presence of the inmate and inspected for contraband, but is not read for content. A warrant may be sought to open and read any such correspondence based upon *probable cause*.

Writing Materials:

Inmates are permitted to retain writing material and commissary purchased stamped envelopes in reasonable amounts. If requested, indigent inmates will be furnished paper, pencils, and stamped envelopes to correspond with their attorney(s) and the courts. Additionally, indigent inmates will be furnished paper, pencils, and stamped envelopes to post at least two [2] letters [of no more than two (2) pages each] a week for all other correspondence within the United States postal system. A negative balance may be maintained on the inmate's commissary account for indigent postage and correspondence supplies.

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Corrections Division Policies and Procedures, 11.09 Education Plan

POLICY: The Plumas County Sheriff's Office Corrections Division provides a reasonable educational program, activities, and services to eligible inmates under conditions of security and supervision that are calculated to enhance the welfare of inmates and encourage educational development.

DEPARTMENTAL INTEREST:

It is in the interest of the Plumas County Corrections Division to provide reasonable educational programs, activities, and services to inmates when such services can be provided within a framework of safety, security, good order, and budget constraints.

DEFINITIONS:

Education - To facilitate self-improvement and develop learning skills according to the talents of an individual. Inmates will be given the opportunity to begin and/or complete the G.E.D. program giving them a better chance of gaining meaningful employment after incarceration, reducing the rate of recidivism.

PROCEDURE:

Inmate Education Plan:

The Plumas County Correctional Facility implemented a written plan for inmate education. The plan makes use of the resources available through the Jail Ministry Services, Feather River College and Second Chance. Our facility plan includes programs for *voluntary participation* by inmates such as:

- a. Alcohol or other drug abuse problems;
- b. Vocational rehabilitation;
- c. Academic and vocational aptitudes and goals;
- d. Anger Management;
- e. Family problems; and
- f. Personal psychological or psychiatric treatment problems.
- g. Access to religious material and services when available.
- h. Participating in academic, reading, or training programs when such programs are provided and available to the facility.

In support of our education efforts, a record-keeping system is maintained to provide standards on inmate release programs, written operational procedures, an inmate handbook, a process for inmate screening and selection, and a system of inmate supervision. These reviews are conducted to encourage community cooperation and support. Inmates may choose to continue program objectives upon release from the facility or if transferred to another facility.

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Corrections Division Policies and Procedures, 11.10 Grievances Procedures

POLICY: In support of orderly and safe inmate housing conditions, the Plumas County Sheriff's Office Corrections Division maintains an inmate grievances system consistent with due process & Title 15.

DEPARTMENTAL INTEREST:

The Plumas County Corrections Division provide a grievance procedure for inmates out of an interest to support inmate rights to due process and in order to operate a reasonable safe, secure, and well- disciplined environment, for inmates and staff.

DEFINITION:

Grievance - A formal or verbal statement of complaint, generally against an authority figure in the jail or against an operational aspect of the correctional facility as a whole.

PROCEDURES:

Acts which constitute usual grounds for initiation of a reasonable grievance by an inmate include, but are not limited to:

1. Violation of civil rights;
2. Criminal acts;
3. Unjust denial or restriction of inmate privileges;
4. Confinement issues, such as adequate food, clothing, or access to inmate services;
5. Prohibited acts by facility staff.

Grievance Procedure:

Grievance procedures established by the Plumas County Corrections Division consists of the following steps or options. These steps include:

1. An inmate may file a *Grievance Form* with the Corrections Officer assigned to their housing unit. Where and when possible, staff receiving the grievance may address the grievance directly. The officers will print their name and call sign, legibly, in the appropriate space on the form. Emergency grievances, in which delay in handling could result in personal injury or other damages to the inmate, will be handled expeditiously. Staff are encouraged to use their own initiative to resolve issues that are within their authority. If not resolved at the officer level, the grievance will be passed to the Shift Sergeant for tracking, action or subsequent referral.
2. If the grievance is forwarded, the receiving person will note the date received. The recipient will complete a Grievance Response Form.
3. Grievance forms and writing materials will be made available to inmates upon request. A problem that results from a specific event or action must be presented on the approved form within seven [7] days of the occurrence. Formal grievances will be collected by Corrections Officers on a daily basis during Health and Safety Checks. The Corrections Officer will read and print their name

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and call sign on the grievance. If the Officer is unable to take immediate action regarding the grievance, the officer will send the grievance to the Shift Sergeant for tracking and review. The grievance must:

- a. Be in writing;
 - b. Clearly define the situation in question and the facts upon which it is based;
 - c. Specify the wrongful act or situation and describe the harm done;
 - d. Arise out of an act or failure to act by the Plumas County Corrections Division;
 - e. Address a matter within the control of the facility;
 - f. Request a remedy that is within the power of the facility to grant;
 - g. Be submitted within seven [7] days of the occurrence;
 - h. Include a copy of any written supporting documents or pertinent discussion, decision, and justification;
 - i. Specify a requested remedy.
4. The response of the grievance will be returned to the inmate no later than fifteen [15] days after the grievance is received. The grievance authority will provide for meaningful relief of a substantiated grievance [i.e., reinstatement of good time, reinstatement of commissary privileges].
 5. In order to prevent reprisals against an inmate, disciplinary action may be taken against any staff member who retaliates or attempts to retaliate against an inmate filing a grievance.
 6. Inmates may be disciplined for filing frivolous or repeated grievances that consistently have little or no merit.
 7. Appeal of a grievance authority's decision is made to the Corrections Commander on the same grievance form or format. The Corrections Commander has fifteen [15] days from the date the grievance is received to respond, and the decision of the Corrections Commander is final.
 8. The facility will maintain records of all grievances filed by an inmate for at least five years after the inmate has left or been released from the facility. Grievance information regarding inmates and employees will be kept strictly confidential. In no case will information be released without the specific approval of the Sheriff or designee.

Tracking Procedure:

1. The Shift Sergeant will place a copy of the grievance along with the response in a binder for tracking purposes.

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Corrections Division Policies and Procedures, 11.11 Treatment Programming

POLICY: The Plumas County Sheriff's Office, Corrections Division provides an In Custody Treatment Programs.

DEPARTMENTAL INTEREST:

The Plumas County Corrections Division provides the ICTP program as a financial asset to the Plumas County Correctional Facility and the County of Plumas. Funds can be used to improve and repair the corrections facility and provide for inmate welfare.

PURPOSE:

The In Custody Treatment Program (ICTP) is a resource that assists the California Department of Corrections and Rehabilitation (CDCR) in reducing recidivism and serves as a remedial action for parolees who have violated their conditions of parole

****Insert our program through MRT in this section**

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Jail and Detention Policies and Procedures, 11.12 Inmate Voter Registration

POLICY: The Plumas County Sheriff's Office Corrections Division reasonably allows inmates to exercise their Right to Vote.

DEPARTMENTAL INTEREST:

It is in the interest of the Plumas County Corrections Division to provide inmates who are U.S. citizens, 18 years of age, and who are not imprisoned or on parole for a felony conviction, to exercise their right to vote in city, county, state and federal elections.

PROCEDURE:

Voter Registration:

1. If an inmate requests to vote in a city, county, state or federal election, if the inmate is not registered to vote, they will be given a Voter Registration Form. This form is to be given to Inmate Services to be delivered to the Voter Registrar's office.

Election Day:

1. On Election Day, Inmate Services will collect all inmate requests to vote.
2. The Elections Office will contact the Plumas County Sheriff's Correctional Facility twice on Election Day to find out if any inmate desire to vote, once mid-morning, and again at 5:00pm. If there are inmates who want to vote, an official from the Elections Office will bring ballots to the facility. An officer will take the ballot to the inmate, allow them to vote and bring the completed ballot back to the elections official.

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Jail and Detention Policies and Procedures, 11.13 Public Information Plan

POLICY: The Plumas County Sheriff's Office Corrections Division has written plans for disseminating information to the general public, news media and inmates.

DEPARTMENTAL INTEREST:

It is in the interest of the Plumas County Corrections Division to provide information to the public, news media and inmates, regarding custody status, rules and regulations, visiting, education and programs within the correctional facilities. *(Refer to California Title 15; Section 1045 & PCSO Policy 310.4.4 & 346.3)*

PROCEDURE:

Public Information Plan:

The general public, news media and incarcerated inmates may request, and will be provided, the following:

1. California Corrections Standards Authority Title 15 Code of Regulations.
2. Facility rules and procedures affecting inmates as specified in sections;
 - a. 1045, Public Information Plan
 - b. 1061, Inmate Education Plan
 - c. 1062, Visiting
 - d. 1063, Correspondence
 - e. 1064, Library Service
 - f. 1065, Exercise and Recreation
 - g. 1066, Books, Newspapers, Periodicals and Writings
 - h. 1067, Access to Telephone
 - i. 1068, Access to Courts and Counsel
 - j. 1069, Inmate Orientation
 - k. 1070, Individual/Family Service Programs
 - l. 1071, Voting
 - m. 1072, Religious Observance
 - n. 1073, Inmate Grievance Procedure
 - o. 1080, Rules and Disciplinary Penalties
 - p. 1081, Plan for Inmate Discipline
 - q. 1082, Forms of Discipline
 - r. 1083, Limitations on Discipline
 - s. 1200, Responsibility for Health Care Services

Public and News Media Access:

The public and news media have access to jail information via telephone and fax. The phone number is available in the phone book as well as on the Plumas County web site. *(Refer to Plumas County Corrections Policy and Procedure Section 03.01 Inmate Record Keeping).*

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Inmate Access:

Inmates are given a Plumas County Corrections Facility rule book during the dress out process as part of their standard issue. The rule book contains all of the required information. Access to California Corrections Standards Authority Title 15 Code of Regulations is available to all inmates upon written request and may be reviewed in a specified area.

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Corrections Division Policies and Procedures, 11.14 Inmate Work Release Programs

POLICY: The Plumas County Sheriff's Office Corrections Division provides work programs to sentenced qualified inmates in lieu of confinement in the correctional facility. Assignment to a work program will be consistent with each inmate's classification and eligibility will be determined by the Work Release Unit. Inmate work programs provide positive reinforcement for each inmate and assists in gaining skills the inmate may use upon release into society.

DEPARTMENTAL INTEREST:

It is in the interest of the Plumas County Corrections Division to provide reasonable and necessary control, supervision, and oversight of inmates while assigned to work release programs and to provide work opportunities to qualified inmates.

PROCEDURE:

The Work Release Unit oversees the approval of inmates eligible for work programs and assigns inmates to work locations throughout the County as well as those inmates eligible for Home Monitoring, Weekend Reporting, or other alternatives to incarceration. Work crews are also assigned at the Plumas County Correctional Facility, other county facilities and non –profit organizations.

Assignments:

Qualified inmates will be assigned to work programs outside of the facility. Discrimination based on the inmate's *race, religion, national origin, sex, or disability* is prohibited. Assignments will afford inmates the opportunity to learn job skills that will benefit their occupational needs upon release. Only inmates approved by the Work Release Unit will be assigned to work outside of the facility. Pretrial detainees may be assigned to Home Monitoring at the discretion of the Work Release Unit and the Corrections Commander., (When in place through the pre-trial program) Qualified inmates will be assigned to work assignments consistent with their ability, experience, medical status, and the needs of the work locations. The Corrections Commander will identify those work areas to which inmates may be assigned. Failure to perform certain work may be covered by one or more rules of the program and may be cause for the inmate to be returned to custody in the correctional facility.

Medical Issues:

A medical clearance check will be made and documented in the inmate's medical file regarding certain work assignments. A medical clearance for work assignment is completed at the ten day health assessment. The Medical Authority may impose additional health status criteria to assure that job assignments are in the best interest of both inmate and the facility. For instance:

1. Inmates may be restricted from heavy lifting due to a physical disability, i.e.; pregnancy, spinal injury...;
2. Inmates with communicable diseases will not be assigned to work in food service or other areas where the inmate will come in contact other inmates;

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3. Inmates with a history of seizure disorder may not be permitted to work with equipment or in high places.

Work Conditions:

The following conditions generally apply to most inmate job assignments:

1. Job supervisors will impose *quality controls* on all work performed.
2. Inmates will not work more than 48 hours per week, except in emergencies.
3. Inmates will not supervise other inmates.
4. Inmates will not be assigned to clerical assignments that place the inmate in a position to work on or be in contact with staff or inmate, institutional, monetary, or court records. Additionally, inmates will not perform maintenance of locking systems and other detention security devices.
5. Any inmate may volunteer for work assignments or facility programs.

Good Time/Work Time Credits:

Good Time and Work Time credits are subtracted from each inmate's sentence during the Jail Time Figure procedure. Failure to perform on a work crew or any work related serious infraction of Jail Rules will result in a Disciplinary Action. Any remaining Good Time/Work Time credits may be suspended as all or part of the Disciplinary Action. Credits already earned cannot be suspended.

Safety Issues:

All job assignments will be operated in accordance with applicable federal, state, and local health and safety standards. The Corrections Commander designee will maintain all required regulatory documentation.

Disabled Inmate Employment:

Inmate work crews will accommodate disabled inmates to the degree practical.

Utilization of disabled inmates in a work crew is desirable when such individuals can be safely employed in specific jobs.

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Correctional Division Policies and Procedures, 11.15 Inmates with Disabilities-Rights and Privileges

POLICY: It is the policy of The Plumas County Sheriff's Office Corrections Division to comply with the Americans with Disabilities Act, 42 U.S.C. §§ 12131, *et seq.*, and section 504 of the Rehabilitation Act of 1973.

DEPARTMENTAL INTEREST:

It is in the interest of Plumas County Corrections Division to provide reasonable and necessary security and safety standards, control, supervision, and oversight of inmates with disabilities.

PROCEDURE:

Inmates with disabilities are afforded the same rights and privileges as provided to all inmates of the Plumas County Correctional Facilities. Accommodations will be made to provide appropriate housing, visiting, court appearance, medical care, inmate programs and transportation.

Accommodations:

Inmates with disabilities will be provided and/or made available for:

1. Housed according to their basic classification, unless special housing is required.
2. Classified to lower bunks in dormitories.
3. Transported in a Wheelchair Accessible Transport vehicle.
4. Wheelchair Accessible Visitation Area.
5. Inmate work crews will accommodate disabled inmates to the degree practical.
Utilization of disabled inmates in a work crew is desirable when such individuals can be safely employed in specific jobs.
6. Availability of Communication Devices (TDD).
7. Mental Health Counselor available on a daily basis.
8. Mental Health group therapy sessions on a weekly basis.
9. Video Counseling with a Mental Health provider.
10. Foreign Language Interpreters are available.

Grievances:

Standard Plumas County Corrections Division forms and procedures will be used to file and respond to grievances. Appeals may be filed, following the general procedures outlined in the Inmate Rulebook.

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Corrections Division Policies and Procedures, 11.16, Inmate Time Reduction Credits

POLICY: The Plumas County Sheriff's Office Corrections Division may provide time reduction credit to reduce a sentence to inmates who successfully participate in work, vocational, educational or self-help programs while incarcerated and housed in the Plumas County Correctional Facility. Inmate participation is voluntary and program credit reduction is a privilege, not a right. Inmates shall have a reasonable opportunity to participate in program credit qualifying assignments but only in a manner consistent with institutional security, available resources, and the following guidelines.

DEPARTMENTAL INTEREST: It is in the interest of the Plumas County Corrections Division, through authorization of the Sheriff; to provide time reduction credits to inmates who qualify through voluntary participation in a program process in order to assist in the jail population management, (Refer to Penal Code 4019.4)

PROCEDURE: Inmates housed in the Plumas county Correctional Facility have a variety of opportunities to participate in work, vocational, educational, and self-help programs. Not all inmates will qualify to participate in programs based on their charges, housing or other institutional safety concerns. Personal bias shall not be a factor in determining whether or not an inmate is allowed to participate in one or more of the following programs.

Time Reduction Credit Scale:

- 1) If an inmate serves a minimum of ten actual days in custody and are free of disciplinary action, they are eligible for one (1) day credit reduction for work performed in their housing unit.
- 2) If an inmate serves a minimum of twenty actual days in custody and are free of disciplinary action, they are eligible for two (2) days credit reduction for work performed in their housing unit.
- 3) If an inmate serves a minimum of thirty actual days in custody and are free of disciplinary action, they are eligible for three (3) days credit reduction for work performed in their housing unit.
- 4) Work credits are so Inmate workers can earn an additional one (1) day per work week for performing inmate worker tasks as assigned and are free of disciplinary action. If an inmate worker is removed from worker status for any reason, no additional credits are earned until they are returned to a work status. Time credits can be taken away through the disciplinary proceeding process.
- 5) Vocational credits equivalent to 2 days per educational unit can be earned in programs where a certificate is earned through the educational process and successfully completing a program. The credits will be administered through Plumas County's Alternative Sentencing Program Coordinator. Vocational credits earned will not be taken away through the disciplinary proceeding process without the Jail Commander's approval.

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- 6) Educational credits equivalent to 2 days per educational unit can be earned in programs where a certificate or grade is earned through the educational process and successfully completing a course. The credits will be administered through Plumas County's Alternative Sentencing Program Coordinator. Educational credits earned will not be taken away though the disciplinary proceeding process without the Jail Commander's approval.
- 7) Program Credits are available to inmates who participate in self-help style classes that have been approved through Alternative Sentencing or the Jail Commander. All program credits are dependent on the inmate's participation and interaction in the course. The program credits are determined through the Alternative Sentencing Program and awarded only to inmates who have signed a program contract agreement. No credits will be awarded to an inmate who refuses to complete the STRONG assessment for programming. Credits are administered on a bi-weekly basis. Program credits earned will not be taken away though the disciplinary proceeding process without the Jail Commander's approval.

At no time will an inmate accrue over six (6) weeks of time reduction credits in a twelve (12) month period.

Inmates participating in alternative sentencing programs will not be allowed to participate in the work, vocational, educational or programming time reduction credit program.

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Corrections Division Policies and Procedures, 11.17, Alternative Custody Supervision

POLICY: The Plumas County Sheriff's Office Corrections Division provides alternative programs in lieu of physical custody of inmates housed in the Plumas County Correctional Facility. The alternative custody sentencing program provides house arrest / electronic monitoring, work release, work furlough and weekend commitments as viable alternatives. The alternative sentencing program shall adhere to the California Penal Code sections 1203.016, 1203.017 and 1203.018 as well as all other applicable laws.

DEPARTMENTAL INTEREST:

It is in the interest of the Plumas County Corrections Division to provide alternative custody supervision to inmates who qualify through a classification process in order to assist in the rehabilitation of offenders and their transition back into society.

PROCEDURE:

The Plumas County Correctional Staff will actively assess all sentenced inmates to determine whether or not the inmate will qualify and are a good candidate to participate in the alternative custody sentencing program. Eligibility to participate will be determined through application, classification assessment, criminal history, disciplinary history while incarcerated, inmate's ability to understand and comply with home detention contract and the ability to continue programming while on home detention.

Financial ability to pay for the program shall not be a reason for denying an inmate's eligibility.

APPLICATION AND SCREENING PROCESS:

There are currently three ways an inmate may be selected for alternative custody supervision.

1. The inmate is referred by the courts to participate in the A.C.S. program.
2. The inmate may request to participate in the A.C.S. program.
3. The inmate is selected or referred by a corrections officer to participate in the A.C.S. program.

ELIGIBILITY:

Inmates who are convicted or sentenced to the Plumas County Correctional Facility will be eligible to complete an application. Applicants may have to serve up to half of their jail time prior to becoming eligible to participate in this program. Completion of the application alone does not ensure the inmate is eligible for the A.C.S. program.

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Eligibility will be determined by:

1. Current crime and criminal history,
2. Disciplinary history while incarcerated,
3. Risk assessment point rating scale,
4. The inmate's ability to understand and comply with the order,
5. Must be a resident in Plumas County while participating in the ACS program, (excluding weekend commitments and Work Release Program),
6. Inmate must have stable housing in viable area for GPS services,
7. Inmate may need to provide necessity or reason to be eligible for ACS program,
8. Inmate must be sentenced and may be required to complete up to half of their sentence in custody at PCCF.

Inmates who are denied will receive a letter of their denial to the program listing the specific reason or reasons for the denial. The written document shall include the inmate's right to appeal notice.

APPEAL PROCESS:

1. Appeals must be based on an error or omission in the assessment process.
2. Inmates wishing to appeal can submit a written letter on why they feel they should be allowed to participate in the A.C.S. program and why they feel the denial was incorrect.
3. The A.C.S. supervisor will review the inmate's appeal. If the A.C.S. supervisor feels the inmate is a qualified candidate, they will make note on the A.C.S. application and forward it to the Jail Commander for review and approval or denial. If the A.C.S. supervisor agrees with the assigned officer and the inmate does not qualify, the A.C.S. supervisor will make note on the A.C.S. application and forward it to the Jail commander for review and approval or denial to the program.
4. When possible on A.C.S. denials, the A.C.S. supervisor will develop a written plan to see if the inmate can or will qualify after serving half of their sentence.

APPLICATION PROCESS:

Applications for the A.C.S. program can be obtained at:

1. The Plumas County courthouse during sentencing.
2. Obtained at the Plumas County Correctional Facility.
3. Downloaded from the Plumas County Website, (when added by I.T.).

The application packet will contain the A.C.S. application, A.C.S. rules and regulations sheet, financial statement declaration and A.C.S. notice to employer.

A non-refundable \$40.00 fee will be collected when the application is submitted by the applicant. This can be paid cash, money order, cashier check.

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The \$40.00 fee will not be credited to the applicants' \$100.00 programming fee if accepted into the A.C.S. program. Inmates who are in custody and who have served half of their time will not be required to pay the \$40.00 application fee.

It is strongly advised that applicants read the application rules and regulations to determine if they have any immediate disqualifiers that will disqualify them from participating in the ACS program prior to paying the application fee.

Based on the needs of the applicant and the availability into a program, the applicant will be approved and directed to the best fitting custody alternative.

Incomplete or illegible applications will not be accepted or processed. The application will be returned to the applicant at the Plumas County Correctional Facility and note why it was not accepted. Applicants will have to pick the application up in person unless authorized to be mailed by the facility Commander or Sheriff. The officer who received the application will be responsible for documenting its being incomplete and when it was returned to the applicant.

If accepted into the ACS program; the applicant will select or be assigned to one of the following; House Arrest / Electronic Monitoring, Work Furlough, Work Release or Weekend Commitments. The assigned ACS officer shall not be biased against any applicant. ACS officer will not refuse participation in a selected program without proper cause.

- House Arrest is an inmate being placed on a G.P.S. electronic monitor and given a set of parameters to abide by. This could be confinement to their home only, home and educational programming, or home, educational programming and work with specific time schedules. Inmates sentenced to the Plumas County Correctional Facility should serve at least one half of their time in custody prior to being released on electronic monitoring *This program should be used when the inmate qualifies for the program and at least 10 actual days to serve in custody.*
- Work Furlough is an inmate who is released from custody on a daily basis in order to attend their current employment. *This may be used instead of House Arrest when the home environment is not ideal or GPS coverage is not available and the inmate can work at least 30 hours per week.*
- Community Work Release is an inmate who is not taken into custody other than to be booked in and is released, (***Upon completion of the program***) to participate in work programs for periods ranging from 8 to 10 hours per day. The inmate returns to their home at the end of the work shift. *This option is typically used when the crime is minimal and there are substantiated reasons that the inmate should not be housed, (medical, communicable disease, etc. or has less than 10 actual days in custody). If medical issue exists, the applicant shall provide a medical release from their physician of their condition and what their work limitations are.*

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- Weekend commitments are typically used for inmates who have only a few days of time to serve; and in order not to disrupt a work or educational setting, the inmate is allowed to serve their time on weekends only. Weekends may not be in the traditional sense of Friday thru Sunday. *This program can be used as an alternative to work furlough or the work release program and should not exceed 10 day or 5 weekend commitments.*

HOUSE ARREST / ELECTRONIC MONITORING:

A) SET-UP PROCEDURE:

- 1 The applicant will sign the contract showing they have read and understand the terms of the ASC application. Any changes made to the contract after the applicant is released must be approved prior to the changes occurring. This means anything other than an emergency will be deemed a rule violation. It will be up to the applicant's supervisor, ASC Coordinator or Jail Commander whether or not the applicant is to be returned to the facility. Any violation of the law will be an automatic removal from the ACS program.
- 2 If the applicant is assigned to use House Arrest / Electronic Monitoring, prior to being set up on an ankle monitor, an inspection of their residence will be completed prior to release from the facility or being placed on the program. The inspection will be done to insure the applicant's residence is free of alcohol, drug, weapons or other illegal contraband. Officers may need to ensure that a clear GPS signal can be obtained from the residence, *(Officer may need to check signal during home inspection in some instances)*. The application will be complete and reviewed by the ACS Supervisor prior to being released. A payment schedule or full payment, based on the applicant's financial status will be made prior to the applicant being released.
- 3 The applicant's information and schedule will be entered into the B.I. tracking system. This will include any work, programming, education and any medical appointments the applicant may have. A set time schedule will be selected for the applicant to leave and shop locally only for food and standard supplies. The applicant will give a list of stores where they typically shop.
- 4 If also placed on a Soberlink device, a schedule will be set for testing. Random Soberlink tests and periodic manual checks by patrol will occur.
- 5 If the applicant is employed, they will fill out the employment portion of the application and their work will be required to provide proof of liability insurance and Workers Compensation.

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B) ASSIGNED ACS OFFICER DUTIES:

The ACS Officer / Deputy will supervise the inmates on this program. This will require a coordinated effort to ensure the following tasks are completed.

1. In most cases, the inmate should have served at least one half of their sentence prior to being released on electronic monitoring. This is not a hard fast rule and the assigned officer should document why the inmate qualifies for a modified early release to the electronic monitoring program. This must be approved by a supervisor or Jail Commander.
2. Inspect the home prior to the inmate being released from custody and ensure the requirements of the contract are met.
3. Once the home is approved, set up the monitoring equipment and insert all needed information into the B.I. Monitoring system. This will include the exclusion and inclusion zones, schedules and locations the applicant is to be at specified times.
4. Fit the monitor on the inmate and ensure they are familiar with the charging and care of the equipment issued to them prior to release.
5. Assigned Officer/s will conduct periodic checks on the inmate noting any violations or contacts with the inmate. A Deputy may be sent to the inmate's residence for unscheduled inspections to ensure the terms of the contract are being followed. If there are single or multiple violations, the officer can call the inmate and counsel them or order them to return to the jail for counseling and/or removal from the program. The officer may also have a Deputy pick up the inmate and, their monitoring equipment and return them to the jail for housing. All contacts shall be documented in the jail management system. Any serious violations will require an incident report being written with pending disciplinary action. Violations of the law will be handled by patrol on a crime report.
6. The ACS Coordinator or assigned officer will notify Dispatch and the area patrol deputies of the inmate's release to alternative custody and any specific information that may help patrol to monitor the inmate, (*This can be done by fax or e-mail*). If staffing at the facility allows, the ACS officer may double up with a patrol deputy and contact the inmates and inspect the residence for potential violations. The on-duty patrol sergeant or senior patrol deputy shall be advised prior to leaving the facility.
7. If the inmate completes the terms of the contract, they are to return to the correctional facility with all equipment they were issued. The officer will remove the monitoring equipment and inspect it for damage. The inmate will be removed

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from the jail management system and the equipment will be disinfected and put away.

8. Upon completion, the inmate will be released "Time Served" and any remaining fees will be collected.

Any issues or concerns from either the officer or the inmate should be routed to the on-duty supervisor. If no resolution is obtained, follow up with the ACS coordinator or Jail Commander.

WORK FURLOUGH:

A) SET-UP PROCEDURE:

- 1 Inmates who are selected to participate in a work furlough program will be required to have their employment in place prior to turning themselves in on a court remand. This includes completion of all components of the ACS application.
- 2 Inmates will have two sets of work clothes and one set of shoes maximum at the time they are booked into the facility. If they choose to keep additional clothing in their vehicle or at their place of work, that is their choice. Clothing will be kept in the inmate worker dorm storage room. Clothing may be washed on a weekly basis.
- 3 Inmates will have a work schedule that is signed by their employer. Changes to a work schedule, (*when possible*) should be approved by the ACS officer or Sergeant at least 72 hours prior to the change occurring.
- 4 Inmates shall be responsible for all transportation to and from the facility. Inmate is responsible for finding their own transportation. This can be achieved by personal vehicle, (*licensed and insured*), driven by someone who is licensed and insured or use the county transit system. Inmate will be responsible for any fees for county transit. The inmate or driver's vehicle will be subject to search upon request
- 5 All fees for the Work Furlough program will be paid in advance or in payments scheduled by the assigned ACS Officer.
- 6 Any violations of the ACS Contract can be subject to removing the inmate from the ACS program.

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B) ASSIGNED ACS OFFICER DUTIES:

- 1 The assigned ACS officer should periodically check with the inmate's employment to ensure they are attending work on a routine basis, not leaving work early, or violating any terms of the ACS contract. If the inmate is driving a vehicle, a periodic search of the vehicle should be conducted.
- 2 Upon completion, the inmate will be released "Time Served" and any remaining fees will be collected.

Any issues or concerns from either the officer or the inmate should be routed to the on-duty supervisor. If no resolution is obtained, follow up with the ACS coordinator or Jail Commander.

WORK RELEASE PROGRAM:

A) SET UP PROCEDURE:

- 1 Inmates who select or are selected to participate in a work release program will be required to have their Non-profit employment in place prior to turning themselves in on a court remand. This includes completion of the ACS application.
- 2 Inmates selected to participate in the Work Release Program will be reserved for minor criminal violations convictions with a ten day, (actual time) or less sentence, civil convictions or ordered by the court.
- 3 Inmate will be assigned to a non-profit organization with a sign-in timesheet. The inmate will complete the work time as assigned and have the timesheet signed off on a daily basis. The time worked will be between 8-10 hours per day, based on the organizations work schedule. The inmate cannot currently work for the non-profit organization in any capacity.
- 4 Inmate will be responsible to get themselves to and from the work assignment.
- 5 Inmates who fail to show up at the scheduled time and place without a valid and verified emergent reason will be terminated from the ACS program and a request for bench warrant sent to the courts.
- 6 A timesheet with the total completed hours will be turned in to the Plumas County Correctional Facility by the non-profit organization inmate. Incomplete timesheets will not be accepted.

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- 7 Upon completion, the inmate will be booked in and released "Time Served" and the booking will be placed in the inmate's file.

B) ASSIGNED ACS OFFICER DUTIES:

- 1 The assigned ACS officer should periodically check with the inmate's Non-profit employment to ensure that are attending work on a routine basis, not leaving work early, or violating any terms of the ACS contract.
- 2 Upon completion, the inmate will be booked in and released "Time Served" and the booking will be placed in the inmate's file.

Any issues or concerns from either the officer or the inmate should be routed to the on-duty supervisor. If no resolution is obtained, follow up with the ACS coordinator or Jail Commander.

WEEKEND COMMITMENT:

A) SET UP PROCEDURE:

- 1 Inmates who select or are selected to participate in a weekend commitment sentencing plan shall have it approved through the ACS Officer prior to turning themselves in on their court remand date. The weekend commitment contract will be filled out and signed by the applicant.
- 2 A schedule will be set by the ACS officer and the total payment shall be calculated prior to the remand date. The inmate will sign off on the schedule and fees to be paid in full or in payments scheduled by the ACS Officer.
- 3 Any changes to the schedule must be made at least one week in advance and must be emergent in nature. The ACS Officer must approve the change in schedule and confirm approved changes with the ACS Coordinator.
- 4 Failure to show up at the scheduled date and time will be a violation and immediate removal from the program, unless there is a valid and verified excuse. Any fees paid will not be reimbursed to the inmate. A bench warrant or additional charges will be required if an inmates fails to return to the facility. Upon a documented failure to remand for the weekend commitment, the inmate will not be released and will serve the remainder of their time in custody.

B) ASSIGNED ACS OFFICER DUTIES:

- 1 The assigned ACS officer will set the weekend remand schedule and ensure the inmate is not violating any terms of the ACS contract.

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- 2 Upon completion, the inmate will released "Time Served" and any remaining fees will be collected.

Any issues or concerns from either the officer or the inmate should be routed to the on-duty supervisor. If no resolution is obtained, follow up with the ACS coordinator or Jail Commander

FEE SCHEDULE:

Applicants for all programs will be required to pay the \$40.00 application fee. The only exclusion will be for inmates who have served half of their sentence in custody at the Plumas County Correctional Facility. The following fee scheduled shall be adhered to and inability to pay for services shall not be reason for denial into a program.

Application Fee, (All):	\$ 40.00 – Due at time of application receipt.
House Arrest Set-up:	\$100.00 – Due at time of installation of ankle monitor.
House Arrest Daily Fee:	\$10.00 - Up to \$10.00 daily depending on financial statement, ability to pay and Risk Assessment Scale.
Soberlink Set-up:	\$100.00 – Due at time of Soberlink set-up.
Soberlink Daily Fee:	\$ 5.00 - Up to \$5.00 daily depending on financial statement and ability to pay.
Work Furlough Set-up:	\$100.00 – Due at time of set-up.
Work Furlough Daily Fee:	\$ 40.00 – Per day due in weekly installments.
Work Release Set-up:	\$ 15.00 –. Per day due in weekly installments.
Weekend Commitment:	\$ 20.00 – Each weekend booking/release fee.

Payments can be scheduled and approved through the assigned ACS officer and the ACS coordinator.

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TIME CREDITS:

Earned "Milestone" time credits, (refer to 4019.4 PC) offered through programs are only credited to inmates who are in custody at the Plumas County Correctional Facility. Inmates not housed in the facility that are assigned to attend programs through educational services including college courses do not earn time reduction credits off their sentenced time. Inmates who have earned time reduction credits in custody will have them applied towards their sentence prior to their release on an alternative sentencing program. After release, no additional time credits will be applied towards their release date.

DOCUMENTATION:

Applicant's paperwork is filed in blue manila folders at the jail. Officers are expected to document in chronological order on the notes log starting with receiving the application, or conversations regarding the application, money collected, payment plans, etc.

Once the applicant is participating in the program, officers shall document when checks on the ACS participants are completed, phone conversation, change in schedule etc. These notes or incidents are written under the inmates log in the JPS management system and on the B.I. system if on GPS monitoring. If an incident or violation occurs, the officer shall complete an incident report as if the participant were incarcerated at the facility.

RELEASE:

When an ACS participant has completed their sentence, the inmate will be removed from the JMS management system and paperwork forwarded or filed as needed. Participants who were on GPS Monitoring or using a Soberlink shall return all items issued to them. Items that are damaged, destroyed or lost shall be replaced at cost by the participant. A report shall be made and submitted to the JMS Management system documenting the damage and cost to repair or replace based on estimates by B.I. Incorporated. Monitoring equipment will be sanitized and returned to its appropriate storage container.

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Corrections Division Policies and Procedures, 12.01 Hygiene

POLICY: The Plumas County Sheriff's Office, Corrections Division, in order to maintain the health and well-being of the staff and inmates, implements and enforces standard health practices in our Correctional Facilities.

DEPARTMENTAL INTEREST:

It is in the departmental interest of the Plumas County Corrections Division to provide and enforce reasonable and necessary safety and health standards, control, supervision, and oversight of inmates while confined to the facility

PROCEDURE:

Inmates are required to maintain a high level of personal cleanliness and are provided the supplies and opportunity to accomplish these tasks.

Clothing:

Each inmate who is detained overnight is provided with the following standard issue:

1. One (1) clean fire-retardant mattress in good repair;
2. One (1) clean mattress cover;
3. If pillows are provided, they will be fire-retardant and a clean pillowcase will be provided;
4. Sufficient clean blankets to provide comfort under existing temperature conditions;
&
5. One (1) clean bath size towel.

Institutional clothing is issued to newly arriving inmates during initial processing. Items of permissible personal clothing are determined in the admission process procedures. Inmates are not permitted to retain or wear clothing specific to the opposite gender. Personal items that may not be retained by the inmates must be receipted. Civilian clothing may be supplied, for court appearances only, by relatives, attorneys, or friends.

Laundry Services:

Laundry services are provided for inmates on an established schedule. Personal clothing items retained may be laundered in accordance with procedures developed for that purpose. Dry cleaning services are not available.

Personal Hygiene:

Personal hygiene items are issued to inmates upon admission or the next day. Hygienic items are available from staff to replenish individual supplies, as needed. Staff assures that there are sufficient quantities of such items in the unit for normal use patterns.

Showers:

Showers are available and required on admission. In the housing areas, showers are open to inmates each day on an established schedule.

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Bedding:

Bedding and linens are provided to inmates during the admission process as appropriate to the climate and season. Exchange of linens and towels is on a schedule of not less than once a week. Mattresses and pillows remain in housing areas and are sanitized between uses.

Available Facilities:

Inmates are provided daily access to a shower, a working toilet, and a hand-washing sink. Each toilet is raised off the floor and capable of being flushed from the interior of the cell. Non-cell housing areas have at least one working toilet and one working hand-washing sink. Toilet fixtures and showers are of sanitary design, easy to clean, and kept clean and free of objectionable odors.

Hair Care:

Hair care services for inmates in both general population and secured housing units comply with applicable health requirements. The Title 15 Compliance Officer develops a schedule for hair cut services. Supervisory staff may compel an inmate to shower or submit to a haircut if necessary for hygienic reasons. At the direction of the Corrections Commander, hair length and style may be specified for inmates to prevent health problems and prevent the hiding of contraband in the hair.

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Corrections Division Policies and Procedures, 12.02 Sanitation

POLICY: The Plumas County Sheriff's Office, Corrections Division provides staff and inmates with a clean, sanitary living environment consistent with applicable codes, standards, and sound detention practice.

DEPARTMENTAL INTEREST:

It is in the interest of the Plumas County Corrections Division to maintain sanitation standards as an important element of maintaining a healthy housing and work environment.

PROCEDURE:

The Corrections Commander or designee is responsible for developing, implementing, and overseeing procedures that ensure the facility sanitation plan is carried out. Ensuring high standards of housekeeping and sanitary practices is, however, the responsibility of each shift supervisor and all staff while supervising inmates.

Housekeeping Plan:

A written housekeeping plan is available for each area of the institution to include the following:

1. Cleaning schedule for the area;
2. Specific jobs for inmates and staff assigned to sanitary duties;
3. Time schedule for duty completion; &
4. Specific instructions for the cleaning and/or maintenance of cells, day rooms and other common areas, floors and doors, storage areas, other departments and program areas, walls and windows, toilet and shower facilities, and equipment.

Inspection Program:

There are daily inspections of sanitation levels in all areas of the facility, in addition to security inspections; records of those inspections will be filed with the Title 15 Compliance Officer. Inmate personal property limits are enforced during inspections.

No curtains, screen, paper, cellophane, cardboard, or other screening material, will be hung in the cell or on cell doors, windows, bars, or bunks because of the fire hazard and supervision obstacles that such materials present. The officer notifies inmates of unsatisfactory cell conditions by immediately recalling them from work or programs; in cases of repeat noncompliance staff will issue an incident report and recommend disciplinary action.

Monthly inspections of the sanitation program and equipment are conducted monthly by Title 15 Officers. To assure compliance with all applicable local laws and regulations, annual inspections by a sanitation specialists are conducted to determine facility needs, and documents progress on correcting deficiencies when reasonably practical. Food preparation areas are inspected at least annually by health authorities.

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Water and sewage systems are approved by local and state health departments, as required by regulations, and concentrated efforts are made to operate in compliance with applicable regulations. Under no circumstances will an inmate produce or maintain records of these inspections. Note: state and local laws or regulations take precedence on frequency of inspections.

Maintenance Issues:

The facility will have an established system for reporting, responding to, and accounting for materials and labor relating to facility repairs. Maintenance of toilets, washbasins, sinks, and other equipment in the facility may be incorporated into the inmate work programs.

Unit Sanitation:

Each day the following items will be issued from unit storage areas by facility staff for inmate use:

1. Mops, buckets, and brooms;
2. Plastic container with commercial cleaner for use in cleaning toilets, showers and cells; &
3. Scrub brushes and cleaning rags.

Cleaning equipment shall be adequate and safe. The inmate is responsible for the Proper use and care of these articles. A well ventilated place will be provided for storing and drying mops and other cleaning equipment.

Inmate Sanitation Responsibilities:

Each inmate is required to maintain sanitary living area conditions and is responsible for the cleanliness of their cell or living area, including walls, floors, sink, toilet, windows, and other property within the cell, room, or living area. Excessive storage of food in cells and dayrooms is prohibited.

Before departing the living area each day, inmates will sweep and mop the floor of their personal living area and deposit trash in the appropriate trash container.

Isolation Cell Sanitation:

Isolation cells will be cleaned daily and as inmates are transferred or released. This cleaning includes cleaning the bed and toilet areas and mopping the floor. An assigned inmate under staff supervision will do cleaning of isolation cells. When a cell has been vacated, if not clean, the assigned inmate will clean the room after staff has searched it.

Common Area Sanitation:

The Classification Unit identifies inmates who will be responsible for cleaning corridors and other common areas of the facility. Waxing of corridors and unit floors will be done as needed during the week. Floors will be kept clean, dry, and free of hazardous substances. The shift supervisor will inspect common areas for compliance with all sanitation standards.

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Kitchen Area Sanitation:

Clean washing aids, such as brushes, dishcloths, and other hand aids will be provided for use in dishwashing operations and for no other purpose.

All counters, shelves, tables, equipment, and utensils with which food or drink comes into contact will be maintained in a clean condition and in good repair.

Water tight garbage containers with tight fitting lids will be provided in the kitchen.

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Corrections Division Policies and Procedures, 12.03 Waste Disposal & Vermin Control

POLICY: The Plumas County Sheriff's Office, Corrections Division provides a safe, clean, pest free environment for its staff and inmates, and implement procedures to ensure these conditions are maintained on a continuous basis.

DEPARTMENTAL INTEREST:

It is in the interest of the Plumas County Corrections Division to provide reasonable healthy living conditions of inmates, and a safe work environment for staff.

DEFINITION:

Vermin - Applied to various species regarded as pests or nuisances, and especially to those associated with the carrying of disease. Since the term is defined in relation to human activities, which species are included will vary from area to area and even person to person. The term itself derives from the Latin vermis, meaning worm, and originally had reference to the vermiform larvae of certain insects, many of which infest foodstuffs. Disease-carrying rodents and insects are the usual case but the term is also applied to larger animals, on the basis that they exist out of balance with a desired environment, consuming excessive resources.

Pigeons, which have been widely introduced in urban environments, may be considered vermin, or, pejoratively, *flying rats*. Some varieties of snake are also referred to as vermin from time to time.

PROCEDURE:

Control of liquid, solid, and toxic waste products generated in the process of normal operations, and of pests and vermin are life safety issues in a detention setting. Liquid, solid, and toxic wastes from institutional operations are collected, stored, and disposed of in a manner that protects the health and safety of inmates, staff, and visitors, while complying with applicable regulations and statutes. Pests are controlled through a program of regular inspection and extermination.

Garbage Disposal:

Garbage and other waste disposal services are provided. Institutional methods of handling and dispensing of refuse must be in compliance with the requirements of all local and federal agencies. Trash will be deposited in containers with lids and are collected and removed in such a manner as to avoid creating a menace to health and as often as is necessary to maintain good sanitary conditions. These collections must meet the following schedule:

1. Housing areas deliver trash refuse and garbage to the designated collection point on an established schedule.
2. Food service and industrial or shop waste are delivered to the collection point on established schedules, but not less than once a day.

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3. Refuse collectors pickup refuse containers on a schedule that reasonably assures that odors and excess accumulation of trash is minimized.

Vermin Control:

The Title 15 Compliance Officers manage the vermin control program. Each facility may have a contract with a licensed pest control firm or individual who is readily available to provide vermin and pest control services. Minor pest control action such as spraying must be conducted on a monthly basis throughout the facility as determined necessary by the Title 15 Compliance Officers. The Title 15 Compliance Officers or designee conducts an inspection of the facility under the pest control program monthly. Reports of those inspections are made and filed. Employees are required to report any observation of insects, rodents, or vermin throughout the facility. The Title 15 Officer implements corrective action.

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Corrections Division Policies and Procedures, 12.04 Clothing, Bedding, & Linen Supplies

POLICY: The Plumas County Sheriff's Office, Corrections Division provides inmates with clean clothing, bedding, and linens, appropriate for the season, on a regularly scheduled basis, in order to maintain the health, safety, and welfare of inmates.

DEPARTMENTAL INTEREST:

It is in the interest of the Plumas County Corrections Division to provide reasonable and necessary health and safe living conditions that includes the issue, care, and servicing of wearable, and bedding materials.

PROCEDURE:

Sufficient bedding and linens, which are comfortable, sanitary, and environmentally suitable for confinement, will be provided to the inmate. Access to clean replacements or laundry facilities is available. The Title 15 Compliance Officer is responsible for the overall operation of the clothing issue and laundry operations. Care of all clothing and bedding supplies issued to an inmate are that inmate's responsibility and he/she will be held accountable for its use and care.

Plumas County Correctional Facility are not responsible for any personal clothing inmates are permitted to retain. A supply of clothing, linen, and bedding is maintained that exceeds the amount needed for the facility. Proper facilities are available to provide for the storage of inmate personal clothing not permitted in Plumas County Correctional Facility. The Title 15 Compliance Officer is responsible for directing all other aspects of the exchange program.

Standard Clothing Issue:

During the admission process, inmates are provided institutional clothing that is appropriate to the climate and season, durable, properly fitted, and presentable. Additional clothing may be issued to the inmate for work assignment.

Bedding Issue:

The facility provides for the issue of suitable, clean bedding and linens. Mattresses must be swept, aired, and sprayed with a non-toxic disinfectant quarterly or after each use, whichever comes first. Standard bedding issue for inmates include at a minimum:

1. One [1] mattress [on bed];
2. One [1] blanket;
3. Two [2] sheets;
4. One [1] pillow;
5. One [1] pillowcase; &
6. One [1] towel.

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Laundry:

Clean clothing and linens are available to inmates at least once a week. There is an established location or method for laundering these items that ensures inmates have the means available to obtain clean clothing and linen. Inmates in locked units may be subject to separate procedures. Laundry exchange is on a one-for-one basis. No exchange may be made without turning in an item. Blankets are cleaned before they are reissued, and as needed. The responsibility for items issued rests with each inmate.

Replacements are made when an item has equaled or exceeded normal life expectancy, or a lost or stolen item is authorized for replacement. The inmate reimburses the facility for lost or stolen items. If items are damaged through inmate carelessness, the inmate is responsible for reimbursement. Prior to inmate release or transfer, all items issued will be returned to the laundry exchange area to be inventoried and have their condition verified by an officer. Possession of property of another inmate, or property, which has been improperly altered, is a violation of facility rules, and will be reported in accordance with inmate discipline procedures.

Protective Clothing:

Appropriate protective clothing is issued to inmates according to their work assignment and may be exchanged as often as necessary for the assigned work. Clothing provided is suitable to the climate and season, and are durable, properly fitted, and presentable. Protective clothing is issued when authorized in writing by the supervisor, and approved by the Corrections Commander. In the case of some jobs, issue of certain items is automatic with assignment to that detail. These special clothing articles may include, but are not limited to, the following:

1. Uniforms for food service;
2. Cloth aprons;
3. Rubber aprons;
4. Safety shoes with steel toes as needed;
5. Parkas or overcoats for inmates assigned outside jobs in inclement weather;
6. Overshoes or boots as required;
7. Face masks;
8. Hair nets; &/or
9. Gloves.

Other:

No civilian clothing or staff uniforms are to be laundered or stored in a manner that allows inmates to come in contact with those items. Storage of these items is outside the secure perimeter of the facility. Storage areas for inmate clothing, bedding, and linens are provided in a secure area that prevents theft.

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Corrections Division Policies and Procedures, 13.01 Fire Protection & Life Safety Programs

POLICY: The Plumas County Sheriff's Office Corrections Division provides a reasonably safe and secure detention environment for inmates and staff through compliance with applicable laws and local codes effecting fire prevention, sanitation, health, and other life safety issues.

DEPARTMENTAL INTEREST:

It is in the interest of the Plumas County Corrections Division to maintain fire protection and life safety programs which provide reasonable and necessary safety for employees, officers and inmates, within the constraints placed on the facility, the guidelines set by the California State Fire Marshall, and the need for strict security.

DISCUSSION:

Nothing in this policy is intended to prevent the use of new systems, new methods, new devices or systems, methods or devices of equivalent quality, strength, fire resistance effectiveness, durability, and safety to those set forth in this policy.

PROCEDURES:

Responsibilities of the Corrections Commander:

The Corrections Commander or designee develops, implements, and ensures ongoing operation of the facility based on the following areas:

1. Constraints and limitations of facility design, operation, and maintenance;
2. Fire prevention, emergency response, and life safety;
3. Fire, safety, and health orientation training for inmates and staff;
4. Placement, installation, testing and maintenance of fire protection equipment;

Program Implementation:

The Title 15 Compliance Officers are responsible for fire and life safety programs. They are responsible for scheduling, completing, or otherwise arranging for inspections, tests, and other reviews of fire and life safety programs, as required by applicable statutes and local codes. They maintain a record system that demonstrates compliance.

Housing Unit Standards:

The Title 15 Compliance Officers support facility compliance with fire and safety local codes, statutes, and policies regulating detention facilities, if any. During this process, the Shift Sergeant and the Title 15 Compliance Officers review and incorporate any exemptions or exceptions allowed for the facility by state or other regulatory agencies. The Title 15 Compliance Officers inspect a minimum of fifty percent [50%] of the total fire and life safety systems devices, equipment, and procedures every quarter or more frequently, as required by law. The Title 15 Compliance Officers also conduct inspections and reviews fire and safety procedures and devices during the performance of other duties. Inspection results are forwarded to the Corrections Commander. This

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report documents deficiencies, actions taken to correct the deficiencies, and recommendations for improvement. The Title 15 Compliance Officers may ask for assistance from fire officials, health inspectors, insurance risk control specialists, or other professionals in conducting these inspections and outlining recommendations.

New Construction or Renovation:

Any new construction or renovations undertaken by the Plumas County Corrections Facilities complies with the minimum standards established by the State, State and local Fire Marshals, Public Works, or other governing authorities.

Contractor Maintenance Safety:

The Title 15 Compliance Officers encourage compliance with other life safety requirements regarding renovation and maintenance of potentially hazardous areas, storage and use of hazardous materials, equipment installation and use, and other safety related issues. Shift Sergeant and the Title 15 Compliance Officers may issue guidelines assuring that staff avoid the use of combustible supplies and controls the accumulation of combustible trash and other hazardous materials.

Training:

Personnel are trained in fire response, evacuation, and fire management plans related to their duty assignment. Training of staff for emergency situations is provided upon initial employment. Fire prevention and control, and emergency plan execution training is incorporated in the STC Corrections Officer CORE as well as advanced training. Advanced training Corrections Division Policies and Procedures, includes staff and inmate [if used] fire crew drills in the use of firefighting equipment, standpipes, fire extinguishers, self-contained breathing apparatus (when available), etc. Life safety training for officers and staff covers emergencies such as the following:

1. Response to assaults;
2. Reaction to willful setting of fires;
3. Control and use of hazardous materials;
4. Response to suicide attempts;
5. Response to medical emergencies;
6. Control of smoking or incendiary materials;
7. Smoke inhalation situations;
8. Avoiding delays in accessing emergency personnel, resuscitation equipment, and in performing CPR;
9. Weather and other natural emergencies.

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Corrections Division Policies and Procedures, 13.02 Safety & Health Inspections

POLICY: The Plumas County Sheriff's Office Corrections Division provides reasonably safe, secure, healthy, and structured housing conditions for inmates and conduct periodic safety and health inspections in compliance with applicable regulations, statutes, and standards.

DEPARTMENTAL INTEREST:

It is in the interest of Plumas County Corrections Division to provide reasonable and necessary security, safety and health standards, control, supervision, and oversight of inmates while confined to this facility.

PROCEDURE:

Periodic inspections are separate and distinct from security and fire / life safety inspections discussed elsewhere in these policies and procedures.

Internal Inspection Program:

Regular internal inspections for health and safety procedures are conducted to ensure compliance with applicable state, and local codes or regulations. The Shift Sergeant and the Title 15 Compliance Officers serve as coordinator of this inspection program. This program focuses on the following:

1. Cleanliness, and orderliness of housing, work, recreation, and food service;
2. Proper operation and condition of all security devices such as locks, doors, viewing windows, and electronic monitoring devices;
3. Proper operation and function of all lighting, ventilation, and heating equipment;
4. Condition and operation of equipment, tools, and security devices;
5. Storage and security of all cleaning supplies and other potentially toxic materials of any type, when not in use;
6. Operation and condition of plumbing equipment including toilet, bathing, washing, and laundry facilities; &
7. All supplies are provided in the proper quantities for the completion of the mission or assignment.

Records:

Records and reports necessary for the documentation of the safety & health program are the responsibility of the Shift Sergeant and the Title 15 Compliance Officers. This documentation may include but not be limited to the following:

1. Plans, drills, and inspection reports;
2. Maintenance reports;
3. Evacuation plans;
4. All required reports by code or regulation.

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Daily Inspections:

All Corrections Officers are required to make visual safety & health inspections of their assigned work areas daily. Officers performing these inspections should make immediate corrections when and wherever possible. Those conditions requiring more detailed corrections should be reported to the shift supervisor, who notes discrepancies and correct them if possible. If, the situation cannot be repaired within the shift supervisor's scope of authority, he makes a report to the Title 15 Compliance Officers. The Title 15 Compliance Officers insure that major hazards or safety issues are corrected immediately, and keeps these reports on file. Lesser hazards or safety concerns, or those items requiring resources outside of the Title 15 Compliance Officer's scope of authority will be reported to Public Works Department in writing, with a Work Order request.

When performing safety inspections of areas such as food preparation area, it is advisable to have the supervisor of that department, or his/her representative, present. This simplifies access to locked areas and assists in determining the appropriateness of the issues being raised. Also, the area supervisor can assist in assuring the immediate corrections are made.

Weekly Inspections:

The Title 15 Compliance Officers and area supervisors conduct weekly safety and health inspections to monitor the effectiveness of the facilities safety and health prevention program. The purpose of this inspection is to independently:

1. Examine compliance with applicable health and safety codes, regulations and departmental policies;
2. Evaluate cleanliness and procedures during food preparation;
3. Check food preparation and storage temperatures;
4. Review solid waste disposal practices;
5. Review vermin and bug control;
6. Review sewage disposal practices;
7. Review pest control practices;
8. Check work and security practices that utilize tools, cleaning equipment, and chemicals;
9. Review all work assignments and work areas;
10. Document existing deficiencies and provide leadership in making change; &
11. Look for safety and health practices that can be improved upon.

All deficiencies noted must be corrected within two working days of the inspection, if not corrected *on the spot*.

Annual Review Requirements:

Annually, the Title 15 Compliance Officers conduct and document compliance with applicable laws and regulations related to safety, sanitation, and health. Following this inspection and receipt of the report, the Title 15 Compliance Officers make every effort to correct deficiencies noted, or document the reason for the apparent deficiency. When deficiencies are corrected, the Title 15 Compliance Officers confirm the actions taken in writing, along with any explanations regarding any remaining items.

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Corrections Division Policies and Procedures , 13.03 Fire Prevention

POLICY: The Plumas County Sheriff's Office Corrections Division takes precautions to prevent fire in our facilities and to respond quickly and efficiently when a fire does occur.

DEPARTMENTAL INTEREST:

It is in the interest of the Plumas County Corrections Division to provide reasonable and necessary security and safety standards, control, supervision, and oversight of inmates in order to prevent fire in this facility.

PROCEDURE:

The most important aspect of an effective fire protection program is *prevention*. The Title 15 Compliance Officers are responsible for Plumas County Correctional Facility fire prevention efforts. Although the Corrections Commanders hold the ultimate responsibility for fire prevention and firefighting, all employees of the facility are alert to fire hazards and prevention opportunities. Employees must constantly be alert for fire hazards, such as:

1. Altered electrical outlets;
2. Overloaded electrical units;
3. Outdated or frayed extension cords;
4. Inmates intent on starting a fire;
5. Any evidence of burning or scorching;
6. Improper trash storage or accumulation in cells and other facility areas;
7. Grease accumulation in the kitchen;
8. Contraband or unauthorized use of such items as matches, cigarette lighters, other smoking materials, etc.;
9. Unauthorized or uncontrolled open flames or flammable materials;
10. Cutting or welding activities.

Combustible materials are stored in metal lockers or containers and kept away from wood, paper, etc. Inmates are not permitted to maintain, in secured housing units, extension cords, electric cooking and heating devices, make shift wiring, etc.

Inspections:

Employees make fire prevention a basic part of their daily activities by detecting, reporting, and correcting fire hazards immediately. In addition to ignition hazards listed above, employees must check fire control and firefighting equipment including fire extinguishers, stand-pipe hoses, automatic sprinkler systems, smoke detectors, and self-contained breathing apparatus equipment periodically. A quarterly fire hazard inspection is conducted by the Title 15 Compliance Officers using a fire hazard inspection checklist, which is evaluated and revised as necessary each quarter, in conjunction with the inspection. The local Fire Marshal will inspect the facility annually, or as dictated by code.

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Fire Prevention Program:

The Corrections Commander designee develops:

1. Procedures for detecting, reporting, suppressing, and extinguishing fires;
2. Avoiding conditions that could lead to explosions;
3. Fire department notification and access procedures, including familiarization tours and inspections;
4. Applicable national, state, and local fire protection codes, policies, procedures, etc.; &
5. Procedures for protecting human life during fires, riots, and other emergencies.

Emergency Exits:

The Title 15 Compliance Officers inspect all exits on both scheduled and random basis to ensure that they meet applicable codes and standards by observing:

1. Marking of exits in contrasting color;
2. Visibility of exits and exit markings during normal operating conditions and under emergency power;
3. Size, number, and width of exits and emergency doors;
4. Egress illumination during electrical outages;
5. Access to exits open in the direction of traffic, in an unobstructed manner;
6. Procedures for opening cell and other doors during emergencies;
7. Emergency release procedures for exit doors;
8. Travel distances to exits; &
9. Means of securing inmates as they exit the facility during a fire emergency.

Fire Extinguishers:

The Title 15 Compliance Officers assure that fire detection and fighting equipment is properly tested and maintained. The Title 15 Compliance Officers maintain inspection records supporting this responsibility. Extinguishers are conspicuously located, mounted where they are readily available, not obstructed, or obscured from view. In any new construction, extinguishers will be placed in appropriate locations. Fire extinguishers are marked as to type and/or category of fires they are made to control.

The proper type of extinguisher for each of the three fire classifications is as follows:

1. Class A Fires - Pressurized water, anti-freeze, or foam.
2. Class B Fires - Carbon dioxide, or dry chemical.
3. Class C Fires - Carbon dioxide or dry chemical.

Extinguishers are inspected for charge level and tampering monthly. This is in addition to informal inspections conducted by shift supervisors during normal tours of duty. Inoperable extinguishers will be repaired or replaced immediately. Every extinguisher has a durable tag securely attached, showing last inspection, maintenance, or recharge date, and the initials or signature of person who performed the check or service.

A fire equipment contractor hydrostatically tests extinguishers at five-year intervals to determine the level of charge retention capability and the balance of the chemical contents.

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Emergency Power and Lighting:

Emergency power backup and smoke detector systems are operated according to applicable standards as determined by the Title 15 Compliance Officers. Title 15 Compliance Officers with the assistance of the Public Works Department will test emergency power generators weekly and emergency lighting and electrical equipment at least monthly. A report of test findings will be forwarded to the Corrections Commander.

Fire alarms:

The Title 15 Compliance Officers implement testing and maintenance procedures to ensure that fire alarms operate properly and reliably. The Title 15 Compliance Officers inspects all of the total fire alarms every quarter or more frequently, as required by law. The fire department will be notified in advance of alarm tests.

Automatic sprinkler systems:

The Public Works designee will establish and monitor a program to ensure that automatic sprinkler systems within the facility are maintained properly.

1. A weekly inspection of the automatic sprinkler system includes the following:
 - a. All water supply valves will be visually inspected. All valves should remain in the "open" position and locked to prevent unauthorized shut down.
 - b. Sprinkler heads will be visually inspected to ensure they are not blocked and in good condition. Eighteen [18] inches of clear space must be maintained.
 - c. Fire hydrants and fire department connections will be checked to ensure that they are visible and accessible.
2. A monthly inspection of the automatic sprinkler system includes the following:
 - a. A two-inch drain test will be performed and water pressure readings compared to previous readings for each sprinkler riser.
 - b. Water flow alarms and fire pumps will be tested. The fire department will be notified in advance of any water flow test.
3. An annual inspection of the automatic sprinkler system includes the following:
 - a. All water supply valves and hydrants will be exercised for one complete cycle and lubricated per manufacturer's specifications.
 - b. Dry-pipe systems will be tripped and anti-freeze loops will be tested. This testing is scheduled to take place during the fall season, prior to any anticipated freeze dates.

Temporary Sprinkler Outages:

During sprinkler outages, it is the responsibility of the Title 15 Compliance Officer to:

1. Notify Public Works and all shift supervisors and of the outage;
2. Ensure that contractors install temporary piping and/or use methods to minimize the duration of the outage; &
3. Notify the fire department and the insurance carrier immediately when the system is shut down, and again when it is restored.

No sprinkler system component may be shut-off without Title 15 Compliance Officers approval.

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ITEM YES NO

Is there an approved emergency evacuation plan posted?
Are extension cords, make shift wiring, heating or cooking devices being used?
Does the jail have an exit lighting system in good working order?
Are corridors and exits free of obstruction?
Are hazardous, combustible materials stored in or near the jail?
If yes, are the above materials stored in metal lockers or containers?
Is there an emergency illumination system in good working order in the facility?
Is there a sufficient number of approved fire extinguishers in the facility?
Are fire extinguishers regularly checked and dated by authorized person(s)?
Is there grease build-up in the kitchen and/or inmate living areas?
Is the facility inspected semi-annually by an approved fire inspector?
Are fire exit and evacuation drills being held quarterly?
Is the fire detection system in good working order?
Are the smoke alarms in good working order and placed properly?
Is there an approved emergency evacuation plan posted?
Are extension cords, make shift wiring, heating or cooking devices being used?
Does the jail have an exit lighting system in good working order?
Are corridors and exits free of obstruction?
Are hazardous, combustible materials stored in or near the jail?
If yes, are the above materials stored in metal lockers or containers?
Is there an emergency illumination system in good working order in the facility?
Is there a sufficient number of approved fire extinguishers in the facility?
Are fire extinguishers regularly checked and dated by authorized person(s)?
Is there grease build-up in the kitchen and/or inmate living areas?
Is the facility inspected semi-annually by an approved fire inspector?
Are fire exit and evacuation drills being held quarterly?
Is the fire detection system in good working order?
Are the smoke alarms in good working order and placed properly?
Signature of staff member: Date of completion:

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Corrections Division Policies and Procedures, 13.04 Fire & Health Inspections

POLICY: The Plumas County Sheriff's Office, Courthouse Holding Unit maintains Fire and Health Department Inspections in accordance with *Title 15 Sections 1032 and 1029, Health and Safety Code Section 13146.1(a) & (b)*, as well as *Penal Code Section 6031.1*.

DEPARTMENTAL INTEREST:

It is in the interest of the Plumas County Sheriff's Office, Courthouse Holding Unit to obtain inspections by the State Fire Marshall (2yrs), Environmental Health, and County Health Department (annually) and to complete monthly Fire and Life Safety Inspections (See P&P Section 13.02A) by Custody Staff. Copies of these inspections are to be maintained by the Sergeant assigned to the Courthouse.

Procedure:

Periodic inspections are separate and distinct from security and fire / life safety inspections discussed elsewhere in these policies and procedures.

Internal Inspection Program:

Regular internal inspections for health and safety procedures are conducted to ensure compliance with applicable state, and local codes or regulations. The Sergeant assigned to the Courthouse serves as coordinator of this inspection program. This program focuses on the following:

1. Cleanliness, and orderliness of holding cells and food service;
2. Proper operation and condition of all security devices such as locks, doors, viewing windows, and electronic monitoring devices;
3. Proper operation and function of all lighting, ventilation, and heating equipment;
4. Condition and operation of equipment, tools, and security devices;
5. Storage and security of all cleaning supplies and other potentially toxic materials of any type, when not in use;
6. Operation and condition of plumbing equipment including toilet, bathing, washing, and laundry facilities;
7. All supplies are provided in the proper quantities for the completion of the mission or assignment.

Records:

Records and reports necessary for the documentation of the safety & health program are the responsibility of the Sergeant assigned to the Courthouse. This documentation may include but not be limited to the following:

1. Plans, drills, and inspection reports;
2. Maintenance reports;
3. Evacuation plans;
4. All required reports by code or regulation.

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Daily Inspections:

All Corrections Officers and Courthouse Deputies are required to make visual safety & health inspections of their assigned work areas daily. Officers performing these inspections should make immediate corrections when and wherever possible. Those conditions requiring more detailed corrections should be reported to the Sergeant assigned to the Courthouse, who notes discrepancies and corrects them if possible. If, the situation cannot be repaired within the Sergeant assigned to the Courthouse's scope of authority, he makes a Work Order Request to the Plumas County Public Works. The Plumas County Public Works insure that major hazards or safety issues are corrected immediately, and keeps these reports on file.

Weekly Inspections:

The Correctional Officers and Courthouse Deputies conduct weekly safety and health inspections to monitor the effectiveness of the facilities safety and health prevention program. The purpose of this inspection is to independently:

1. Examine compliance with applicable health and safety codes, regulations and departmental policies;
2. Review solid waste disposal practices;
3. Review vermin and bug control;
4. Review sewage disposal practices;
5. Review pest control practices;
6. Review all work areas;
7. Document existing deficiencies;
8. Look for safety and health practices that can be improved upon.

All deficiencies noted must be corrected within two working days of the inspection, if not corrected *on the spot*. The Sergeant assigned to the Courthouse reviews reports and re-inspects areas that appear to be seriously deficient.

Annual Review Requirements:

Annually, the Sergeant assigned to the Courthouse conducts and documents compliance with applicable laws and regulations related to safety, sanitation, and health.

The Sergeant assigned to the Courthouse may appoint department personnel outside the jail to perform these tasks, or seek outside professional assistance.

Following this inspection and receipt of the report, the Sergeant assigned to the Courthouse makes every effort to correct deficiencies noted, or document the reason for the apparent deficiency. When deficiencies are corrected, the Courthouse confirms the actions taken in writing, along with any explanations regarding any remaining items.

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Plumas County Correctional Facility

Monthly Fire Safety Inspection Sheet

S = Satisfactory
U = Unsatisfactory

Fire Equipment

1. In proper location
2. Unobstructed
3. Properly Secured
4. In working order

Defects and dates of repair: _____

Housekeeping - Maintenance

1. Storage areas clean
2. Doorways clear
3. Water Closets clean/flush
4. Hallways clear

Defects and dates of repair: _____

Kitchen area

1. Floods, filters, fans,
clean and clear
2. Fire exits clear
3. Storage area clean and
compartments properly
stored

Hazards and dates of repair: _____

Fire Detection Equipment

1. In operational condition
2. Sprinkler testing operations
3. Automatic extinguisher clean
(Kitchen)

Hazards and dates of repair: _____

Inspecting Officer's Signature: _____

Date of Inspection: _____

Date of Last Inspection: _____

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Corrections Division Policies and Procedures, 13.05 Control & Use of Hazardous Materials

POLICY: The Plumas County Sheriff's Office Corrections Division controls *flammable*, *toxic*, and *caustic materials* in order to enhance its safety.

DEPARTMENTAL INTEREST:

It is in the interest of the Plumas County Corrections Division to provide reasonable and necessary control of hazardous materials in order to enhance life safety, while supporting the security interest of the facility.

DEFINITIONS:

Flammables - Any product that will ignite when in contact with a flame or spark, at or below 100 degrees Fahrenheit.

Toxins - Very unstable, poisonous substances of metabolic activity when introduced into body tissue.

Caustics - Materials that are able to burn or corrode persons or objects by chemical reaction.

Poisonous materials - Any substance capable of destroying the life or health of humans, animals, or plants.

PROCEDURE:

Controls of flammable, toxic, caustic, and poisonous materials are provided through an organized system of procedures and practices that address *acquisition*, *storage*, and *use of such materials*. The Title 15 Compliance Officers and Inmate Services Supply designee are responsible for the accountability, control, and issue of hazardous substances and appoints staff personnel to carry out these responsibilities.

Procurement:

Effective procurement controls are the first major step in the control of hazardous materials. The Title 15 Compliance Officers review and approve the procurement of any hazardous substance within the Plumas County Corrections Facilities. Employees involved in the purchase or supervised use of hazardous products will exercise care. The following products are classified and controlled as *hazardous*:

1. Gasoline;
2. Insecticides;
3. Lye and other poisonous substances;
4. Anti-freeze;
5. Caustic acids;
6. Yeast;
7. Explosives;
8. Cleaning fluids;

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9. Pharmaceuticals;
10. Paint thinners;
11. Flammable materials with a flash point below 100 degrees Fahrenheit.

Hazardous substances are to be delivered outside the secure portion of the institution and under direct supervision of staff.

Material Safety Data Sheets:

Material Safety Data Sheets (MSDS) for all hazardous materials are maintained in the Shift Sergeant's Office. This information must be readily accessible and is available for review, reference or when an incident occurs. This data has critical information on hazardous properties, safe use, and first aid for exposed victims.

Storage, Issue & Control:

Storage facilities for flammable and potentially explosive items must be in accordance with recommendations and instructions of State and local Fire Marshals. The following recommendations are reviewed prior to storage of flammable materials and explosives:

1. Flammable or combustible liquids will be kept in tightly covered containers when not actually in use.
2. The quantity of a flammable or combustible liquid that may be located out of an approved storage room, cabinet, or near an inmate housing unit will not exceed 55 gallons, if all the liquid is in one portable container.
3. Poisonous, caustic, and toxic materials will be stored inside securely constructed, locked rooms accessible only to employees.
4. Inmates including inmate workers will not have direct access to hazardous materials storage facilities.
5. Hazardous materials will be issued to inmates on an as needed basis and accounted for when returned to storage at the end of the work period.
6. No inmate is permitted to use or possess hazardous materials, except under the supervision of a staff member.

Inspections:

As part of the inspection system, the Title 15 Compliance Officers will inspect all storage areas and inventories of hazardous materials in Plumas County Corrections Facilities.

Use of Flammable Materials:

Under no circumstance is gasoline to be used for cleaning. Approved solvents, kerosene, or other cleaning liquids with a flash point above 100° Fahrenheit may be used. Cleaning of metal parts or equipment may not be accomplished in open buckets in confined areas. In areas where flammable liquids with flash points below 100° Fahrenheit are used, ventilation is provided at a rate of not less than one cubic foot of air per minute for each square foot of solid floor area. In such instances, inmates will not have access to tobacco products, open flame, or fire producing products.

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Corrections Division Policies and Procedures, 13.06 Hazardous Material Plan

POLICY: Plumas County Sheriff's Office Corrections Division provides staff with procedures and materials necessary to respond swiftly and safely to incidents involving uncontrolled release of hazardous materials.

DEPARTMENTAL INTEREST:

It is in the interest of Plumas County Corrections Division to provide reasonable, rapid response and controls if incidents involving hazardous materials occur in or during correctional operations.

PROCEDURE:

Incidents involving hazardous material effect the management and control of correctional operations. Under such circumstances, total evacuation of the detention facility could be appropriate. Therefore, proximity of transportation routes traveled by vehicles moving hazardous materials, as well as nearby businesses that may have a hazardous material incident is taken into consideration.

Notification:

The following staff will be promptly notified of the existence of a hazardous material incident in the order indicated:

1. Shift supervisor notifies Dispatch and other authorities as indicated below;
2. Shift Supervisor or OIC notifies off-duty support staff required to respond in such operations to report to duty; &
3. Shift Supervisor or OIC notifies Corrections Commanders and Sheriff's Administration.
4. Plumas County E.O.S. (530) 283-6332, (Jerry Sipe)
5. Plumas County Health Department
6. Plumas County Fire Department 911.
7. PG&E First Responder 1-888-743-4911. (*Electrical fire*)

Shift Supervisor Notification: (Refer to Plumas County Sheriff's Office Policy 412.)

Required Information:

1. Date and time of spill, release, threaten of release.
2. Location of threatened involved waterway or storm drain.
3. Substance, quantity involved and isotope.
4. Chemical name (if known).

Containment:

After release of a hazardous substance, immediate containment measures focus on limiting the spread of the substance and minimizing exposure to staff and inmates. This includes restricting access to the point of origin, if readily accessible.

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Close off ventilation, water, and drain systems; and reduce spread into the housing units of the facility, where possible. The detention staff cooperates fully with hazardous material experts, while maintaining control over inmates.

Evacuation:

The decision to evacuate, in case of a critical hazardous material incident, is made by the Shift Supervisor, OIC or senior official on site in consultation with the Corrections Commander, and outside hazardous material experts. If the Corrections Commander are unavailable, the Shift Supervisor takes steps to secure additional security personnel to assist with inmate movement.

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Corrections Division Policies and Procedures, 13.07 Emergency Evacuation Plans

POLICY: The Plumas County Sheriff's Office, Courthouse Holding Unit establishes and maintains contingency plans which enable properly trained staff to respond effectively to emergencies, and coordinate such activities with local law enforcement and other emergency service agencies. Emergency plans are critical to the safe and secure operation of this facility. (*See Title 15 Section 1029*)

DEPARTMENTAL INTEREST:

It is in the interest of The Plumas County Sheriff's Office, Courthouse Holding Unit to provide reasonable and necessary security and safety standards for the control, supervision, and oversight of inmates during emergencies that may require inmate movement.

PROCEDURE:

This procedure outlines the general procedures for responding to emergencies within the Courthouse. The Sergeant assigned to the Courthouse is responsible for the overall management of the emergency plan program.

Evacuation Plans:

Evacuation plans describe the actions required by Merced County Sheriff's Office, Courthouse Holding Unit to in the event of emergency situations. The Sergeant assigned to the Courthouse is responsible for the formulation of all emergency plans, in accordance with the prototype plans in relevant Plumas County Sheriff's Office policies. Evacuation of inmates from the Plumas County Courthouse will be initiated in the following situations;

1. Bomb Threat
2. Facility fire
3. Natural Disasters
4. Loss of power
5. Riot

Evacuation Process:

In the event of a full-scale emergency, inmates will be evacuated in the following process;

1. Contact Jail Day Shift Sergeant, 283-6367, and request evacuation
2. Summon additional Court Security and Sergeant assigned to the Courthouse
3. Move inmates to loading area
4. Load inmates safely into Corrections Vans
5. Repeat above steps until all inmates have been evacuated

Alternate Process:

1. Summon additional Court Security and Sergeant assigned to the Courthouse
2. Contact Jail Day Shift Sergeant, 283-6267, and request additional staff
3. Use "Gang Chains" to secure inmates by classification

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4. Walk inmates from Courthouse to alternative loading area and move to Jail

Training:

Employees will be sufficiently familiar with each plan to put it into operation promptly, and trained as follows:

1. Read Policy;
2. Drills and testing;
3. Joint or cross training with other government resources upon which the facility will draw in an emergency.

Review of Plans:

Employees are required to review emergency plans at least once a year, and are encouraged to do so at any time. In addition to the training provided by the facility, new employees should familiarize themselves with the areas surrounding the facility, so that they can be effectively used, if called upon to assist in the apprehension of escapees, or in other emergency plan implementation that involves extra-institutional activity.

Revision:

Review and revision of emergency plans will be on an annual basis, and as circumstances dictate, e.g., new phone numbers or staff changes.

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Corrections Division Policies and Procedures, 13.08 Facility Structure

POLICY: The Plumas County Sheriff's Office, Corrections Division provides the facility population with adequate housing areas, while maintaining a safe living and working environment.

DEPARTMENTAL INTEREST:

It is in the interest of the Plumas County Corrections Division to provide a reasonable and necessary structural facility and associated furnishings.

PROCEDURES:

Facility Standards:

Plumas County Corrections Facilities are required to provide and maintain, at a minimum:

1. Activity area lighting consisting of at least twenty [20] foot candles arranged three [3] feet off the facility floor;
2. Forced air ventilation in sleeping and activity areas of the facility;
3. A temperature within sixty-five [65] and eighty [80] degrees Fahrenheit in sleeping and activity areas, dependent upon time of year;
4. Drinking fountains in all facility cell and activity areas, unless potable water is available in the cell washbasin;
5. Working toilets and washbasins on a ratio of one [1] to every nine [9] inmates;
6. Working showers on a ratio of one [1] to every fourteen [14] inmates;
7. Two [2] thirty [30] minute sessions of visitation in a designated visiting area each week per inmate.

General Facility Areas:

Plumas County Correctional Facilities comply with the minimum dimensions for the following areas:

1. Single Occupancy Cells. Each single occupancy cell is forty-five [45] square feet with a ceiling of at least eight [8] feet. A bunk, lavatory, table, and seat are available in each single cell.
2. Multiple Occupancy Cells. Multiple occupancy cells allow twenty-five [25] square feet of floor space per occupant in bunking areas, with a ceiling height of no less than eight [8] feet.
3. Dormitories. Dorms allow twenty-five [25] square feet of floor space per occupant in bunking areas, with a ceiling of no less than eight [8] feet. Dayrooms are not required for dormitory housing.
4. Sobering Cell. One [1] special purpose cell is available for detaining persons under the influence of drugs or alcohol. The cell dimensions coincide with those of multiple occupancy cells. The cell contains flushable drains, lavatory, a high security light fixture, forced air ventilation, and privacy wall. This room is not required to be provided with a day room.
5. Private Interview Room. A private interview room will be available for use by attorneys and for interrogation of prisoners by law enforcement agencies.
6. Medical Area. An area is provided to a physician for sick call, examination of

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patients, and routine medical treatments.

7. Control Center. A secure control center, manned around the clock, provides good visibility to the facility through physical observation or electronic surveillance. Separate housing is available for females and males within Merced County Correctional Facilities.

Facility Safety:

In case of a power failure within the facility, an emergency power source activates security and evacuation devices, as well as perimeter lighting. All electronic locks must be able to operate manually. The use of padlocks or chains to secure cell areas is prohibited. Exit signs will be provided at each exit and illuminated continuously. The capacity of each cell or housing area follows the state minimum standards in order to maintain a reasonably safe environment in case of emergency evacuation.

New Facility Construction:

Any new facility construction or renovation - complies with minimum standards established by state mandate.

Testing Of Emergency Equipment and Procedures:

The emergency power source will be tested for operation and condition no less than quarterly. Electronic locks will be tested for manual operation no less than quarterly. Emergency lighting is tested for operation and condition no less than monthly. Lighted exit signs are inspected and tested weekly.

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Corrections Division Policies and Procedures, 14.01 Training Organization

POLICY: Plumas County Sheriff's Office Corrections Division provides training to ensure standard procedures and regulations exist regarding the development and enhancement of correctional personnel to the highest level of skill, knowledge, and professionalism.

To ensure that training procedures meet department, county, state statutes, and Standards and Training for Corrections (STC) regulations regarding the training of personnel.

DEPARTMENTAL INTEREST:

It is in the interest of Plumas County Sheriff's Office to ensure that all entry-level staff receives training, completes, and obtains certification in the following categories before a full duty assignment: Orientation, Core Training, and the FTO Program. Once assigned, within the first year of employment only, staff may attend Annual or Advanced Officer Training if the opportunity is available, but additional training in this category will not be required within the first year of employment.

Attendance:

Training in any category is an important aspect of an employee's career. Attendance at scheduled training is mandatory. Authority for reassignment of training dates must come from the Training Coordinator. Employees who cannot fully participate in training will be sent home and must provide a Doctor's note to their respective commander. It shall be the employee's responsibility to notify the Training Coordinator and their immediate supervisor in any instance in which they cannot fully participate in training. Employees will not receive credit for training that they cannot fully participate in. An employee must make up any training blocks that are incomplete before the end of the physical year (July 1 through June 30). Employees who cannot meet this requirement will be charged sick time to reconcile the incomplete training days and maybe removed from duty until they meet compliance regarding required training.

Dress Code:

The dress code for training is casual / professional when the duty uniform is not required. Clothing that promotes ideas or a subject matter that conflicts with law enforcement values is not permitted. No tank tops, high cut shorts, sandals, flip-flops or cut-off shirts that reveal the employee's mid-drift are permitted. Shorts are permitted for training when specified, but must be worn in good taste and cover the employee's mid thigh area.

The Training Coordinator shall notify staff of specific dress code and equipment requirements on the course announcement. Staff that do not comply with these requirements will be removed from training, sent home, and not receive credit for that specific day.

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Behavior:

Employees will conduct themselves professionally at all times while attending training. Staff that exhibits insubordinate behavior or behaviors that intentionally disrupts the instructor(s) or sabotages the course will be removed from training and may be subject to formal discipline.

PROCEDURE:

1. Annual Training will be planned and coordinated by the Training Coordinator in accordance with directives as set forth by the Office, County, State Statutes, and STC to ensure full compliance with regulations. In addition to these requirements, the following protocol must be adhered to in the administration of the Annual Training plan.
2. Proficiency training must be monitored by a certified weapons or weaponless defense instructor. Training and proficiency must be documented.
3. Remedial training for those employees who are unable to meet qualification standards with an authorized weapon, impact weapon or less than lethal weapon must be available before the end of the fiscal year.
4. Training in the use of the control holds and similar weaponless control techniques with a potential for serious injury are included in the Annual Training Plan use of force curriculum.
5. An employee's training file must be updated following participation in training.
6. A training record (roster) of each course conducted is maintained and should minimally include: lesson plans, participant names, date of training, hours completed, and performance of individual participants as measured by tests if administered.
7. The Corrections Commander in conjunction with the Training Coordinator shall ensure the Corrections Division has the necessary space and equipment.

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Corrections Division Policies and Procedures, 14.02 Facility Training Officer Program

POLICY: Plumas County Sheriff's Office Corrections Division ensures that all entry-level staff receives sufficient training as it relates to Policy & Procedures, General Orders, Human Resource information, and operation of Jail Management System, video operations, facility operations, officer safety techniques, and chain of command to assist in maximum job efficiency.

DEPARTMENTAL INTEREST:

It is in the interest of Plumas County Corrections Division to provide training to all Extra-Help, and Full Time Entry-Level staff upon date of hire or at the conclusion of Basic CORE.

Responsibilities:

The Training Coordinator shall develop the Facility Training Officer Program Appraisal System. Facility Training Officers (FTOs) will participate in the development and delivery of training. Training shall be developed in such a fashion that it gives staff sufficient information to maximize job performance.

The Facility Training Officer Program shall minimally include the following topic areas:

1. Policy / Procedures
2. General Orders
3. Office Structure and Chain of Command
4. Human Resources information and facility tours
5. Staff responsibility and working conditions
6. Department Forms
7. Jail Management System
8. Officer Safety Training

Appraisals:

Appraisal Forms are used to give feedback on training to the trainee, as well as inform the Training Coordinator on the progress of the trainee.

Appraisal Ratings:

1. Unacceptable Performance
2. Marginal Performance
3. Meets Standards
4. Not Responding to Training
5. Not Observed
6. Needs Remedial Training

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Corrections Division Policies and Procedures, 14.04 Advanced Officer Courses

POLICY: Plumas County Sheriff's Office Corrections Division provides staff with training necessary to develop the knowledge and skills of Corrections Officers to the highest level of performance and professionalism, in accordance with California Penal Code (P.C.), and Standards in Training for Corrections (S.T.C).

DEPARTMENTAL INTEREST:

It is in the interest of Plumas County Corrections Division to provide annual training to all Corrections Officers and Sergeants as required by State and STC regulations regarding program compliance annually. Corrections Officers shall be required to minimally complete twenty-four (24) hours of STC certified training annually to maintain compliance.

PROCEDURE:

The Annual Training Plan (ATP) will be developed fiscally based on local and State (STC) standards. Annually, the training plan shall minimally include mandatory training in the following topic areas:

1. Defensive Tactics / Use of Force including all weapons
2. Firearms Training and re-certification
3. CPR, First Aid updates with re-certification occurring every three years
4. Emergency Vehicle Operators Course (EVOC)
5. Medical Issues including Suicide Prevention
6. Emergency Preparedness including; Fire and Life Safety training
7. Less than Lethal Weapons training and re-certification occurring biennially for S.E.R.T Team Members

Annual Training Plan:

The Annual Training Plan shall be planned, developed, and updated by the Training Coordinator. The Corrections Commander will have the final authority to grant approval of this plan annually. The Annual Training Plan shall include specific training dates, topics, and hour requirements pertaining to each block of training.

The Annual Training Plan is developed, evaluated, and updated based on an annual needs assessment that identifies current job-related training needs. These training needs are as follows:

1. Assignment / Position Requirements / Procedural Changes
2. Professional Development
3. Current Correctional Issues
4. New Theories, Techniques and Technologies

When preparing the annual needs assessment, the Training Coordinator shall obtain

information regarding the training plan from the following sources:

1. Observation and analysis of job components
2. Legislative Mandate
3. Supervisory and managerial surveys regarding training needs

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4. Observation and critique from Facility Training Officers
5. Evaluation and observation of current trends and practices in the correctional field
6. Policy and Procedural Updates

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Corrections Division Policies and Procedures, 14.05 Promotional Training Requirements

POLICY: Plumas County Sheriff's Office Corrections Division provides staff with training necessary to develop knowledge and skill through the training of Adult Detention Supervisory, Managerial, and Administrative personnel at the completion of promotional processes, in accordance with American Correctional Association (A.C.A), California Penal Code (P.C.), and Standards in Training for Corrections (S.T.C).

DEPARTMENTAL INTEREST:

It is in the interest of Plumas County Sheriff's Office to ensure that Line-staff, Supervisory or Managerial personnel that receive promotion to a higher rank attend Supervisory or Administrative Core Training within the initial year of assignment. Training in this category must meet STC regulations. In conjunction with these requirements, personnel in these categories will receive Supervisory / Managerial Orientation and Field Training. Personnel in these categories may attend Annual or Advanced Officer Training if the opportunity is available, but additional training in this category will not be required within the initial year of assignment in job class. After the initial year in assignment and completion of Core Training, Supervisors will minimally attend twenty-four hours of STC training. Managerial and Administrative staff will minimally attend twenty-four hours of STC training.

PROCEDURE:

Staff participating in the promotional process will meet the following requirements minimally prior to testing:

Corrections Officer II:

1. Corrections Officer 1 with two (2) years of experience
2. Completion of probation
3. Satisfactory evaluation

Jail Training Officer:

1. Corrections Officer with one year experience
2. Completion of probation
3. Satisfactory evaluation
4. recommendation by Sergeant

Sergeant:

1. A satisfactory current Employee Evaluation and completion of probationary period
2. Two (2) years at a Corrections Officer II status

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Corrections Division Policies and Procedures, 14.06 Perishable Skills Training

POLICY: Plumas County Sheriff's Office Corrections Division ensures standards exist regarding perishable skills training as it relates to updated methods and case law, certification, and qualification requirements. Standards shall meet all state (Penal Code, POST & STC regulations) and manufacturer requirements.

DEPARTMENTAL INTEREST:

It is in the best interest of Plumas County Sheriff's Office to provide training in perishable skills. The Training Coordinator shall be responsible for development, certification and monitoring of perishable skills training. The Training Coordinator shall be responsible to maintain records of qualification, certification, and eligibility to carry/use equipment, weapons, or perform skills classified in the perishable skills category. Staff who cannot achieve qualification or certification may be considered as unable to meet positional job requirements. Notification shall be made by the Training Coordinator to the Corrections Commander. Failure to meet standards will result in the inability of the staff member to carry/use specific weapons or work specific work details.

DEFINITIONS:

Perishable Skills – Specific skills which require proficiency, fine motor function and are qualified by performing under stress in a control environment, such as, but not limited to; skills testing, qualification testing, scenario based testing, and written examination. Perishable skills are unique in that they require training to achieve proficiency and proficiency is tested or qualified in defined time periods such as, but not limited to; annual or bi-annual intervals.

PROCEDURE:

Minimal Requirements: Corrections Officers must acquire initial certification and maintain current/continual certification in these categories minimally:

1. Emergency Vehicle Operators Course (E.V.O.C.)
2. Glock 22sf
3. Shotgun (Transportation & S.E.R.T.)
4. Oleoresin Capsicum (O.C.) Pepper spray
5. Impact Weapons
6. Restraints
7. Restraint Chair
8. X-26 Taser
9. Pepper ball Launcher
10. CPR/First Aid
11. Suicide Prevention
12. Defensive Tactics (D-Tac) – Self Defense & Control Holds

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S.E.R.T. Skills Training:

1. Less Lethal Shotgun
2. 37/40mm Launcher
3. Chemical Munitions
4. Diversion Devices
5. Cell Extractions
6. Room Clearing
7. Riot Control
8. High Risk Transport

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Corrections Division Policies and Procedures, 15.01 Shift Change Procedures

POLICY: Plumas County Sheriff's Office Corrections Division allows for staff to sign up for shifts changes and scheduled days off by seniority.

DEPARTMENTAL INTEREST:

It is in the interest of Plumas County Sheriff's Office to follow a shift request procedure to staff the facility. The process is coordinated by the scheduling sergeant or Corrections Commander designee. Sign up for shift change is based on seniority per Plumas County Human Resources Rules and Regulations.

The Corrections Commander will assign probationary and extra-help staff based on the needs of the facility.

PROCEDURE:

Each shift shall be assigned based on seniority. Requests for vacation prior to each shift change in accordance with Plumas County M.O.U. and Resources Rules and Regulations

DEFINITIONS:

Shift Change - A method in which staff has the opportunity to rotate shifts and scheduled days off.

Seniority - shall be recognized in the event of Plumas County M.O.U.

Schedules:

Line-staff shift schedules are created in the following manner;

1. Shift Sergeants meet and outline their staffing needs
2. The number of staff per shift is defined
3. The Corrections Commander designee creates the basic shift schedules

Sign-Up Process:

Officers will sign-up according to the scheduled time by seniority
The Scheduling Sergeant will post completed schedules

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Corrections Division Policies and Procedures: 15.02 Facility Rosters

POLICY: Plumas County Sheriff's Office Corrections Division will provide a formal roster of allocated staffing positions, staff assignments to scheduled shifts, and assigned days off in accordance with Plumas County Human Resources.

DEPARTMENTAL INTEREST:

It is in the interest of Plumas County Corrections Division to develop Facility rosters prior to shift change. This process will begin prior to the actual change of shift. The Shift Sergeants shall be responsible to develop and distribute facility rosters. Facility rosters are developed primarily from the staffing levels, number of employees, facility needs, and the overall needs of the department.

PROCEDURE:

Completed facility rosters are posted in each area of assignment at least Fourteen (14) days prior to the actual change of shift. The Corrections Commander shall approve all rosters before they are disbursed to areas of assignment. The Shift Sergeants shall be responsible for maintaining facility rosters. Each roster shall be kept current and up to date when changes are made.

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Corrections Division Policies and Procedures, 15.03 Vacation Requests

POLICY: Plumas County Sheriff's Office Corrections Division Corrections Sergeants shall be responsible for scheduling the vacation of employees in such a manner as to achieve the most efficient functioning of the department.

DEPARTMENTAL INTEREST:

It is in the interest of Plumas County Corrections Division to provide vacation to all full time employees in accordance with Plumas County Human Resources Rules and Regulations.

DEFINITIONS:

Vacation Request - A formal method of requesting time off for a specific number of hours to be used for specific dates

PROCEDURE:

1. Corrections Officers shall designate their preference for vacation leave on a vacation request form. Vacation requests will follow the Plumas M.O.U.

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Corrections Division Policies and Procedures 15.04 Shift Trading by Staff

POLICY: Plumas County Sheriff's Office Corrections Division will define a process by which an employee can swap (trade) their regularly scheduled shift with another employee's, of the same classification, regularly scheduled shift within the same pay-period.

DEPARTMENTAL INTEREST:

It is in the interest of Plumas County Corrections Division to allow staff who agrees to swap shifts with another staff member of the same classification to do so if they are unable to take a requested day off in another manner.

DEFINITIONS:

Shift Swap - When an employee swaps their regularly scheduled workday with another employee's regularly scheduled workday.

Procedures:

A Shift Swap form is submitted to the Shift Sergeant with signatures of both parties requesting the swap and all details of the swap are outlined; the written request is made five-days prior to the date of the swap; the hours cannot be swapped in a manner that would require one or both of the parties involved to work the swap as overtime, for compensation time, or the swap is completed in two separate pay periods. The Shift Sergeant will process the request and return it to the Shift Sergeant who is affected by the swap for review and approval.

Shift swaps may not create a shortage of staffing as required by Penal Code Sections 4020.4 and 4021.

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Corrections Division Policies and Procedures, 16.01 Death In Custody-courthouse

POLICY: The Plumas County Sheriff's Office, Courthouse Security Unit ensures an immediate response to any In Custody Death.

DEPARTMENTAL INTEREST:

It is in the interest of the Plumas County Sheriff's Office, Courthouse Security Unit to provide reasonable and necessary response to any In Custody Death, regardless of cause, to protect the integrity of the scene as well as the rights of the deceased.

Procedure:

All incidents which are initiated with "Man Down" or unresponsive inmate will be handled as a crime scene (*Section 07.18 Crime Scene Preservation*).

All Inmates will be secured, if possible, in another area within the facility. Procedures for determining possible involved inmates will be followed (*Section 07.17 Assaults in Custody*).

When responding to a "Man Down" with an unresponsive inmate, the following procedures will be performed (some may be simultaneous):

1. The first responding Corrections Officer or Court Deputy will assess the scene and determine the course of action, such as:
 - a. Check if inmate is conscious and/or breathing
 - b. Cutting/untying ligature from inmate's neck.
 - c. Look for obvious external injuries and/or signs of assault or self-inflicted injuries.
 - d. Mentally record the color/pallor of the inmate's skin.
2. Immediately inform Control, Sergeant/OIC and the Sheriff's Dispatch of a nonresponsive inmate. Request an ambulance Code 3.
3. The Court Security Officer will begin to record the timeline of events.
4. Immediately secure the scene following Crime Scene Preservation Guidelines (*Section 07.18*).
5. The first responder will begin Life Saving Protocol / Cardiopulmonary Resuscitation.
6. The Control Officer will initiate a CODE 33 and all visitors and non-Sheriff's Department personnel may be escorted out of the facility. An immediate Lock-Down of all inmate movement will be initiated.
7. The Court Supervisor/OIC will assign one Officer/Deputy to meet, direct and allow access to EMS Responders.
8. If the incident indicates the probability or likelihood that a crime was committed and the inmate is not responding to life saving procedures, the Court Supervisor will begin notifications to the Sheriff's Dispatch and the Sheriff's Administration immediately.
9. The Court Supervisor/OIC will assign an Officer/Deputy to begin digitally photographing the crime scene and the inmate.

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10. The Court Supervisor/OIC will notify the Jail to assign an Officer/Deputy to escort The EMS to the hospital and remain with the inmate until further notice.
11. The Officer/Deputy responding to the hospital will keep the Court Supervisor/OIC informed of any changes to the inmate's status and will notify the Court Supervisor/OIC when a Medical Doctor pronounces the inmate deceased.
12. The Corrections Supervisor/OIC is responsible for completing the Incident Report and compiling any documentation regarding the deceased inmate.
13. The Plumas County Sheriff's Employee Association will be notified of the event as soon as possible.

Once the assigned Detectives or a Deputy arrives, correctional staff will assist in the investigation.

1. All photographs, video and Incident Reports will be given to the Detective/Deputy.
2. Suspects will be separated and kept away from water/cleaning sources until interviewed.
3. Any evidence, such as; clothing, weapons, notes... will be turned over to the investigating deputy.
4. The Crime Scene will remain unchanged until the detective/deputy clears the scene. The Undersheriff will assign an Internal Affairs Review of the incident. The Investigation will consist of interviews of all involved staff and review all documentation, photos and video Recommendations for training and Policy & Procedures will be forwarded to the Undersheriff.

Formal Death In Custody Reports – California Government Code 12525:

1. This report must be completed by the Commander within ten (10) days of the In Custody Death.
2. You must also attach a copy of a comprehensive incident report which describes the incidents leading to the death of the individual and a copy of the Coroner's Report.
3. If the cause of death is natural, you specify if it was due to AIDS, tuberculosis, or other communicable disease.
4. Once these documents are complete, they are to be forwarded to the Undersheriff and Sheriff for review and forwarding to the Attorney General, via the Department of Justice.

Copies of Formal Reports: - In addition to the original copy for the Department of Justice, copies of the crime report, any informational or supplemental reports and the coroner's report must be forwarded by the Merced County Sheriff's Office, to the following agencies:

1. The Coroner's Officer
2. The Chief of Police of the city in which the death occurred
3. Sheriff's Records

Administrative Review:

Death in Custody Reviews for Adults and Minors:

The facility administrator, in cooperation with the health administrator, shall ensure that

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there is a review of every in-custody death. The review team shall include the Correctional Commander, the health administrator, the responsible physician and other health care and supervision staff who are relevant to the incident. (*Refer to Title 15 Section, 1046: Death in Custody*)

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Corrections Division Policies and Procedures 16.02 Classification Plan - courthouse

POLICY: The Plumas County Sheriff's Office, Courthouse Security Unit has a system in place for separating, holding and transporting inmates according to their Classification.

DEPARTMENTAL INTEREST:

It is in the interest of the Plumas County Sheriff's Office, Courthouse Security Unit to provide safe and secure temporary holding of inmates during their court appearance and transport by adhering to the Correctional Facility Classification system.

Procedure:

Corrections Officers and Court Security Deputies will separate and transport inmates within the Holding Area using the following criteria:

1. Refer to "Keep Away" designations in the Jail Management System and daily Court List.
2. Separate inmates into holding by the Color Coded Clothing system, defined by the Corrections Division Classification Unit (see 16.04A)
3. Inmates in matching colored clothing may be placed in the same holding or transfer cells
4. If all holding and transfer cells are full the Main Jail Court Transport Officers will keep other classifications in the transport van
5. Inmates are moved throughout the Courthouse by the Classification Code. If a small number of inmates (3 to 5) are being moved, additional Court Deputies will be required to move the group safely

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Corrections Division Policies and Procedures, 16.03, Special Segregation Plan

POLICY: The Plumas County Sheriff's Office, Courthouse Security Unit establishes and maintains contingency plans for the temporary holding of Administrative Segregation inmates, inmates with mental disorders, developmentally disabled inmates and inmates with communicable diseases. (*See Title 15 Sections; 1051, 1052, 1053, and 1057 and Penal Code 6030*)

DEPARTMENTAL INTEREST:

It is in the interest of The Plumas County Sheriff's Office, Courthouse Security Unit to provide safe and secure temporary holding of inmates with special segregation needs.

PROCEDURE:

This outlines the general procedures for segregation of inmates with special needs within the Courthouse. The Supervisor assigned to the Courthouse is responsible for the overall management of the Special Segregation Plan.

Segregation Plans:

Segregation plans describe the actions required by Plumas County Sheriff's Office, Courthouse Security Unit to in the event of an inmate needing Special Segregation. The Courthouse Supervisor is responsible for the formulation of all Special Segregation Plans, in accordance with the prototype plans in relevant Plumas County Sheriff's Office policies.

Segregation Process:

In the event an inmate is determined to have mental disorders, is developmentally disabled or has a communicable disease, the inmate will be segregated from the rest of the inmates pending their court hearing. In the event it is deemed an inmate cannot be appropriately housed inside the Courthouse, the inmate will be taken directly from the courthouse to the transport vehicle until the presiding judge is ready to see them. Upon completion of their court hearing, the inmate will be returned directly to the transport vehicle for transport back to the Jail.

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Corrections Division Policies and Procedures, 16.04 Access to Courts

POLICY: The Plumas County Sheriff's Office, Courthouse Holding Unit will provide Attorney/Client interview rooms to allow Attorney's access to inmates while they are pending their appearance in court. (See *Title 15 Sections; 1068 and Policy 11.01*)

DEPARTMENTAL INTEREST:

It is in the interest of The Plumas County Sheriff's Office, Courthouse Holding Unit to provide Attorney/Client interview rooms for confidential access of Attorney's and their clients pending their court appearance.

PROCEDURE:

The Attorney notifies the control center they wish to meet with their client. The control center notifies the Corrections Officers of the interview. The Corrections Officers will pull the inmate from the holding cell and escort them to the inmate interview room. Upon placement of the inmate in the interview room, the control center will allow the Attorney into the opposite side of the interview room. Interviews are done on a first-come-first-serve basis.

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Corrections Division Policies and Procedures, 16.05 Incidents at Courts

POLICY: The Plumas County Sheriff's Office, Courthouse Security Unit will report any and all incidents within the courthouse facility and any disciplinary actions. (*See Title 15 Sections; 1044, 1081 and Policy 02.04 and 05.01*)

DEPARTMENTAL INTEREST:

It is in the interest of The Plumas County Sheriff's Office, Courthouse Security Unit to report incidents and maintain discipline of inmates pending court appearances.

PROCEDURE:

The Corrections Officers will document all incidents within the Courthouse via the Jail Management System Incident Reporting only when they witness the event. All other reports shall be completed by the court security staff. Criminal investigations will be completed by the court security staff when possible. If needed, a patrol deputy will respond to the courthouse and complete the criminal investigation.

The Corrections Sergeant will review all incidents reports written by a Corrections Officer and determine the appropriate disciplinary action to be taken. The disciplinary process is outlined in the Plumas County Sheriff's Office Corrections Division Policy & Procedure Section 05.01. Incident reports being written by the court security staff will be forwarded to the Plumas County Correctional Facility for review by a Corrections Sergeant. Criminal reports shall be routed through the Patrol Division to a Patrol Sergeant for review.

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Corrections Division Policies and Procedures, 16.06 Detention of Minors

POLICY: The Plumas County Sheriff's Office, Courthouse Holding Unit will provide for the safe and secure temporary holding of a minor being tried as an adult. Minors will be held and transported separately. (*See Title 15 Section; Article 10*)

DEPARTMENTAL INTEREST:

It is in the interest of The Plumas County Sheriff's Office, Courthouse Holding Unit to provide safe and secure transport and temporary holding of a minor being tried as an adult while pending their court appearances.

PROCEDURE:

Minors are transported from a Juvenile Justice Complex. Upon the arrival, the minor is escorted separately to a holding cell on an upper floor away from the adult inmates in the main holding area. Upon completion of their court appearance, the control center will notify the transportation unit. The minor will be escorted separately back to the sally port and placed in the transport van for transport back to the Juvenile Justice Complex.

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and shall not be duplicated, disclosed, or discussed, without the written permission of this agency. Data subject to this restriction is contained throughout this publication.