

LASSEN COUNTY SHERIFF'S OFFICE-CUSTODY DIVISION PROCEDURES MANUAL

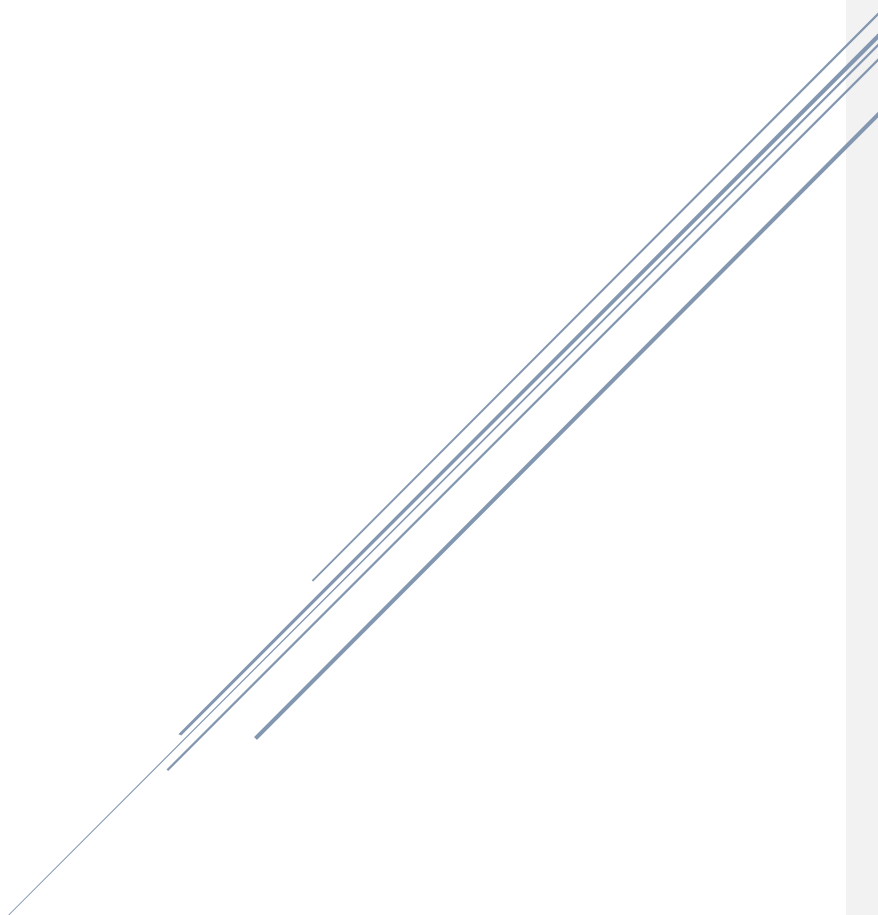


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Custody Division Overview and Manual Purpose

Purpose:

The Policy and Procedure Manual is a collection of policies and corresponding procedures assembled as a guide to assist the Lassen County Jail staff in providing a safe and secure detention facility for Lassen County. This manual will replace all prior existing procedures and practices.

Policy:

The manual is intended to be a management tool to insure consistency and professionalism within the Jail and to provide Jail staff with direction and guidance in the performance of their duties. This Manual is supplemental to existing Sheriff's Office Policy.

Procedure:

Provisions of the "Procedures Manual" may be suspended by directive or standing order from the Division Commander or Sheriff, with ending date specified.

Policy amendments, deletions and additions shall be submitted by the authority of the Division Commander and must be approved by the Sheriff before becoming policy.

Suggestions, requests and recommendations for policy changes will be submitted to the Division Commander via chain of command. In the event that any provision of this manual conflicts with any local, state or federal law, or Departmental Policy, the conflict will be brought to the attention of the Commander and/or Lieutenant immediately.

The "Procedures Manual" will be reviewed annually by the Division Commander.

Emergency provisions: Policies and procedures contained in this Manual may be suspended during emergency situations, at the direction of the Shift Supervisor or a higher ranking officer. The reasons for the suspension or deviations will be relayed to the Division Commander as soon as practicable. The suspension will remain in effect until repealed or modified by a Command Officer.

The Chain of Command for the Jail will be as follows:

1. Sheriff
2. Captain
3. Lieutenant
4. Sergeant
5. Corporal
6. Officer-in-Charge
7. Correctional Deputy

Procedure:

All person assigned to the Jail will be subordinate to higher ranking officers within the Lassen County Sheriff's Office, as outlined by Policy and Procedure. Deputies designated as Officer-in-Charge (OIC) will have the responsibility and authority that corresponds with the position they are covering when no Corporal is on duty.

All staff will at all times obey any lawful order given by a higher ranking officer or supervisor. Willful disobedience will be considered insubordination, subject to disciplinary action.

In the event of conflicting orders, staff members will bring the conflict to the attention of the supervisor giving the last order. If the last order is not changed, the order will be obeyed. The supervisor giving that order will notify the supervisor that issued the original order, of the change. The subordinate will not be responsible for disobeying the original order.

If any supervisor issues an order that is in conflict with the Procedures Manual or that is in violation of Sheriff's Office Policy, the subordinate will bring the conflict to the attention of the supervisor. If the order is not rescinded, the subordinate will obey the order. Any conflicts with the Procedures Manual will be submitted, in writing, to the Captain.

Supervisors will not issue any orders that are in conflict with any applicable laws, nor will subordinates be obligated to follow any illegal orders. The Correctional Corporal, on duty at the time of the conflict, will be responsible for submitting a report to the Captain within two working days.

The Chain of Command will be respected in all matters and utilized as communication channels. Personnel can communicate directly with the Captain, Lieutenant or Sergeants on personal or confidential matters, without using the Chain of command. If a problem is perceived with any supervisor, including the Captain, Lieutenant and Sergeant(s), the problem can be brought to the next level in the Chain of Command.

The Chain of Command for non-custody units within the Division is designated in the Organizational Chart, with a designated supervisor. The above procedures for the issuance of an obedience to orders apply to every unit within the Sheriff's Office.

Notwithstanding the provisions above, any deputy/supervisor may be designated a special assignment or duty that carries particular authority or responsibility. When a deputy or supervisor is designated

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with such a duty, that deputy will have full authority/autonomy to carry out such assignment. That designee will not be subject to overrides by a person simply because the two are equal rank. Some examples of special assignments are: scheduling, work furlough, SWAP, classification, procurement, medical liaison, and inmate grievance/discipline.

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Court Appearance and Subpoenas

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Purpose and Scope:

This procedure has been established to provide for the acceptance of subpoenas and to ensure that employees appear when subpoenaed, or are available to appear in court when requested and present a professional appearance.

Definitions:

On-Call – When an employee has appeared in court, or is at the time on duty, and has been told by a member of the court that he/she is free to leave the court or return to duty, subject to being available by phone or pager if called back.

Standby – When an employee receives a subpoena of a type which allows him or her to not appear in court, but remain available by phone or pager so that he or she may be directed to appear in court within a reasonable amount of time.

Trailing Status – When an employee remains on standby status for additional court sessions until notified otherwise.

Mandatory Appearance Subpoenas - marked as mandatory appearance require an employee's physical appearance in the specified court. Failure to timely appear in the specified court, either intentionally or by negligence, may result in disciplinary action.

Court Subpoenas:

Employees who receive subpoenas related to their employment with this department are subject to the provisions of this policy. Employees should be aware that their compliance is mandatory on all cases for which they have been properly subpoenaed, or properly notified. This policy applies to civil and criminal subpoenas. Employees are expected to cooperate with the prosecution to ensure the successful conclusion of a case.

Service of Subpoena:

Service of a subpoena requiring the appearance of any department employee in connection with a matter arising out of the employee's course and scope of official duties may be accomplished by personal service on the employee or by delivery of two copies of the subpoena on the employee's supervisor or other authorized departmental agent (Government Code § 68097.1 and Penal Code § 1328(c)). Subpoena service is also acceptable by courier or court liaison from the court to this department.

Valid Subpoenas:

No subpoena shall be accepted for an employee of this department unless it has been properly served and verified to have originated from a recognized legal authority.

Acceptance of Subpoena:

Only the employee named in a subpoena, his/her immediate supervisor or the department subpoena clerk shall be authorized to accept service of a subpoena. (Penal Code § 1328(c)). Any authorized employee accepting a subpoena shall immediately provide a copy of the subpoena to the department civil officer. The civil officer clerk shall maintain a chronological log of all department subpoenas and provide a copy of the subpoena to each involved employee.

Any supervisor or other authorized individual accepting a subpoena on behalf of another employee shall immediately check available schedules to determine the availability of the named employee for the date listed on the subpoena.

Once a subpoena has been received by a supervisor or other authorized individual, a copy of the subpoena shall be promptly provided to the subpoena clerk as well as a copy to the individually named employee.

Refusal of Subpoena:

Valid reasons for an individually named employee not accepting subpoenas include illness, previously approved training, and vacations, which are scheduled and approved, before receipt of the subpoena. Regular scheduled days off are not valid reasons for refusing the subpoena or missing court. If the subpoena has been received by the individually named employee from the civil officer and a valid reason exists for refusing the subpoena, the subpoena shall be promptly returned to the subpoena clerk with a specified reason for refusal as well as the dates when the deputy will become available. It shall then become the responsibility of the civil officer to notify the assigned Deputy District Attorney or other attorney of record of the bona fide unavailability of the employee.

If the immediate supervisor or other authorized individual knows that he/she will be unable to deliver a copy of the subpoena to the named employee within sufficient time for the named employee to comply with the subpoena, the supervisor or other authorized individual may refuse to accept service.

If a subpoena is presented for service to an immediate supervisor or other authorized individual less than five working days prior to the date listed for an appearance, the supervisor or other authorized individual may refuse to accept service. (Penal Code § 1328(d)).

If, after initially accepting service of a subpoena, a supervisor or other authorized individual determines that he/she will be unable to deliver a copy of the subpoena to the individually named employee within sufficient time for the named employee to comply with the subpoena, the supervisor or the subpoena clerk shall notify the server or the attorney named on the subpoena of such not less than 48 hours prior to the date listed for the appearance. (Penal Code § 1328(f))

Court Standby:

To facilitate court standby agreements with the courts, employees are required to provide and maintain current information on their address and phone number with the Department. Employees are required to notify the Department within 24 hours of any change in residence address or home phone number, and to provide accurate and reasonably reliable means or methods for contact

If an employee on standby changes his/her location during the day, the employee shall notify the subpoena clerk of how he/she can be reached by telephone. Employees are required to remain on standby each day the case is trailing. In a criminal case the Deputy District Attorney handling the case is the only person authorized to excuse an employee from standby status.

Off-Duty Related Subpoenas:

Employees receiving valid subpoenas for actions taken off-duty not related to their employment with Lassen County Sheriff's Department shall comply with the requirements of the subpoena. Employees receiving these subpoenas are not compensated for their appearance and arrangements for time off shall be coordinated through their immediate supervisor.

Failure to Appear:

Any employee who fails to comply with the terms of any valid and properly served subpoena may be subject to discipline as well as court imposed civil and/or criminal sanctions.

Civil Subpoenas:

The Department will compensate employees who appear in their official capacity on civil matters arising out of the employee's official duties as directed by the current Memorandum of Understanding. In such situations, the Department will also reimburse any deputy for reasonable and necessary travel expenses.

The Department will receive reimbursement for the deputy's compensation through the civil attorney of record who subpoenaed the deputy.

Civil Subpoena Acceptance:

Subpoenas shall not be accepted in a civil action in which the deputy or Department is not a party without properly posted fees pursuant to Government Code § 68097.6.

Courtroom Protocol:

Employees must be punctual when appearing in court and shall be prepared to proceed immediately with the case for which they are subpoenaed.

Preparation for Testimony:

Before the date of testifying, the subpoenaed deputy shall request a copy of relevant reports and become familiar with their content in order to be prepared for court.

Courtroom Attire:

Employees shall dress in uniform or business attire. Suitable business attire for men would consist of a coat, tie, and dress pants. Suitable business attire for female employees would consist of a dress jacket, dress blouse, and skirt or slacks.

Courthouse Decorum:

Employees shall observe all rules of the court in which they are appearing, refrain from smoking or chewing gum in the courtroom, and shall remain alert to changes in the assigned courtroom where their matter is to be heard.

Testifying Against the Interest of the People of the State:

Any member or employee who is subpoenaed to testify, who has agreed to testify, or who anticipates testifying or providing information on behalf of or at the request of any party other than the People of the State of California, any county, any city, or any of their officers and employees in which any of those entities are parties, will notify their immediate supervisor without delay. The supervisor will then notify the Sheriff, District Attorney's Office in criminal cases, County Counsel or City Attorney, as may be indicated by the case.

This includes, but is not limited to the following situations:

- (a) Providing testimony or information for the defense in any criminal trial or proceeding;
- (b) Providing testimony or information for the plaintiff in a civil proceeding against any county, any city, or their officers and employees; or
- (c) Providing testimony or information on behalf of or at the request of any party

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other than any County, City, or any County or City official in any administrative proceeding, including but not limited to personnel and/or disciplinary matter.

Firearms/Weapons in the Facility

Compliance: CCR Title 24 Sections 2-1013, California Penal Code Section 4574

Purpose:

To provide information to all Department personnel regarding the possession and storage of weapons at the Lassen County Jail.

Policy:

It will be the policy of the Lassen County Jail to prohibit all firearms from coming within the perimeters of the facility and to restrict all other weapons to those specifically authorized by the Sheriff.

Procedures:

Firearms/Weapons inside the facility:

- Jail staff authorized to carry a firearm pursuant to Custody Manual Policy 102 will be allowed to carry firearms to and from work. All firearms and other authorized weapons brought to the facility will be secured in the locked Weapons Storage Compartments located in the vehicle sally port.
- Arresting or transporting officers bringing prisoners to the Jail will store their handguns and other weapons in the Weapons Storage Compartments in the vehicle sally port, before removing the prisoners from the vehicle.
- Official visitors from other law enforcement agencies will store their handguns and other weapons in the Weapons Storage Compartment, before entering the security perimeter.

Public Visitors that are permitted by law to carry a firearm or other weapons in a public place, are prohibited from carrying any firearm or weapon upon the grounds of the Jail. Persons found to be carrying or possessing any type of weapon will be detained and the incident investigated as a violation of 4574 P.C. The weapon will be confiscated and stored according to Department Evidence Procedures

For the purposes of this policy, the term "weapons" includes, but is not limited to, all knives, chemical agents, batons, other less lethal weapons, and martial arts weapons.

The authorization for possessing less-lethal weapons inside the security perimeters of the Facility is extended to the following personnel.

- 830.1 P.C. peace officers employed by this Department.
- Staff authorized by the Sheriff or Division Commander
- Locked shotguns and rifles may be left in a locked police vehicle while in the vehicle sally port. If an individual locking device is not provided in the vehicle, they will be stored in a locked

NOTE: The emergency use or possession of firearms in the facility must be directly authorized by the Sheriff or a Division Commander acting in his absence.

Employee Leave and Timekeeping

Purpose:

To provide written information and guidelines regarding the availability and procedures for completing time keeping documents and obtaining leave.

Policy:

Time keeping documents are official records that represent a claim against the county for payment. All time keeping documents must reflect a true, accurate, and complete account of an employee's work and leave hours during each pay period. All personnel assigned to the Adult Detention Facility will be allowed to accrue sick leave, vacation, bereavement leave and holidays according to County and Department provisions. Every attempt will be made to allow staff to receive the leave requested, when requested according to the following procedures. All staff are personally responsible for the completeness and accuracy of their individual timesheet. Each timesheet will reflect all hours worked and all leave time taken during the pay period.

Procedure:

Vacation Leave:

All personnel will submit vacation requests to their Supervisor by March 1st, each year, to insure receiving the time off. Requests received by this date will be considered on a seniority basis considering "time in grade" for each rank. In the event of conflicting requests by equally senior staff members, the requests will be considered on a first come basis. All requests received after March 1st will be considered on a first come basis.

Holidays:

All personnel that accrue floating holidays may request to take holidays off at any time. The "Request for Time Off" will be submitted and considered in the same manner as Vacation leave listed above. Certain employees may be required to take the holiday off on the designated holiday

Sick Leave:

Personnel unable to report for duty due to personal illness may utilize sick leave by personally notifying the Duty Shift Supervisor of the reason, as soon as possible. A "Sick Leave Time Off Request" must be submitted as soon as possible, within that pay period.

In the case of illness, the employee, upon request of the department head, must, upon his return to duty, present a doctor's certificate of illness in order to be credited with sick leave.

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Family Sick Leave:

Personnel may utilize sick leave to care for sick members of their immediate family. Family sick leave will be deducted from the employee's sick leave balance, not to exceed 60 hours annually.

Bereavement Leave:

Personnel may utilize Bereavement leave due to the death of an immediate family member. Bereavement leave, not to exceed 40 hours annually, will not be deducted from the employee's sick leave balance.

Compensated time-off:

Comp-time may be taken off consistent with the guidelines used for the taking of vacation time off.

Time Keeping Documents:

Employees must document actual hours worked, regular days off, or leave time used for each day in the pay period. Hours worked will be documented by recording the number of hours worked on a given day during the pay period. Employees will use the codes listed on the timesheet to record regular days off or leave time. (X= regular day off, S=sick leave, V=vacation, etc.) Employees will sign their timesheet to attest that the timesheet is accurate. Employees will turn in their timesheet to their supervisor along with supporting documents to account for leave time or overtime. The supervisor will review the timesheet and supporting documents for completeness and accuracy and countersign the timesheet. The supervisor will then submit timesheets to the Records Supervisor for processing. Timesheets must be submitted no later than 6:00 pm on the Friday after a preceding a payday.

Use of Jail Equipment and Materials

Purpose:

To provide written guidelines and information regarding the authorized use and restricted use of Lassen County Jail materials and equipment and to insure a procedure for accountability.

Policy:

The use of any Jail materials and equipment will be restricted to authorized personnel for official business only. All County owned property, materials and equipment is prohibited from being used for personal business, except as noted below.

Telephones:

Personnel may use Jail telephones for local personal calls if the call has to be made during their work hours. These calls will be kept to a minimum and will take place during relief or break periods. Personnel may not make personal long distance calls without prior permission from the Correctional Corporal.

****All other equipment usage, for personal use, must be authorized by a Command Officer.**

Uniforms and Standards of Dress

Purpose:

To provide written information to all Jail personnel regarding uniform requirements and standards for dress.

Definitions:

Class A Uniform-Black dress uniform jacket, black tie, silver tan uniforms shirt, black uniform pants, and black uniform boots

Class B Uniform-Silver tan uniform shirt, black uniform pants, and black uniform boots.

Class C Uniform-Black "Proper" polo shirt, black BDU pants, and black uniform boots

Special Detail – Officers assigned to special details: i.e. motor pool, outside work crew, hospital duty, assigned searches, etc. may be authorized to wear a uniform compatible with the particular assignment at the discretion / approval of the Lieutenant or Division Commander.

While wearing the Class A, B, or C uniform the officer must have a Lassen County Sheriff's Patch affixed to the shoulder of each sleeve and a standard issue uniform badge affixed above the left chest pocket. While Wearing a Class A or B uniform, officers must have a metal name plate, at minimum bearing the officer's last name, affixed above the right chest pocket. While wearing a class C uniform, officers may either wear a metal nameplate or an embroidered nameplate, at minimum bearing the officer's last name, affixed above the right chest pocket.

Policy:

All Correctional Deputies assigned to the Jail will be uniformed personnel. All Correctional Deputies are required to possess the Class B uniform.

- Uniformed personnel will be required to wear the Class B or C uniform described above during all regular shift assignments.
- Correctional Corporals may at any time mandate that Correctional Officers report to work specifically wearing either the class B or C uniform.
 - Special requirements:
 - Officers assigned to transport inmates to / from court will wear the class B uniform.
 - Class A uniforms may be worn for jury trials and other special dress functions: i.e. awards ceremonies, memorial services, or funerals.

- Exposed undershirts will be black.
 - All uniform items will be kept neat, clean and in good repair.
 - Badges, nametags and any exposed metal part of the uniform will be kept clean and polished.
 - Uniform Boots will be clean and polished.
- Uniformed personnel will be allowed to wear equipment belts with their uniforms, subject to the following requirements:
 - Belts must be black leather with a basket weave finish, or lightweight nylon gear with basket weave finish simulating a leather appearance.
 - No more than two sets of handcuffs may be worn and must be in cases.
 - All attachments to the equipment belt must be black nylon or leather, in good repair, attachments and belts will be of the same construction.
 - Holsters and baton rings will not be worn except as authorized by the Jail Commander.
 - Exposed equipment snaps will be either all silver or all brass colored.
- All uniforms and equipment items must be issued or approved by the Sheriff's Office.
 - Variations in the standard uniform must be approved before being worn on duty.
 - Service Stripes/Hash Marks will be authorized, as an option to all uniformed members of the Department, to be worn on long sleeve shirts and Class "A" Jackets, as follows:
 - One (1) stripe per five (5) years of law enforcement service
 - Multiple stripes to be in contact with each other
 - Stripes to be worn on left sleeve, beginning two (2) inches up from cuffs, with the leading edge on the press line
 - Stripes on Class A jackets will be worn on the left sleeve, beginning ¾" above the cuff ring, if present
- Official uniforms will not be worn in public while off-duty, except as necessary in traveling to and from the facility or duty post.
- Civilian personnel will be non-uniformed personnel.

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- Non-uniformed personnel will be subject to the dress code standards described in Departmental Policy.
- Non-uniformed personnel will be dressed in good taste and appropriate for their assignment as determined by the Commander. This could include attire considered to be business casual or department approved Polo Shirt
- Clothing will be kept neat, clean and in good repair.

Grooming Standards

Purpose:

Employees of the Sheriff's Office shall maintain their personal hygiene and appearance to project a professional image appropriate for this department and for their assignment.

Grooming Standards:

Unless otherwise stated, the following appearance standards shall apply to all employees, except those whose current assignment would deem them not appropriate and where the Sheriff has granted exception.

Hair:

Hairstyles of all members shall be neat in appearance. For male sworn members, hair must not extend below the top edge of the uniform collar while assuming a normal stance. For female sworn members, hair must be no longer than the horizontal level of the bottom of the uniform patch when the employee is standing erect, worn up or in a tightly wrapped braid or ponytail.

Mustaches:

A short and neatly trimmed mustache may be worn. Mustaches shall not extend below the corners of the mouth or beyond the natural hairline of the upper lip.

Sideburns:

Sideburns shall not extend below the bottom of the outer ear opening (the top of the earlobes) and shall be trimmed and neat.

Facial Hair:

Facial hair other than sideburns, mustaches and eyebrows shall not be worn, unless authorized by the Sheriff or his/her designee.

Fingernails:

Fingernails extending beyond the tip of the finger can pose a safety hazard to deputies or others. For this reason, fingernails shall be trimmed so that no point of the nail extends beyond the tip of the finger.

Jewelry and Accessories:

No jewelry or personal ornaments shall be worn by deputies on any part of the uniform or equipment, except those authorized within this manual. Jewelry, if worn around the neck, shall not be visible above the shirt collar.

Earrings shall not be worn by uniformed sworn members, detectives or special assignment personnel without permission of the Sheriff or his/her designee. Only one ring may be worn on each hand of the employee while on duty.

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Tattoos:

While on duty representing the Sheriff's Office in any official capacity, every reasonable effort should be made to conceal tattoos or other body art. At no time while on duty or representing the Sheriff's Office in any official capacity, shall any offensive tattoo or body art be visible (examples of offensive tattoos would include, but not be limited to, those which depict racial, sexual, discriminatory, gang related or obscene language).

Body Piercings:

Except for a single stud pierced earring worn in the lobe of each ear, no body piercing shall be visible while any employee is on duty representing the Sheriff's Office in any official capacity without prior authorization of the Sheriff or designee.

Armory

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Personnel Evaluations**Purpose and Scope:**

The objective of the evaluation system is to record work performance for both the Department and the employee giving recognition for good work and providing a guide for improvement where needed. The employee performance evaluation report is a gauge in measuring performance and is used for making personnel decisions relating to merit increase, promotion, reassignment, discipline, demotion and termination. The report also provides a guide for mutual work planning and review and an opportunity to convert general impressions into a more objective history of work performance based on job standards.

Policy:

Employee performance evaluations will be written based on job related factors specific to the position occupied by the employee without regard to sex, race, color, or creed. Each evaluation will cover a specific period and should be based on performance during that period. The employee's immediate supervisor will complete each evaluation. Other supervisors directly familiar with the employee's performance during the rating period should be consulted by the immediate supervisor for their input. All sworn and non-sworn supervisory personnel shall be sent to a POST approved supervisory course that includes training on the completion of performance evaluations within one year of the supervisory appointment. Each supervisor should discuss the tasks of the position, standards of performance expected, and the evaluation rating criteria with each employee at the beginning of the rating period. When a non-probationary employee's job performance falls below the established standards of the job, the supervisor should, as soon as practical, but at least 90 days prior to the end of the annual evaluation period, advise the employee in writing in order to provide an opportunity for the employee to improve performance. The involved employee will be provided the opportunity to initial any such writing and respond in writing within 30 days, if desired. Failure to meet established performance standards is justification for an unsatisfactory rating. Rating factors that are not observed are assumed to be performed at a standard level.

Evaluation Frequency:

Employees will be evaluated at their mid-probationary period, upon completion of the probationary period and annually thereafter.

Ratings:

When completing the Employee Performance Evaluation, the rater will place a check mark in the column that best describes the employee's performance. The definition of each rating category is as follows:

Exceeds Standards Represents performance that is better than expected of a fully competent employee. It is superior to what is expected.

Meets Standards Is the performance of a fully competent employee. It means satisfactory

performance that meets the standards required of the position.

Needs Improvement Is a level of performance less than that expected of a fully competent employee and less than standards required of the position. A needs improvement rating must be thoroughly discussed with the employee.

Evaluation Interview:

When the supervisor has completed the preliminary evaluation, arrangements shall be made for a private discussion of the evaluation with the employee. The supervisor should discuss the results of the just completed rating period and clarify any questions the employee may have. If the employee has valid and reasonable protests of any of the ratings, the supervisor may make appropriate changes to the evaluation. Areas needing improvement and goals for reaching the expected level of performance should be identified and discussed. The supervisor should also provide relevant counseling regarding advancement, specialty positions and training opportunities. The supervisor and employee will sign and date the evaluation. Permanent employees may also write comments in the Employee Comments section of the performance evaluation report.

Evaluation Review:

After the supervisor finishes the discussion with the employee, the signed performance evaluation is forwarded to the rater's supervisor (Division Commander). The Division Commander shall review the evaluation for fairness, impartiality, uniformity, and consistency. The Division Commander shall evaluate the supervisor on the quality of ratings given.

Evaluation Distribution:

The original performance evaluation shall be maintained in the employee's personnel file in the office of the Sheriff for the tenure of the employee's employment. A copy will be given to the employee and a copy will be forwarded to County Personnel Department.

Duty Post Orders

Purpose:

To provide written information regarding the General and Specific Orders for Duty Posts within the Jail. These Post Orders are general in nature to provide the basic requirements of the Post, and are not all inclusive of the requirements for the Duty Assignment.

Policy:

The Jail will maintain and provide specific instructions to deputies assigned to a specific Duty Post, to insure that each officer is aware of the operational requirements and responsibilities for that Duty Post.

1. The Post Orders will be located in the Procedure Manual, as well as the work stations.
2. Significant changes in Post Orders must be approved by the Division Commander and/or the Lieutenant.
3. Day to day modifications to Post Orders or Duty assignments must be approved by the Shift Supervisor.

Nothing in this Policy is meant to preclude shared responsibility and cooperation between on-duty officers

Post:

Special Housing Unit (SHU).

Tour of Duty:

Specific shift and work day assignment will be made pursuant to monthly staff schedule.

Location:

Primary Duty Post will be the Observation Post (Room #401) within the Special Housing Unit, with unrestricted movement within the Unit as needed.

Uniform and Equipment:

Assigned Correctional Deputy will wear the official department uniform and equipment as described in the Jail Procedures Manual.

Specific Duties and Responsibilities:

These duties and responsibilities are in addition to the General Duties outlined in Jail Procedures Manual and are as follows:

1. Be cognizant of and carry out all applicable Sheriff's Office Policy and Procedures.
2. Perform an operations check and inventory of all equipment assigned to the Post, prior to relieving the previous SHU officer.
3. Remain at the Observation Post console and monitor audio and visual security devices installed at that Post.
4. Maintain operational control over all equipment, security devices and control panels. No other Correctional Deputies will operate controls or security devices, except as directed by the SHU officer or a superior officer.
5. Maintain visual observation of the housing areas and dayroom areas of the unit.
6. Coordinate the movement of SHU inmates as required, e.g., to and from exercise, sick call, re-housing, etc.

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7. Conduct visual head count of inmates as required by the Policy Manual, obtaining assistance from the Correctional Corporal or designee to monitor the control panel.
8. This Post is responsible for the security and safety of the Special Housing Unit. This Post will not be vacated under any circumstances, unless relieved by the next shift, all inmates are locked-down or as directed by the Correctional Corporal.
9. Assist with inmate feeding and clothing exchange as required.
10. Conduct or assist in conducting random searches of the housing unit as directed or approved by the Correctional Corporal.
11. Deliver mail, commissary or other approved items to the inmates within the housing unit. Pick-up and deliver correspondence from inmates to the Correctional Corporal for processing.
12. Conduct hourly safety/security checks of inmates through direct visual observation and document these safety/security checks ~~in~~ on the SHU ~~Contact Log-Guardian device.~~
13. Notify the Correctional Corporal ~~immediately~~ of any and all irregular activities, problems or malfunctions within the unit.
14. Record all SHU activities and problems ~~on the appropriate JAIL Logs~~ Guardian hand held. Prepare written reports as required by Jail Policy and Procedure and/or the Shift Supervisor.
15. Perform other related duties and details as assigned or required by the Shift supervisor.
16. Conduct hourly safety checks for all inmates in this housing unit. The RFID tags will be scanned using the Guardian device.

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Post:

Central Control Room (CC).

Tour of Duty:

Specific shift and work day assignment will be made pursuant to monthly staff schedule. This post will be manned 24 hours a day.

Location:

Primary Duty Post will be within the Central Control Room (Room #222).

Uniform and Equipment:

Assigned Correctional Deputy will wear the official Department uniform and equipment as described in Jail Procedures Manual.

Specific Duties and Responsibilities:

These duties and responsibilities are in addition to the General Duties outlined in Jail Procedures Manual, and are as follows:

1. Be cognizant of and carry out all applicable Department Policy and Procedures.
2. Perform an operations check and inventory of all equipment assigned to the Post, prior to relieving the previous Control Room Officer.
3. Remain in the Control Room and monitor audio and visual security devices installed at that Post.
4. Maintain operational control over all equipment, security devices and control panels. No other Correctional Officers will operate control panels or security devices, unless directed to do so by the Shift Supervisors, Lieutenant or Captain.
5. Maintain visual observation of the S.H.U. officer, jail dormitories (#301 and #303) and adjacent corridors.
6. Maintain operational control over interior doors, sallyport doors and the vehicle sally port.
7. This Post is responsible for the security and safety of the entire facility. This

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Post will not be vacated under any circumstances, unless relieved by the next shifter as directed by the Correctional Corporal with a relief officer assigned.

8. Notify the Corporal immediately of any and all irregular activities, problems or malfunctions within the Central Control Room or areas of responsibility.
9. Record all activities and programs on the appropriate Jail Logs. Prepare written reports as required by Jail Custody Manual Policy and/or the Correctional Corporal.
10. Perform other related duties and details as assigned or required by the Correctional Corporal.

~~Record all safety checks on the appropriate log~~

~~Notify Correctional Corporal of any deficiencies or time lags in the hourly safety checks.~~

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Post:

Dormitory Officer

Tour of Duty:

Specific shift and work day assignment will be made pursuant to monthly staff schedule.

Location:

Primary Duty Post will be within the Jail dormitories, #301, #303, #502 and #504 with unrestricted movement within the dormitory dayrooms, sleeping and yard areas.

Uniform and Equipment:

Assigned Correctional Deputy will wear the official Department uniform and equipment as described in Jail Procedures Manual.

Specific Duties and Responsibilities:

These duties and responsibilities are in addition to the General Duties outlined in Jail Policy Manuals, and are as follows:

1. Be cognizant of and carry out all applicable Department Policy and Procedures.
2. Perform an operations check and inventory of all equipment assigned to the Post, prior to relieving the previous Dormitory Officer.
3. Conduct hourly safety/security checks of inmates in the housing unit through direct visual observation and document the safety /security checks on the Guardian device~~Dorm Contact Log~~.
4. Ensure that all inmates coming into or returning to the dormitory units are thoroughly searched for contraband.
5. Deliver mail, commissary or other approved items to the inmates within the dormitory units. Pick-up and deliver correspondence from inmates for processing.
6. Conduct or assist in conducting random searches of the dormitory units directed or approved by the Correctional Corporal.

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7. Assist with inmate feeding and clothing exchange as required.
8. Coordinate the movement of dormitory inmates as required, e.g. to and from exercise, sick call, re-housing, etc.
9. Conduct a stand-up head count of all inmates in the dormitory units, as required by the Policy Manual. Inmates will return to their bunks for the head count. The first count will be conducted as soon as possible after assuming the Post.
10. This Post is responsible for the security and safety of the dormitory units. This Post will not be vacated during the day and swing shifts, unless directed to do so by the Shift Supervisor.
11. Notify the Shift Supervisor immediately of any and all irregular activities, problems, malfunctions or operational changes within the dormitory units.
12. Record all activities and programs in the Guardian device~~appropriate Jail logs~~. Prepare written reports as required by the Policy Manual and/or the Correctional Corporal.
13. Conduct hourly safety checks for all inmates in this housing unit. The RFID tags will be scanned using the Guardian device.
14. Perform other related duties and details as assigned or required by the Correctional Corporal.

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Post:

Intake Officer.

Tour of Duty:

Specific shift and work day assignment will be made pursuant to monthly staff schedule. This post will be manned 24 hours a day.

Location:

Primary Duty Post will be within the Booking and Receiving area, Corridor #202.

Uniform and Equipment:

Assigned Correctional Deputy will wear the official Department uniform and equipment as described in Jail Procedures.

Specific Duties and Responsibilities:

These duties and responsibilities are in addition to the General Duties outlined in Jail Procedure Manual, and are as follows:

1. Be cognizant of and carry out all applicable Department Policy and Procedures. Conduct bookings in accordance with Policy, Procedure, applicable Directives and Standing Orders.
2. Perform an operations check and inventory of all equipment assigned to the Post, prior to relieving the previous Intake Officer.
3. Conduct visual inspections of the Special Handling Cells, e.g. holding, intoxication and safety cells, and prior to relieving the previous Intake Officer.
4. Compute the release time for inmates being detained for intoxication purposes. Perform the release procedures for persons detained for intoxication only; assist in the re-housing of inmates that have additional charges or holds.
5. Assess the state of sobriety of all persons detained for intoxication, at intake and at time of release.
6. Conduct safety checks on all persons detained in the Special Observation (safety) Cell at least twice every 30 minutes. Document

these checks using the Guardian device.

7. Notify Correctional Corporal at each 4-hour interval of the need for a determination on continued retention in the safety cell.
8. Ensure safety cell inmates are offered water at least hourly.
9. Conduct safety checks on all inmates in sobering cells at least twice per hour using the Guardian device.
10. Do not accept any prospective inmate for booking that is in need or appears to be in need of medical attention. Notify the Correctional Corporal immediately of any person meeting this criteria. The final decision to accept or reject a booking will be made by the Correctional Corporal (Penal Code Section 4015). If rejected, the arresting agency will have to obtain medical treatment and clearance for the arrested person prior to booking.
11. Ensure that all persons are lawfully committed to the facility by a court, arrested pursuant to a warrant or with probable cause and are brought to the facility, are properly booked in accordance with current procedures.
12. Review all arrests that are not released. Ensure that these are brought to the attention of the Shift Supervisor for further investigation as required by current procedures concerning retention and release.
13. Ensure that all inmates returning to or entering the facility are thoroughly searched for contraband in accordance with current procedures. Female officers shall search female inmates, male officers shall search male inmates and provide access to the intake showers for new bookings.
14. Accept, store and document the receipt of prisoner valuables and clothing in accordance with current procedures. Supervise the issuance of Jail issued items, e.g. clothing, hygiene, etc.
15. Fingerprint all inmates booked into the facility. If an inmate is unable to cooperate with the process due to illness or intoxication, a notation to that effect shall be made on the booking slip. Request a record check for wants and warrants on all inmates booked into the facility.
16. Ensure that each inmate booked into the facility receives the required telephone calls, and that the telephone calls are documented on the booking slip.

17. Screen the inmate records and ensure that all inmates who are in custody and havenot been arraigned are scheduled for court or release as necessary. Notify Shift Supervisor of all such cases.
18. Ensure that all inmates scheduled for release or transport are properly identified, receive and receipt all their property prior to release. Request a record check for wants and warrants prior to release.
19. Operate the breathalyzer when necessary for, or at the request of members of the jail division. The breathalyzer may be operated for members of other divisions of this department or members of other departments.
20. As soon as possible and no longer than one (1) hour after assuming the dutypost, make a security inspection of the administrative areas on the post.
21. Make fire/security inspections of the post at least four (4) times per shift in the administrative areas.
22. Intake/release processing shall be suspended at meal time, head counts, fire/safety drill or actual emergencies that involve this post.
23. Ensure that the personal property and inmate clothing room doors are locked at all times when not attended by an officer. This post is responsible for the security of inmate property and clothing.
24. All storerooms and any room not actually in use shall belocked.
25. Notify the Correctional Corporal immediately of any and all irregular activities, problems or malfunctions within the Booking and Receiving area.
26. Record all relative activities and problems on the appropriate Jail Logs. Prepare written reports as required by Jail Policy and/or the Correctional Corporal.
27. Perform other related duties and details as assigned or required by theCorrectional Corporal.

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Post:

Rove Officer.

Tour of Duty:

Specific shift and work day assignment will be made pursuant to monthly staff schedule.

Location:

Specific Duty Post will be assigned by the Correctional Corporal as needed. This post will be utilized as staffing levels allow.

Uniform and Equipment:

Assigned Correctional Deputy will wear the official Department uniform and equipment as described in Jail Procedures Manual.

Specific Duties and Responsibilities:

These duties and responsibilities are in addition to the General Duties outlined in Jail Policy Manuals, and are as follows:

1. Be cognizant of and carry out all applicable Department Policy and Procedures.
2. Provide relief for other Duty Posts as required by the Correctional Corporal.
3. Coordinate the movement of inmates to and from housing area perimeter for visiting, transport, sick call, etc.
4. Conduct exterior perimeter checks of the facility at least twice per shift.
5. Provide assistance to other Duty Posts as required.
6. Notify the Correctional Corporal immediately of any and all irregular activities, problems or malfunctions within any of the units assigned.
7. Record all Post activities and problems on the appropriate ~~Jail~~ LogsGuardian device. Prepare written reports as required by Jail Policy and/or the Correctional Corporal.
8. Perform other related duties and details as assigned or required by the Correctional Corporal.

Shift Exchanges

Purpose:

To establish a policy which allows staff members to exchange assigned shifts while maintaining scheduled minimum security levels. The policy will also establish disciplinary procedures for staff who fail to meet their responsibility under this policy.

Policy:

It will be the policy of the Lassen County Jail to allow staff members to exchange scheduled shifts. This is a privilege afforded staff who may have personal business or off duty activities planned that require additional time off other than or in conjunction with their regular days off. The privilege of exchanging shifts may be rescinded at any time without notice by the Sheriff, Captain or Lieutenant.

Procedure:

The following procedures will be followed by all staff members requesting the exchange of shifts. There shall be no exceptions to these procedures.

1. Shift Exchanges may only be used when regular time off is not available, i.e. If annual leave, personal leave or comp time is denied because of minimum staffing levels.
2. A "Shift Exchange Request" must be completed and signed by the deputy scheduled to work the original shift and by the deputy accepting the shift.
3. The Shift Exchange must be approved by the Correctional Corporal who will be on duty when the shift in question is to be worked. Upon approval, the deputy accepting the exchange shall be totally responsible for reporting to work for the assigned shift.
4. If a deputy accepts a shift exchange and fails to report to work, he/she will be considered to be absent without authorization. He/she will have the cost of hiring back a replacement deducted from the next pay period and disciplinary action will be taken that could result in additional days off without pay. The paying back of the shift will be dealt with in the same manner.
5. There are to be no arbitrary pay backs. The date the shift is to be paid back shall be established when the original request is made and shall be paid back on that date.
6. There shall be no exceptions to these procedures unless authorized in writing by the Captain or Lieutenant.

PURSUANT TO THE PROVISION OF **JAIL PROCEDURES MANUAL**, THE
FOLLOWING SHIFT SWAP IS REQUESTED BY: _____

_____ WILL WORK FOR

ON / / .

_____ WILL WORK FOR

ON / / .

UPON APPROVAL, THE DESIGNATED SHIFT SWAP BECOMES THE ASSIGNED
SHIFT FOR EACH OFFICER/EMPLOYEE.

EMPLOYEE

DATE

EMPLOYEE

DATE

SUPERVISOR APPROVAL

DATE

****COPY OF SIGNED FORM MUST ACCOMPANY EACH EMPLOYEES TIME
SHEET****

Intake Booking Procedures

Compliance: CCR Title 15

Purpose:

To provide written information and guidelines to Jail personnel regarding the Intake Booking Procedures for prisoners brought to the facility.

Policy:

It will be the Policy of the Jail to maintain a systematic Booking Procedure to insure clear and accurate inmate records, property control and the safety and security of persons within the facility.

Procedure:

Receiving prisoners: All prisoners brought to the facility for booking or re-admission will be accepted through the vehicle sallyport only. Prisoners are not to be removed from transport vehicles until all weapons have been secured as outlined in Jail Policy. Prisoners will then be escorted by the Arresting/Transporting Officer into the holding/booking area at the direction of the Intake Officer. If the area is being used or has other prisoners present, the new prisoner will be placed in a holding cell until booking can be accomplished. Prisoners in obvious need of medical attention will not be placed in a holding cell, but will be rejected pursuant to Jail Policy. Prisoners placed in holding cells will have all restraints removed unless there are extenuating circumstances. Those circumstances must be documented on a Jail Incident Report. A copy of that report will be placed in the inmate's Jail file.

Searches: All prisoners brought into the facility will be searched as outlined in Jail Policy.

Property: All personal property will be removed from prisoners at booking. The intake officer will remove any object suspected of being or capable of being a weapon. The prisoner will then be requested to remove all items of property from his/her person. All pockets will be emptied and the contents placed on the booking counter/desk. Inmate personal property will be documented, controlled and stored as outlined in Jail Policy.

Medical Screening: All prisoners booked into the facility will be subjected to medical screening by the Intake Officer. The screening will include the completion of the Medical Screening Form. The Form will be complete and accurate. All of the listed questions will be asked with the exception of those that are gender specific. Any additional relevant information obtained through conversation may be recorded under "Remarks" or on a supplemental sheet if needed. The Intake Officer will follow all applicable Medical Policies and Procedures as outlined elsewhere in this manual. Inmates who are obviously under the influence of alcohol or drugs will be processed as outlined in Jail Policy.

Inmate Classification: All prisoners booked into the facility that will not be released prior to obtaining a housing assignment, will be classified and housed in the appropriate classification housing unit. Classifications will be conducted as outlined in Jail Policy.

Booking Form: A Jail Booking Sheet will be completed on all prisoners brought into the facility for booking. All information requested on the Booking Sheet must be obtained and recorded. The Booking Sheet will become a permanent record of the booking, reason for incarceration and the release authority. A copy of the completed Booking Sheet will be placed in the inmate's file, and a copy to the Arresting or Transporting Officer to accompany the Arrest Report, if requested. Booking Sheets and instructions for completing the forms will be available in the Receiving Office (Room #214).

1. Manual booking sheets will not be needed when the prisoner is booked directly into the automated system.
2. Pre-booking forms that are completed prior to the automated booking will be processed as indicated above.
3. Identifying features: Identifying features such as marks, scars or tattoos should be noted on the booking form. This is an important identification feature that should not be overlooked.
4. The location and type of identifying feature should be carefully noted. The best time to observe these features is during the search/shower process.
5. Privacy Notice: All prisoners will be provided with a Lassen County Privacy Notice and acknowledgement form. The inmate must sign the form and return it to the booking officer. The booking officer will remove this form from the privacy packet and give it to the booking clerk to be filed.

Prisoner Photographs: All prisoners brought into the facility for booking will be photographed. Photographs will normally be taken as part of the intake process unless the person is unable to cooperate in the process. In any case, all persons shall be photographed prior to departing the facility. Three photographs shall be taken of each person. One photo shall be a full faced picture containing a number board displaying the person's booking number. One picture shall be a full-faced picture with no number board. One shall be a side view picture with no number board. Officers shall be certain that the correct booking number is in place prior to taking a photo. The booking number is the only means of photo identification.

Prisoner Fingerprints:

All prisoners brought into the facility for booking will be fingerprinted. Fingerprints will normally be taken during the intake process, unless the person is unable to cooperate in the process. Lack of cooperation may be due to intoxication, illness, or acute mental disability. In such cases, fingerprints shall be taken when the inmate is able to cooperate, but in any case, prior to the inmate's departure from the facility.

Fingerprinting will be completed using the Live-Scan system. In the event that the Live Scan System is not operable inked fingerprints will be done as described in the following guidelines.

Each inmate shall have two fingerprint cards completed on him/her. Two cards shall be "FBI" cards. When a person is arrested for "drunk in public" and no other offense, only one print card need be completed. The officer completing the card shall sign the card in the appropriate space and insure the person being printed signs the card. The officer shall also make sure the current date and identifying information is placed on the card.

All prints taken shall be clear and sharp so as to make accurate classification possible. If a subject is missing a finger or portion of a finger, that fact shall be noted in the appropriate space on the card. (Ex. Index finger "missing to 1st joint".)

When print cards are complete, they shall be clipped to a copy of the Booking Form and routed to the Booking Clerk.

Fingerprints, or palm prints will be taken to aid the investigative process, if an officer desires a set of prints. The prints will be released to the investigative officer.

Telephone Calls: All prisoners brought into the facility for booking will be allowed telephone calls at booking as outlined in the Jail Procedures Manual.

Showers: All prisoners that are brought into the facility, that are not released prior to a housing assignment, **will be required to surrender their personal clothing and to shower at Intake.**

Clothing Issuance: All prisoners will be provided a full set of clothing at the completion of the intake shower. The type and color of clothing will be determined by the prisoner's status in the Criminal Justice System. Clothing will be issued and exchanged as outlined in the Jail Procedures Manual.

Orientation Manual: All prisoners will be issued a Jail Orientation Manual before being housed. If the prisoner reads/ speaks Spanish they will be provided with an orientation manual written in Spanish. If the prisoner is illiterate he or she will be given verbal instructions describing the rules and regulations of the facility.

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Housing Assignment: At the conclusion of the Intake Booking Procedures, the Shift Supervisor will make the housing assignment for the prisoner. The assignment will be determined by the Classification Procedures outlined in Jail Procedures Manual. The prisoner will be escorted to the specified housing unit and logged by name and Jail FileNumber on the appropriate Population Log.

Documentation and Records: All completed paperwork, booking photos and fingerprint cards will be delivered to the Booking Clerk in the Receiving Area to be filed.

Inmate Personal Property Control

Compliance: CCR Title 15, Custody Manual

Purpose:

To provide written information and guidelines to Jail personnel regarding the receiving, storage and release of inmate personal property.

Policy:

It will be the policy of the Jail to receive and store the personal property of inmates while they are in custody at the facility. The property will be limited to the items found on the person and those items brought to the facility with the inmate by the transporting officer. All property will be processed according to the following procedures.

Procedure:

Inmate Personal Property:

All inmates brought into the facility will be required to relinquish all of their personal property as outlined in Jail Policy. For the purposes of this Policy, inmate personal property will be categorized as follows:

- A. Money/cash
- B. Personal clothing
- C. Valuables
- D. Contraband
- E. Inmate money/cash.

Procedures for accounting, storage and release.

Receiving:

All inmates brought into the facility will be required to relinquish all cash in their possession. For the purposes of this Section, cash is defined as bona fide U.S. currency or coin in any amount.

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Documentation:

All collected cash will be stored in the locked cash box/drawer. The amounts of cash will be logged on the Master Ledger, the Booking Sheet, the Inmate Personal Property Form and the Inmate Cash Card. The inmate will be required to sign the Booking Sheet and Inmate Property Form. If the inmate is unable to cooperate in the booking process, the Shift Supervisor will counter sign the Inmate Personal Property form.

If an inmate declares that any of the cash taken (coin or bills) is of special value in themselves, exclusive of cash value, the affected cash will be stored as a "valuable" in the inmate's Receiving Office Property Cabinet or ROPC file. The affected cash will not be recorded as inmate cash, but as inmate valuable property.

Cash Count:

All cash brought into the facility as inmate property or to be credited to an inmate's account, will be counted by JAIL personnel. If the cash count differs from that inventoried by a transporting officer, the Jail employee will advise the transporting officer immediately. If the discrepancy is not corrected, the Shift Supervisor will be notified and will certify the count. The Shift Supervisor will receipt the money as counted and certified at the facility.

Third Party Deposits:

Cash received from third parties for inmates will be accepted and credited to the inmate's account. The cash will be recorded on the Master Ledger, the Inmate Cash Card and the commissary computer. A receipt will be provided to the depositor and to the inmate.

Storage and Balance:

All cash kept at the facility will be stored in a locked cash drawer. The cash will be inventoried and balanced with the Master Ledger at the beginning and end of each shift by the Booking Clerk or assigned officer. Discrepancies will be brought to the attention of the Shift Supervisor

If the discrepancy cannot be rectified at that time, the Shift Supervisor will submit an Information Report to the Jail Commander explaining the discrepancy and the steps taken to locate the error. The report will include the names of all personnel involved, date and time of the count.

Exceptions to storage are noted in this Procedure.

Inmate Draws:

Inmates will be allowed to draw funds against their accounts to purchase commissary items and any other items available to inmates at the facility. Purchases of merchandise outside the facility must be approved by the Jail Commander.

Transfer of Funds:

The transfer of funds between inmates is not allowed, unless the transfer is between husband and wife or siblings.

Release of Funds:

Inmates will be allowed to release cash from their accounts to another person outside the facility as follows:

- The inmate must request the release and identify the recipient.
- The inmate must sign the Release Authorization.
- The recipient must present valid photo identification and sign the Release Authorization on the Inmate Personal Property Form.
- The transaction will be recorded on the Master Ledger, Inmate Cash Card and the commissary computer.
- When an inmate is released from custody or transferred, all of the cash in their account will be released to them or to the transporting officer.

Inmate Personal Clothing:

Receiving:

All inmates brought into the facility will be required to relinquish their personal clothing at the time of booking. They will be issued jail clothing as outlined in Jail Policy.

Documentation:

All collected personal clothing will be listed on the Inmate Personal Property Form. The inmate will be required to sign the Property Form acknowledging the inventory of clothing taken. If an inmate is unable to cooperate in the inventory process and sign the form, the Shift Supervisor will counter sign the Property Form to certify the inventory done by the Intake Officer. The inmate's signature will be obtained when the inmates is capable of cooperating in the process. A copy will be filed with the Booking Sheet.

Descriptions.

Clothing items will be listed separately and identified by the officer's description, not the inmate's description.

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- EXAMPLE: Inmate describes a jacket as an "expensive leather jacket." The officer should describe the jacket as "(1) hip length jacket, brown in color, leather appearing material" or similar type description. Do not assume that the inmate's description is accurate.

Subsequent Clothing Received:

Inmates will not be allowed to receive additional clothing that is brought to the facility except as described below.

Clothing will be accepted if it is specifically intended for a court appearance at trial. Court clothes will be accepted the day before or the day of Court and will be released after the Court proceeding has concluded.

Tennis shoes will be allowed if they are white or black or a combination of white and black, and in new condition. No other colors will be allowed.

Underwear will be accepted for female inmates if the sizes needed are not available from JAIL laundry. They must be in a new factory sealed bag. They will be white in color, cotton blend, brief style (no bikini briefs or thong type). Bras must be white, with no underwire.

Storage:

Inmate personal clothing will be stored in the Property Room (Room #210). The amount of clothing stored will be limited to the clothing worn by the inmate at booking. The inmate will be required to make arrangements for the release of any additional clothing items. All clothing accepted for storage will be stored in the inmate's personal property box. The box will be numbered and the box number listed on the Personal Property Form.

The Property Room will remain locked at all times unless occupied by an assigned officer. The assigned officer will be the only person to store and release clothes.

Release of clothing:

Inmates will be allowed to release their personal clothing to another person outside the facility as described below:

- The release will be recorded on the Personal Property Form. The inmate and the recipient will be required to sign the form unless the clothing is mailed to the recipient.

- Inmates committed to a State institution must release all of their personal clothing prior to being transported. Arrangements should be made to release the clothing as soon as possible after the inmate is sentenced to an institution.
- Inmates who are released to other jurisdictions will be required to wear their personal clothing, unless the agency taking possession brings their own transport clothing. In those cases, the inmates will be required to release their personal clothing to a person outside the facility or take the clothing with them.
- Inmates committed to a State institution for evaluation or safe keeper status will be allowed to keep their personal clothing in storage at the JAIL until their final release or commitment to a State institution.
- Inmates released temporarily to another agency will be allowed to keep their personal clothing at the Jail.
- With the exception of Procedures noted above, if an inmate is released from custody, all of the inmate's personal clothing will be released with the inmate.

Inmate Valuable Property:

Receiving:

All inmates brought into the facility will be required to relinquish all of their personal/valuable property in possession.

For the purposes of this section, inmate personal/valuable property is defined as any non-clothing item except cash as defined in this Policy, which is removed from the person of the inmate.

Documentation:

All collected personal property will be listed on the Inmate Personal Property Form. The inmate will be required to sign the Property Form to acknowledge the inventory of property taken. If an inmate is unable to cooperate in the inventory process and sign the form, the Shift Supervisor will counter sign the Property Form to certify the inventory done by the Intake Officer. The inmate's signature will be obtained when the inmate is capable of cooperating in the process. A copy will be filed with the Booking Sheet.

Description:

Valuables will be listed separately and identified by the officer's description, not the inmate's description.

- **EXAMPLE:** Inmate describes a ring as "an 18 karat gold ring with 3 diamonds set in it." The officer should describe the ring as "(1) metal ring with (3) white stones set in it", or similar description. Do not assume that the inmate's description is accurate.

Subsequent Clothing Received:

Inmates will not be allowed to receive any additional personal property brought to the facility, unless the items are approved as described in this procedure. Property will not be received for storage for the inmate.

Storage.

Inmate personal property will be stored in the Property Room (room #210). The amount of the property stored will be limited to that amount that can be stored in the inmate's personal property box. Personal property will be placed in clear property bags and then placed in the property box. The property bags must be labeled with the inmate's name and the property box number. The box number will be listed on the Personal Property Form.

Inmates will be advised during the Intake Process what personal property will be allowed in the housing areas. The inmate will, at that time, select the authorized personal property that he/she wishes to take into the housing area.

Inmates will only be permitted to keep as much property as will store in their assigned storage. This storage may be fixed to the inmate's bunk or may be a portable cell storage bag. Any property that cannot fit within the assigned storage area will be deemed contraband and the inmate will be subject to disciplinary action

The following personal property are examples of what will be authorized to be retained by the inmate:

- Legal documents.
- Family pictures
- Prescription glasses.
- Dentures.
- Medically approved or required prosthesis.
- Authorized hygiene items.
- Address book.
- One religious book.
- One religious medal.
- Wedding band.
- Other Items authorized by the Captain or Lieutenant
- Items authorized by Jail InmateMail Policy

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Inmates will not be allowed to access their personal property after intake.

The Property Room will remain locked at all times unless occupied by an assigned officer processing property.

Release of Personal Property:

Inmates will be allowed to release their personal property to another person outside the facility as follows.

The release will be recorded on the Personal Property Form. The inmate and the recipient will be required to sign the Form, unless the property is mailed to the recipient.

- Inmates committed to a State institution must release all of their personal property, except those items authorized by the receiving institution, prior to being transported.
- Inmates released to other agencies or jurisdictions will have their personal property released to that agency or jurisdiction or will release their property to another person outside the facility prior to being transported.
- Inmates committed to a State institution for evaluation or safe keeper status will be allowed to keep their personal property in storage at the Jail until their final release or commitment to a State institution.
- Inmates released temporarily to another agency will be allowed to keep their personal property at the Jail.
- With the exception of procedures noted above, if an inmate is released from custody, all of the inmate's personal property will be released with the inmate.

Contraband:

Receiving:

All inmates brought into the facility will be required to relinquish all of their personal property in their possession. If the property is determined to be contraband, it will be seized and processed according to the following procedures.

- For the purposes of this Section, contraband is defined as any item not authorized by Jail Rules to be in the possession of an inmate and any item prohibited by law to possess.
- Items taken as evidence will be collected and seized by the Arresting Officer or designee prior to the items being entered into the Jail Property System. The items seized will be noted on the Personal Property Form and the receipt signed by the Seizing Officer. Property will not be given to an officer without his signature.

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Documentation:

All property removed from an inmate will be recorded on the Personal Property Form.

- Contraband will be listed as such by the Seizing Officer. The inmate will be required to sign the Property Form acknowledging the inventory and the seizure.
- The description of the contraband and the reason seized, i.e. rule violation, law violation, or evidence, will be recorded in the remarks section of the Personal Property Form.
- Anytime property is seized from an inmate, the Seizing Officer will complete the appropriate Jail report and crime report if applicable.

Storage:

Items seized as contraband will be stored as follows:

- Items seized as contraband to be destroyed will be stored in the Evidence Locker at the Sheriff's Office. The deputy storing the items will complete the appropriate Evidence Sheets, referenced by the Jail Incident Report number. TO BE DESTROYED will be marked on the Evidence Sheet.
- Items seized as evidence will be stored in the Evidence Locker at the Sheriff's Office. The appropriate Evidence Sheet will be completed, referenced by the Crime Report number and the JAIL Incident Report number if applicable.
- Property that has already been entered into the Jail Property System will only be released according to current Rules of Evidence and Court Rulings.

Unclaimed Property:

Inmate property that is left in storage after the inmate has been released from custody will be stored until contact can be made with the owner of the property. A registered letter will be sent to the owners last known address advising that we have the property described and requesting that the owner pick up the property.

If the letter is returned unclaimed, or has not been responded to within 30 days, the property will be disposed of as unclaimed. Disposal may be by destruction or donated to a non-profit organization.

Inmate Classification and Segregation

Compliance: CCR Title 15 Sections 1050-1053, 1057, California Penal Code Section 4002

Purpose:

To provide written information and guidelines to Jail personnel regarding the classification, housing, and job assignments for inmates.

Policy:

It will be the policy of the Jail to classify inmates and assign housing according to the categories of sex, age, criminal sophistication, seriousness of crime charged, assaultive/non-assaultive behavior or history and other criteria related to the safety of inmates and staff. Inmates may also be segregated for medical, mental health and administrative criteria established in the policy.

Procedure:

Classification Screening:

All inmates brought into the facility will be classified prior to receiving a permanent housing assignment.

The initial classification will be conducted by the Intake Officer who will screen each inmate for release in accordance with Jail Policy. If an inmate does not qualify to be released, the following classification procedures will be followed.

- The Intake Officer will prepare the (National Institute of Corrections) Jail Initial Custody Assessment Form on all inmates admitted to the facility.
- The Intake Officer will solicit information from the Arresting/Transporting Officer regarding the behavior and/or special needs of the inmate.
- After obtaining the above information, the intake officer shall prepare the Jail Initial Custody Assessment Form and shall submit the Jail Initial Custody Assessment Form to the Shift Supervisor for final review of Classification and housing assignment. The Shift Supervisor is required to review and counter sign all JAIL Initial Custody Assessment Forms upon completion of review.

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Classification Criteria:

- Categories of inmates.
 - Unsentenced males
 - Unsentenced females
 - Sentenced males
 - Sentenced females
 - Civil prisoners (Including Sexual Violent Predators)
 - Community custody inmates
 - Work/school furlough
 - Community trustees
 - Special handling inmates
 - Alcoholics
 - Narcotics addicts
 - Mentally disturbed persons
 - Physically handicapped persons
 - Persons with communicable disease
 - Developmentally disabled persons
- Administrative segregation inmates
 - Inmates prone to escape
 - Inmates prone to assault staff or other inmates
 - Protective custody – Inmates may require protective custody based on a wide range of factors. Some of the factors, include but are not limited to the following:
 - Witnesses
 - Crime partners

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- Gang Status
 - Active
 - Dropout
 - Rival Gang members
 - Work History (i.e. peace officers)
 - Informants
 - Inmates that believe their safety is threatened if housed in general population (Self PC)
 - This applies to any inmate who present risk factors that could result in the inmate becoming a victim of a sexual assault or other sex crimes while in custody.
- Disruptive inmates
 - Sexual Violent Predators
- Inmates segregated for discipline
- HOUSING ASSIGNMENT
 - Inmate housing assignment will depend on the following considerations:
 - Type of crime charged
 - Behavior of the inmate (past and present)
 - Passive
 - Aggressive
 - Assaultive toward staff or inmates
 - Bizarre
 - Intoxicated
 - Criminal sophistication
 - Age
 - Sex
 - Type of custody required

- Type of custody available
- Custody status
 - Sentenced versus unsentenced
 - Sentenced inmates should be kept separate from unsentenced inmates. However, they may be housed together providing that all other aspects of classification have been considered and the inmates are determined to be compatible.
 - Prior custody status
 - Holds
 - Criminal versus Civil

Inmates held on a civil commitment only (including sexual violent predators) will not be kept or put in the same room with inmates awaiting criminal proceedings or under sentence for criminal proceedings pursuant to Penal Code Section 4002.

- Housing Unit Security Classification.
 - Maximum security housing: A maximum security inmate is an inmate with a Classification score of 7 or more points on items 1 through 3 on the Jail Initial Assessment Form; or a score of 11 or more points on items 1 through 7 on the Jail Initial Assessment Form. A maximum security inmate should be housed in the lower mezzanine of the Special Housing Unit. Maximum security inmates may only be placed in the upper mezzanine based on necessity for segregation and only with the approval of the Lieutenant or facility commander. Generally, those maximum inmates housed in the upper mezzanine will be administratively segregated from the other inmates occupying medium security cells.
 - Medium security housing: A medium security inmate is an inmate with a Classification score of 6 to 10 points on items 1 through 7 on the Jail Initial Assessment Form; or a score of 5 or fewer points on items 1 through 7 with a detainer on the Jail Initial Assessment Form. Medium Security inmates are those inmates that are, by classification, high security risks, but require less segregation than maximum security inmates. Based on Jail Initial Custody

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Assessment a medium classification inmate may be housed in the upper mezzanine of the Special Housing Unit or the appropriate dorm unit.

- Minimum security housing: minimum security inmates is an inmate with a Classification score of 5 or fewer points on items 1 through 7 on the Jail Initial Assessment Form. Minimum inmates are those inmates that, by classification and custody status, are likely to integrate with multiple other inmates in a dorm setting. Minimum security inmates, based on risk assessment, may be eligible for participation in Community Custody Programs, i.e., work or school furloughs, etc. Minimum security status only applies to inmates outside the facility. All inmates are to be considered high security risks while in the facility.

Inmates will be classified as maximum security and placed in the appropriate housing unit under the following circumstances.

- The inmate is a prior escapee or present escape risk due to the nature of the offense.
- The inmate is being held for a violent felony crime and is a current threat to staff or other inmates.
- The inmate has been sentenced to State Prison and is awaiting transport, or has local charges pending.
- The inmate has to be re-classified due to displayed behavior that suggests the need for a security assessment.
- The inmate is a known discipline problem from prior custody or is classified as maximum security due to a disciplinary action or in custody crime.
- The inmate is placed in administrative segregation.
- An In-House designation of "High" indicates the need for staff awareness.
- All inmates that do not qualify as maximum security inmates will be classified as medium security and will be placed in the appropriate housing unit.

Housing Availability:

The Jail has a rated capacity of 228 beds.

Special housing unit-Availability-Security Classification.

- Section 405 - 4 cells-high maximum security, 2 rated double occupancy
- Section 411 - 2 cells-high maximum security, 1 rated double occupancy
- Section 414 - 4 cells-high maximum security, 3 rated double occupancy
- Section 419 - 4 cells-high maximum security, 3 rated double occupancy
- Section 424 - 2 cells-high maximum security, 1 rated double occupancy "*"
- Section 429 - 4 cells-high maximum security, 2 rated double occupancy "*"
- Dormitory 402 - 10 beds - high medium security.
- Section 601 - 20 cells-maximum security, 17 rated double occupancy
- Dormitory 602 -10 beds-high medium security.

Dormitory Housing:

- Dormitory 301 - 32 beds- minimum / medium security.
- Dormitory 303 - 27 beds-minimum / medium security.
- Dormitory 502- 40 beds-minimum security"*"
- Dormitory 504-40 beds-minimum security

Units noted by "*" may be utilized for female maximum or medium security housing as need.

Assignment:

Inmates will be assigned to a housing unit which is designated for their classification.
Assignments will be modified as re-classification requires.

- Initial housing assignments and modifications will be recorded on the Jail Initial Custody Assessment Form and entered with the booking information.

Re-Classification and Housing:

All inmates that have received an Initial Custody Assessment and housing assignment will have their classification reviewed by a Classification Committee in accordance with guidelines established in this policy. The Classification Committee will consist of the following officers:

- Correctional Sergeant (Committee Chairperson)
- Correctional Supervisor/Inmate Services Officer
- Facility Lieutenant (when available)
- Correctional Deputy (when available)
- Correctional Technician

The Classification Committee will consider all factors in reviewing the inmate's classification. The major considerations should be the inmate's conduct while in custody, changes in the inmate's custody status, available housing, security and job placement needs.

The Classification committee will utilize the Initial Custody Assessment Scale score sheets and the Custody Reassessment Score Sheets as tools to measure the custody status and the suitable placement of inmates at the Jail.

The completed Custody Assessment forms will be used to determine the recommended custody level of the inmate. i.e. Maximum, Medium or Minimum

Criteria for Review.

- Inmates will have their classification reviewed under the following circumstances:
- All inmates who were initially classified and housed as maximum security will be reviewed within one week of their arrival.
- All inmates who were re-classified as maximum security as a result of disciplinary actions will be reviewed within 10 days of the placement. A re-classification of maximum security does not necessarily constitute disciplinary action if the inmate is not held in isolation status.
- All inmates who were classified as maximum security for medical reasons, will be reviewed when the medical hold has been released.
- All inmates who were classified as maximum security due to a "hold" will be reviewed when the hold has been released or modified.

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- An inmate may request a review of his/her classification once a week. The Classification Committee will consider all factors in reviewing the inmate's classification. After a decision has been made, the inmate will receive notification of the decision from the committee.
- Upon the written request of Correctional Officers assigned to the inmate's housing unit. The request must include the reasons why a review may be necessary.
- Upon the written request of the Probation Department to evaluate suitability for release programs.

Inmate Job assignments:

The Classification Committee will review and assign able bodied minimum and medium custody inmates to specified jobs in an effort to meet the operational needs at the Lassen County Jail. Taking into account:

- inmates desires, skills, and needs;
- inmates eligibility for, and the availability of work
- the facilities security and operational needs, and
- the safety of persons and the general public

These jobs are to include: Laundry, Dorm and Facility Porter Jobs, Kitchen, Facility Maintenance, Off-Site Work Crews and the Jail Motor Pool program.

All kitchen work assignments will be made pending an added review of the screening questionnaire for food service workers; and TB testing.

All outside work assignment recommendations by the Classification Committee will be subjected to an additional review and the approval of the Sheriff, the Captain, or the Lieutenant.

Emergency Re-classification:

Inmates may be re-classified and re-housed at any time as determined by the Shift Supervisor as being essential for the safety and security of the facility. In such cases, the re-classification will be reviewed according to the previously listed guidelines.

Appeals:

Inmates may appeal a re-classification denial or modification according to the following guidelines:

- The appeal must be submitted in writing on an Inmate Grievance Form and shall be limited to the issues regarding the re- classification.

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- The appeal must be submitted within five (5) working days of the denial.
- The appeal must be addressed to the Jail Commander and submitted through the normal Grievance Procedure channels.
- The Jail Commander will consider the appeal and advise the inmate, in writing, of his decision with ten (10) working days of the appeal. Decisions by the Jail Commander will be final.

ADMINISTRATIVE SEGREGATION:

The objective of administrative segregation is to provide for the protection and welfare of inmates, staff, and the facility by segregating inmates who are prone to: escape, assault staff or other inmates; disrupt the operations of the jail, or likely to need protection from other inmates. Inmates may only be placed on Administrative Segregation by the Lieutenant or higher ranking officer.

Housing: Administrative segregation will consist of separate and secure housing within the limitations of the facility.

- Administrative segregation within the jail will usually be provided in the lower level of the Special Housing Unit. Specific cell assignment will depend on the specific needs of the inmate.
- If the needs of the consideration will be given to obtaining a Court Order for the removal of the inmate to a more capable institution.
 - Removal Orders will be sought through the Lassen County Superior Court pursuant to Penal Code Section 4007.
 - Removal Orders will be sought by or directed by the Sheriff, Undersheriff, Division Commander or Program Administrator.
- Privileges: Inmates in administrative segregation will not be deprived of any other privileges other than those required to gain the objective of protecting the inmates, staff and the facility.
- Additional privileges may be deprived in accordance to Due Process Inmate Disciplinary Procedures that are not a part of the Administrative Segregation.

Special Handling Inmates:

The following classes of inmates may need to be placed in Administrative Segregation due to their special needs which differ from that of the general population inmate.

Inmates which require specific medical attention and observation.

Diabetics who may require special medication, diet and observation.

Drug abusers or addicts who are in or expected to be in withdrawal, pending referral and transfer.

Epileptic inmates who require special medication, observation and isolation.

Inmates who have communicable diseases must be segregated within the limits of the facility. Additional segregation may be required depending on the type of disease and carrier status.

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- Mentally disturbed inmates
- Developmentally disabled inmates.
- Inmates who need or require protective custody when supported by proper justification.
- Inmates who are prone to escape.
- Inmates who are prone to assault staff or other inmates.
- Crime partners/material witnesses.

Upon the request of the Arresting Officer, persons suspected of being crime partners in the same offense shall be kept separated. Separation also applies to any prisoners booked as material witnesses. Arresting Officers shall be advised that inmates will be kept separate for a period of 24 hours, unless a written explanation is received requesting a longer separation.

The Intake Officer shall make a notation on the Booking Card referencing the names of the individuals and the reasons why they are to be kept separate. This information shall also be noted on the JAIL Initial Custody Assessment Form and the Booking Form.

The Intake Officer shall report any requested separations to the Shift Supervisor who shall make the request a matter of record by logging it on the appropriate JAIL log. The Shift Supervisor shall be responsible for notifying the oncoming shift of the separation.

The Shift Supervisor shall review the situation with the Arresting Officers and confirm the need for separation and the period of time it is to remain in effect. Special attention shall be given to those separation cases involving the safety of officers or inmates.

If separation is to continue after sentencing, the Transporting Officer of the agency picking up the inmate(s) shall be advised of the circumstances involved.

Sexual Violent Predators:

Pursuant to California Penal Code 4002 Sexual Violent Predators as defined in Health and Safety Code Section 6600 must be placed in Administrative Segregation capabilities of the jail.

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Release Procedures

Compliance: CCR Title 15 Section 1029

Purpose:

To provide written information and guidelines to Jail personnel regarding the release authority and procedures for inmates.

Policy:

It will be the policy of the Jail to screen all inmates at Intake for release eligibility as outlined in Jail Policy and Procedures. If an inmate is accepted for continued detention, the inmate's custody status will be continuously reviewed for release eligibility according to the following criteria and procedures. Inmates will be released from custody as soon as they become eligible.

Procedures:

Pre-Trial Releases

Pre-Booking: Persons brought into the facility that do not meet the criteria outlined in Jail Policy will be rejected prior to booking and released from Jail custody.

- Report procedures will be followed as outlined in Jail Policy.

Citation Release-Notice to Appear: Pursuant to Penal Code Section 853.6, all persons arrested on misdemeanor violations, excluding misdemeanor warrants, will be screened for release on a Notice to Appear.

- The Arresting Officer will be responsible for issuing the arrested person a Notice to Appear. The appearance date and time will be recorded on the Jail Booking Sheet by the Intake Officer.
- If the arrested person is not released on a Notice to Appear, the Arresting Officer must complete a Misdemeanor Incarceration Form.
 - The form will accompany the Booking Sheet to be filed.
 - The reason for the misdemeanor incarceration will be recorded in the narrative portion of the Pre-booking Sheet by Arresting Officer.

Citation releases are to be used during the Intake Process. Prisoners that are booked into the facility pursuant to the requirements of 853.6(i) PC will not be release on a citation, until the exclusion no longer exists.

*Misdemeanor warrant arrests may be cited pursuant to Penal Code Section 827.1.

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- Release on Bail: Prisoners brought into the facility on a bailable offense will be entitled to post bail according to the procedures outlined below.
 - Pursuant to Penal Code Section 1269(b), Sheriff's Department personnel are authorized to approve and accept bail according to a published Bail Schedule, Warrant of Arrest or as Ordered by the Court having jurisdiction.
 - Acceptable bail will include cash bail, bail bonds, cashier's checks, money orders and other bank type drafts as authorized by the Courts having jurisdiction.
 - Deposits of bail received must be in the exact amount of bail as Ordered by the Court or listed in the Warrant of Arrest.
 - Bail received will be receipted to the person posting the bail. The bail will be stored at the facility and delivered to the Court having jurisdiction on the next Court day.
 - A Bail Receipt will be delivered to the person being bailed and must include the following:
 - Date and time received.
 - Name of person posting bail.
 - Bond amount or bail amount.
 - Court that bail is issued to.
 - Case name or number.
 - Date, time and place of appearance.
 - Signature of person receiving bail.

Persons arrested on Out of State warrants will not be entitled to bail, regardless of the directions of the warrant, until they have been arraigned in a local Court having jurisdiction. Bail will then be admitted as directed by the Court having jurisdiction.

Persons arrested on Out-of-County warrants will be admitted to bail in the amount specified on the warrant.

- The bail will be accepted and receipted as outlined previously. The bail will be forwarded to the Court having jurisdiction over the warrant.
- The Booking Clerk will teletype the agency having jurisdiction over the warrant, advising of the release and bail information or, if the person was unable to bail, advise them that the person is ready for pick-up.

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Releases Pursuant to Penal Code Section 849(b): Persons brought into the facility may be released from custody without charges pursuant to the criteria specified in Penal Code Section 849(b) as follows. Any peace officer may release from custody, instead of taking such person before a magistrate, any person arrested without a warrant whenever:

- He or she is satisfied that there are insufficient grounds for making a criminal complaint against the person arrested.
- The person arrested was arrested for intoxication only, and no further proceedings are desirable.
- The person was arrested only for being under the influence of a controlled substance or drug and such person is delivered to a facility or hospital for treatment and no further proceedings are desirable.
- Any persons released pursuant to 849(b) PC will be provided with a Certificate of Release Form which will be prepared by the Arresting Officer or Shift Supervisor.

Court Ordered Releases:

Released Pursuant to Penal Code Section 825: Section 825 of the California Penal Code requires a defendant to be taken before a magistrate without unnecessary delay, and in any event, within two (2) days after his arrest, excluding Sundays and holidays. When the two (2) days prescribed expire at a time when the court in which the magistrate is sitting is not in session, the time shall be extended to include the duration of the next regular court session on the judicial day immediately following.

- It shall be the responsibility of the day shift Intake Officer to check the records of all pretrial detainee daily to verify their court status. If a pretrial detainee has not been to court and has been in custody for a period of time longer than prescribed by 825 P C, the Shift Supervisor will be notified immediately. The Shift Supervisor will insure that the District Attorney and arresting agency are notified that the inmate is being released pursuant to 825 P.C. Release procedures will then be initiated.
- In any case where an agency immediately re-arrests an inmate who has been released under Section 825 P C, the arrest will not take place inside the jail facility.

Releases Pursuant to Penal Code 1318: An inmate may be release from custody on his/her own recognizance by the court pursuant to Section 1318 of the California Penal Code.

- All inmates returning from Court, having been release "OR", shall be processed out of the jail as expeditiously as possible.
- The Intake Officer shall ensure that the Release Form is properly filled out, dated, and authenticated by the judge authorizing the "OR". The inmate will be required to sign the Release Form acknowledging the conditions of the release.

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- If the inmate is returned from Court without the O.R. Authorization, the judge ordering the O.R. may verbally or by Standing Order authorize the release prior to receiving the paperwork. In these cases, the release information will be noted in the Narrative portion of the Booking Sheet.

Release Pursuant to Acquittal: When an inmate is acquitted in Court and has no other holds pending, release procedures will be initiated as directed by the Court having jurisdiction. Inmates ordered released by the Court will be brought to the facility and processed out upon arrival.

- If an inmate returns to the facility without a written disposition, the Shift Supervisor will contact the Court having jurisdiction to secure release authority prior to releasing the inmate.

Dismissal of Charges: When the charges pending against an inmate have been dismissed by the Court having jurisdiction and there are no other holds, the inmate will be release as soon as the processing can be accomplished.

- If the charges are dismissed while the inmate is in Court, the inmate will be brought back to the facility and processed out upon arrival. If the written disposition does not accompany the inmate, the Shift Supervisor will contact the Court having jurisdiction to secure release authority prior to releasing the inmate.

POST-SENTENCE RELEASES

- Sentence Completed: Inmates serving a sentence in County Jail, will be released from custody at 0800 hours on the last day of their confinement, as "time served - sentence completed."
- Release dates for inmates sentenced to a County Jail term will be computed according to the provisions of Penal Code Section 4019.
- Anytime a sentence is commuted or modified by the Court having jurisdiction, the inmate will be released from custody at 0800 hours on the last date of their confinement, as "time served" - sentence complete."
- The Court ordered modification and disposition must be received prior to releasing the inmate.

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County Parole Release: Inmates sentenced to a County Jail term may apply to the County Parole Board for an early release from custody according to the procedures established by the Board, pursuant to Penal Code Section 3076.

- Inmates will be provide with the application forms upon request. The forms must be returned to the Shift Supervisor one week prior to the inmate's eligibility date.
- The Shift Corporal or assigned Correctional Deputy will complete the applicable portions of the Parole Application Form and deliver it to the Records Division for the appropriate records check.
- The application forms and appropriate Jail reports will be forwarded to the Probation Department to be delivered to the County Parole Board on or after the date of eligibility.
- Release dates or modification of sentence that directed by the County Parole Board will not become effective until the Parole Board's findings are received in writing.
- Releases authorized by this Section will be documented as "Released County Parole" in the Narrative portion of the Booking Sheet. The inmate will be required to sign the appropriate parole forms acknowledging and agreeing to the terms of Parole.

Probation Releases: Inmates confined in the facility under a County Jail commitment may be eligible for Community Release Programs coordinated by the County Probation Department. Inmates will be required to apply to the Probation Department to be considered for these programs. The programs include, but are not limited to the following.

- Work or school furlough.
- Educational programs, NA, AA, Etc.
- Home arrest programs.
- Treatment programs.

The Shift Corporal will insure that releases granted or authorized by the Probation Department are supported by the appropriate written authorization. Releases will be conducted as directed in the written authorization.

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Releases Pursuant to Penal Code Section 4018.6: Section 4018.6 of the California Penal Code authorizes the Sheriff to temporarily remove or release inmates of the County Jail for family emergencies or for purposes preparatory to his/her return to the community. This release may or may not be in custody depending on the circumstances. Temporary removal or release shall not be for a period of more than three (3) days.

- Authorization to make temporary removals/releases under this Section is delegated to the Captain and/or Lieutenant.
 - Temporary removal may be under the following circumstances:
 - Death in the immediate family.
 - Serious illness in the immediate family.
 - Natural disaster that effects the immediate family's living conditions.
 - Preparation for return to the community.
- Inmates removed temporarily for a family emergency shall meet the following conditions:
 - Death, illness, or natural disaster must be verified by bona fide service agency/person (Red Cross, Salvation Army, Physician, etc.)
 - The inmate's presence must specifically be requested and required as an aid to alleviate the situation.
 - The inmate must agree not to leave California without permission and must agree to waive extradition as a pre-condition of release.
 - The inmate must agree to return at or prior to the date and time stipulated in the agreement as the return date and time. Inmates not returning on time shall be charged with escape under Section 4532 of the California Penal Code.
 - The inmate must also agree that all monetary expenses related to the temporary removal shall be the inmate's responsibility, and the County shall bear no responsibility for financial obligations incurred by the inmate during the period of temporary removal.

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- Inmates released preparatory to returning to the community shall be released under the following conditions:
 - Have a bona fide reason for release such as a verified job, school or work training that starts prior to release date.
 - Be eligible according to the conditions outlined in paragraphs 2 and 3 above.
 - Documentation: The inmate will be required to sign the 4018.6 form and to keep possession of their copy while the release is in effect.

Releases Pursuant to Penal Code Section 1381: If an inmate sentenced to a County Jail term in the facility has another criminal matter pending in another jurisdiction and has requested to be brought to trial in that jurisdiction pursuant to 1381 P C, the inmate will be released to the county having jurisdiction, at their request. The period of time that the inmate is removed from the facility, pursuant to this Section, will be credited toward the original sentence.

DETAINDER RELEASE

Out-of-County Holds: Inmates that have been arrested and booked into the facility on an out-of-county hold/warrant will be released to that agency having jurisdiction according to the following time limitations.

- Persons arrested and held on misdemeanor warrants must be picked up within five (5) days of arrest. (Reference: Penal Code Section 822)
- Persons arrested and held on felony warrants must be picked up within five (5) Days of the arrest; or within five (5) Court days if the agency requesting the arrest is more than 400 miles from the facility. (Reference: Penal Code Section 821)
- Inmates that are held according to the above guidelines will be released from custody at midnight on the last day. The agency requesting the arrest will be notified on the last day that the inmate will be released at midnight.
- Out-of-State Holds: Persons arrested and brought to the facility on out-of-state warrants will be released according to extradition procedures outlined in this manual.

RELEASE TO TRANSFERS

Medical Transfers: Inmates in need of medical attention greater than could be provided at the facility will be transferred to the appropriate medical facility according to the following procedures:

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- Non-emergency: The removal of an inmate to a hospital may be accomplished by a Court Order in accordance with Section 4011 of the California Penal Code. If an inmate's medical condition requires hospitalization for treatment, the following procedures shall apply:
 - The staff doctor shall be requested to document the requirement for removal of the inmate to the Jail Commander, via memorandum.
 - The Division Commander shall prepare an affidavit to be sent to the Superior Court requesting a Removal Order.
- When the Court issues the order for removal, the inmate shall be transported to the designated hospital by appropriate transportation.
- Non-emergency medical transfers may be made to the California Department of Corrections and Rehabilitation, pursuant to Penal Code Section 4007, if the inmate has a history of being a serious custodial problem in the County Jail.
 - The Division Commander, or in his absence, the Duty Sergeant shall arrange for a security detail, if required.
 - The transfer of the inmate shall be noted on the appropriate Jail log.
- Emergencies: Inmates whose medical condition require immediate removal to a hospital may be removed without Court Order under Section 4011.5 of the California Penal Code. The following procedures shall apply.
 - The inmate shall be removed, under guard, to the nearest hospital. The transport will be done via ambulance on all life threatening conditions/accidents.
 - The Jail Commander, or in his absence the Duty Sergeant, shall contact the hospital to determine the inmate's condition and the expected length of stay in hospital.
 - If the inmates condition requires him/her to remain in hospital over 48 hours, the Jail Commander shall proceed to obtain a Court Order as outlined in paragraph 1 above.
 - The transfer of the inmates shall be noted on the appropriate Jail log.
 - Security: A security guard will be provided with all transfers to the hospital, inmates transferred to hospital shall initially be removed in leg-irons, even if the inmate leaves on a stretcher. Initial security shall be provided by a transport officer. Long term security may be provided for by reserve officers.

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- In the event the inmate is in a pre-trial status, and is incarcerated for a misdemeanor only, the inmate may be released on citation.
- In the event the inmate is incarcerated as a result of a misdemeanor warrant, the Shift Supervisor shall contact the on-call judge for authority for release.
- In the event the inmate is sentenced to the jail, the security detail need not be provided as authorized by section 4011.7 of the California Penal Code. Transfer to hospital entries shall be on the appropriate Jail log.
- Notification: Where misdemeanor pre-trial inmates are released from custody, due to hospitalization, the arresting agency will be notified as a courtesy.
- Mental Health Transfers: Inmates who appear to be mentally disordered may be removed from the jail for treatment under the authority of section 4011.6 of the California Penal Code.
- Inmates who exhibit bizarre or unusual behavior such as being unusually withdrawn, highly agitated or violent, performing unusual or unnatural acts, and are unable to function satisfactorily in the general population or are extremely disruptive of jail routine, should be referred to the facility medical staff. Until the inmate has been seen by the doctor, he/she should be isolated from the general population in administrative segregation as outlined in Jail Policy.
- When the medical staff makes a determination that an inmate is mentally disordered and should receive mental health care, the Division Commander will prepare an affidavit to be sent to the Superior Court along with the medical and mental health recommendations.
- The Division Commander or designee will:
 - Arrange for transportation and security for the inmate, coordinate with the Mental Health Department.
 - Notify the judge of the court in which the inmate is scheduled to appear, if a pre-trial detainee.
 - Make sure the inmate and jail records reflect a temporary release under the authority of 4011.6 P C.
- Emergencies will be handled as outlined in this Order.

RELEASE PROCEDURES

- Permanent Release: Inmates that are released from custody will be processed out as follows:

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- Inmates will be required to return all Jail clothing and materials that have been issued to them and will be financially responsible for any missing or damaged articles.
 - The property must be returned prior to closing the inmate's trust account. The value of the property will be deducted according to the published value list for each issued article.
- Inmates will receive all of their personal property that has been stored in the Property Room, #210, and will sign the Property Form acknowledging receipt. The Property Form will be forwarded to the Correctional Technician to be filed in the inmate's Jail file.
- Inmates will receive their cash as listed on their ledgers. The Intake Officer will provide the Records Clerk with the list of missing or damaged County owned articles prior to the cash being released. The Correctional Technician will compute the total owed to the Jail and deduct it from the inmate's balance. A receipt will be provided to the inmate. Deductions will be itemized on the Property Form in the Remarks section.
- Inmates will be required to sign Release Forms, if applicable, to their type of release.
- Prior to actual release from custody, the On-Duty Corporal will insure that the proper release documents and authorizations have been received at the facility, that all property is returned as outlined in Jail Policy and that the inmate has been photographed, fingerprinted and checked for warrants or holds.
- Copies of all release documents will be placed in the inmate's Jail file.
- Inmates will be released through the vehicle sallyport and will be required to leave the premises directly.

Custody Releases: Inmates that are released under custody will be processed out as follows:

- Inmates that are transferred to a medical facility and that are sentenced or pending local charges will be transported in the Jail issued clothing. Their personal clothing, property and cash will remain at this facility.
 - Inmates released under this section will be pursuant to Court Orders. A copy of the Orders will be placed in their Jail file.
- Inmates that are placed at a state institution, pursuant to Penal Code Section 4007, will be transported in their Jail issued clothing. Their personal clothing, property and cash will remain at this facility.
 - A copy of the Court Orders authorizing the placement will be placed in the inmate's Jail file.

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- Inmates that are released temporarily to another jurisdiction, such as "1381 demands", will be transported in their Jail issued clothing. Their personal clothing, property and cash will remain at this facility.
- Inmates that are released to another jurisdiction and are not to return to this facility will be transported in their personal clothing, unless the transporting agency brings designated clothing for the inmate.
- The inmate's clothing, property and cash must be released from Jail control, either to the Transporting Officer or the specified person prior to being transported.
- Inmates will be required to comply with the applicable release procedures.
- Inmates that are released under custody to the community as trustee workers will be required to wear their issued Jail clothing and will not be allowed to remove personal clothing, property or cash from Property Storage.
- All inmate releases, whether permanent or under custody, will be logged on the Intake/Release Log.

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Lassen County Jail Procedures Manual

Detainers and Extraditions

Related: California Penal Code Sections 1389 & 1551

Purpose:

To provide written information and guidelines regarding the handling of extradition and detainer procedures.

Policy:

It will be the policy of the Jail to hold and process all inmates awaiting extraditions to another state, to allow all inmates with detainers from another state access to that jurisdiction for disposition of their case and to release inmates to the party state according to the procedures outlined in this order.

Procedure:

EXTRADITION PROCEDURES

- Initial Custody: When a person has been taken into custody on the authority of another state, the person will be held without bail until they are taken before a magistrate for arraignment pursuant to Penal Code Section 825. At arraignment, the following actions may be taken.
 - The person may waive extradition.
 - The waiver of extradition will be signed in front of the magistrate.
 - The demanding state will be notified of the time limits established by the magistrate for taking custody of the arrested person.
 - Two copies of the waiver must be obtained from the Court, bearing the judge's and defendant's signature. A copy will be provided to the demanding state and a copy placed in the inmates file.
 - Fight Extradition. If the person arrested fights extradition, there will be an identification hearing.
 - Certified copies of the warrant, complaint, fingerprints and photos must be obtained from the demanding state. These documents are then filed with the District Attorney's Office.
 - If the person arrested is not rendered to the demanding state, that state must obtain a Governor's Warrant. The person will be arrested on the Governor's Warrant and held without bail until they are delivered to the demanding state.

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- The person must be picked up within 30 days. The demanding state will be notified via teletype of the last date for pick-up.
- Person released to an extradition will be processed out according to the Release Procedures.

DETAINERS- 1389 PC

- Request Procedures: Inmates that have been sentenced to a term in County Jail at the facility, who also have an out-of-state hold from a party state on any untried indictment, information or complaint may request a final disposition from that jurisdiction.
 - The Jail Commander will insure that the inmate is promptly informed in writing of the source and contents of any detainer placed against the inmate and of their right make a request for a final disposition of the indictment, information or complaint on which the detainer is based.
 - The inmate must make the request for final disposition and deliver it to the Jail Commander.
- The Jail Commander will complete or cause to be completed a Certificate summarizing the inmate's custody status for the party state. The Certificate will include the following:
 - The term of the commitment to the Jail.
 - The time already served and time remaining to be served.
 - The amount of good time earned.
 - The time of parole eligibility.
 - Any decisions of the County Parole Board relating to the inmate.
- The Jail Commander will send or cause to be sent the inmates request and the Certificate to the appropriate prosecuting official and Court by registered or certified mail, return receipt requested.

Release to Detainers: Prior to releasing the inmate, the officer(s) from the party state that accept temporary custody of the inmate will be required to present the following:

- Proper identification and authority to act for the state taking temporary custody.
- A certified copy of the indictment, information or complaint which is the basis for the detainer and the request for temporary custody.

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- An estimated time that the inmate will be in their custody.
- Copies of the above will be placed in the inmate's Jail file.

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Official Visits:

Compliance: CCR Title 15 Section 1062, California Penal Code Sections 825(b) & 825.5

Purpose:

To establish written policy that will insure all official visitors' access to inmates in the custody of the Lassen County Jail.

Policy:

The Custody Division shall admit into the County Jail, people and professionals who have a legitimate reason to consult with an inmate.

DEFINITION

Official Visit: A visit between an inmate and physician, behavioral health provider, clergy, alcohol & drug counselor, law enforcement agent, attorney or other defense contractor.

GENERAL INFORMATION

- All inmate visits will take place in the attorney/client room. Exceptions may be granted on a case by case basis from the rank of Captain or above.
 - Official visits do not count towards an inmate's allotted one (1) hour of visiting time per week.
 - Official visiting hours are 0600-2400 Hrs*. Visits will not be allowed during facility count. If a visit takes place during count, the inmate shall be returned to their housing assignment for count and returned to attorney/client room after count has cleared.
 - Visits requested outside of normal visiting hours must be approved by the Jail Commander or rank above.
 - *Attorneys and/or their authorized representatives will be allowed access to their clients/inmates at any hours.
 - Attorneys practicing in the local courts or those attorneys otherwise known to be currently practicing law in California may be admitted for an attorney visit simply by presenting credentials. If an attorney is unknown or if there is any question about an attorney's status, the supervisor (or designee) will verify the attorney's current status by checking the attorney's credentials at the website for the California State Bar. Only those attorney's licensed to practice in California are permitted for attorney visits. If there is any dispute over an attorney visit, the supervisor will notify command staff for guidance.

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- Outside agencies and other law enforcement personnel are encouraged to contact the jail prior to arriving in order to ascertain ideal times for official visits.

OFFICIAL VISIT GUIDELINES

Visitors will comply with instructions given to them by Custody staff.

All visitors will sign in and out at the Receiving counter for each visit. The log shall indicate the person's name, title, signature, and purpose for the official visit, inmate(s) to be seen, time in and time out. Each official visit will be verified and initialed by custody staff.

Attorneys representing multiple client/inmates during video arraignment may list "video arraignment" as the inmate being seen.

Nothing will be brought into the jail without permission of Custody staff. Briefcases, handbags, purse or any type of storage container is subject to search prior to being allowed into the jail.

Searches of attorney and medical files are not permitted. Custody staff may look into the storage container for contraband only.

No possession of drugs, medications, alcoholic beverages, and cell phones, weapons of any kind, sharp objects, firearms or explosives may be brought into the jail. Violators will be prosecuted.

All recording devices must be revealed prior to official visit. This includes; tape/digital recording device, video recording device or other recording device.

Attorneys and defense contractors are exempt from this guideline.

File/paperwork declared as legal documents will not be viewed by Custody staff.

All visitors must wear appropriate attire. Questions concerning appropriate attire will be referred to the Shift Supervisor. A copy of the current policy on attire may be provided on request.

PROCEDURES

Documentation/Credentials of Official Visit

When an official visitor requests to see an inmate housed in the jail the visitor will sign in at the Receiving Center.

A Correctional Deputy will check the visitor's identification and verify the Official Visitors Log. No person will be allowed into the facility without identification.

Government identification may be used as personal identification.

Correctional Technicians will post the time in and out after required documentation is verified.

Official visitors with hand bags, briefcases or storage devices will be asked to open and submit them for a visual cursory search. Files of confidential nature, (legal, medical, etc.) will not be viewed by Correctional Staff.

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Attorneys may be asked to produce a California Attorney license or license number prior to admittance into the jail for official visit.

Access to Attorney/Client Room, Official visit rooms

Official visits will be conducted in the attorney/client room.

Requests to conduct interviews/official visits outside of the attorney/client room are subject approval from the rank of Captain or above.

At times, multiple attorneys arrive for official visits. In the case of this, other rooms may be assigned for attorney/client visiting.

At no time will the door to the attorney/client room be locked or prevented from opening.

Based on the inmate classification, behavior in custody, and any other risk factors; correctional staff may choose to maintain visual contact with the inmate and official visitor.

Behavioral Health may conduct individual counseling in the behavioral health office or the medical room.

Group sessions of counseling, alcohol & drugs or other related groups will be held in the Jail Classroom.

On-site medical visits will be conducted in the medical examination room.

Official Visit Completed

Correctional staff will notify the visit has concluded.

Clerical staff will document the time on the official visitor log.

Lassen County Jail Procedures Manual

Inmate Grievance Procedures

Compliance: CCR Title 15 Section 1073

Purpose:

To provide written information and guidelines to JAIL personnel regarding the inmate grievance procedures.

Policy:

It will be the policy of the County Jail to provide a grievance procedure for inmates to address concerns related to conditions of confinement. The grievance procedure is to insure that inmate complaints are given fair consideration and due process.

This procedure is designed to resolve complaints at the lowest possible level and to supplement, not replace, informal methods of resolution.

Inmates may use the grievance procedure to ask about or complain about conditions of confinement including: medical care, food, clothing, bedding, classification, disciplinary actions, inmate rights and privileges.

Inmates have 14 days from the time of the complaint or issue to file a grievance. Inmates may not file grievances regarding court decisions or legal actions outside the administrative jurisdiction of the facility.

Procedure:

GRIEVANCE LEVELS

Inmate grievances: Will be handled with the administration of the facility starting at the lowest level. The levels of resolution and appeal are as follows:

Level one: Correctional Corporal, Inmate Services Officer, or Program Specific (Commissary, Laundry, Medical, Maintenance, and Kitchen)

Level two: Sergeant

Level three: Captain or Lieutenant

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Resolution Procedure: Completed inmate grievance forms will be referred to a level one staff member.

Level one staff member will attempt to resolve the complaint by conducting a full investigation into the complaint or grievance.

- If the grievance is custody specific and can be handled by a Correctional Corporal, that Corporal will propose a resolution to the inmate within 14 days.
- If the grievance is program specific, it will be forwarded to the appropriate program. Since those functions are not all staffed on a 24/7 basis, the program specific grievances will be handled within 72 hours excluding weekends and holidays.
- If the particular grievance requires additional follow up or coordination amongst various programs or services, it will then be forwarded to the Inmate Services Officer for review and response. In these cases, the Inmate Services Officer will propose a resolution in a reasonable timeframe, and should be within 72 hours excluding weekends and holidays.
- The level one staff member will consider all facts and make a determination whether the grievance is founded, unfounded, or reject the grievance. The level one staff member will provide the inmate with a copy of the written finding. A written statement of the results will be provided to the inmate by the end of the next business day.
- If the inmate is satisfied with the resolution, the inmate will sign the form approving the resolution and terminate the grievance.
- If the inmate is not satisfied with the resolution, the inmate may request the grievance be sent to the Sergeant for a level two appeal.

Level two officer will review the grievance and the action taken by the level one staff member.

- The Sergeant (level 2) will meet with the inmate in an attempt to resolve the grievance. Inmates may present any relevant information to the Sergeant for consideration. The Sergeant will consider all facts and make a determination whether the grievance is founded, unfounded, or reject the inmate grievance.
- The Sergeant will draft a written statement with a determination on the status of the grievance. The Sergeant will provide the inmate with a copy of the written finding. A written statement of the results will be provided to the inmate by the end of the next business day.
- If the inmate is satisfied with the resolution, the inmate will sign the grievance form approving the resolution and terminate the grievance.
- If the inmate is not satisfied with the resolution determined by the Sergeant, the inmate may request the grievance be sent to the Captain or Lieutenant for a level three appeal.

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The Captain or Lieutenant (level 3) will accept and review the appeal from the inmate, as soon as possible, which should be within 14 days of the Sergeant's decision.

- The Captain or Lieutenant will uphold the level two decision or submit a proposed resolution to the inmate, within 14 days of reviewing the appeal.
- If the grievance is not resolved at this level, the inmate may pursue the grievance through the court system.

Internal Affairs: If a grievance involves an allegation of a violation of Jail Policies, Departmental General Orders, state or federal laws by Jail personnel, the grievance will be reviewed by the Jail Commander or Lieutenant.

- If the violation could result in formal discipline of an employee amounting to more than a reprimand, the grievance will be handled by the Captain for a determination as to the course of action or the assignment of an Internal Affairs investigation.
- The inmate's grievance will be handled in accordance with department procedures for complaints against officers.

Internal Jurisdictional Boundaries: If the grievance involves a division within the Jail that is staffed or managed by non-custodial personnel, the grievance will be forwarded to the Sergeant who will refer the grievance to the appropriate Division Supervisor as the level one officer.

- The Division Supervisor will be required to respond to the Sergeant who will give a proposed resolution to the inmate. If the inmate is not satisfied, he may appeal to the level two officer for a hearing and then to the level three officer.
- The Sergeant will be the level two officer.
- The Captain or Lieutenant will be the level three officer.

DOCUMENTATION

Grievance Forms: A copy of the grievance form with the inmate's signature of approval or with the final appeal disposition will be provided to the inmate.

Each level of the grievance procedure will document the date and time received and the date and time resolved or referred to the next level.

Storage: Grievance forms will be stored in the Records Division. A copy of the final disposition will be placed in the inmate's Jail file. The original form will be kept in a Central Grievance File.

Grievances used in Internal Affairs investigations will be stored according to Personnel Rules of Confidentiality.

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Inmates shall use the grievance/Citizen Complaint process only for legitimate problems or complaints. If there is concern that an inmate is abusing the process, he/she shall be informed that continued behavior may result in disciplinary action. (E.g. suspension of filing a grievance/Citizen Complaints for up to 90 days or Major rule violation).

Actions that demonstrate abuse of the grievance/Citizen Complaint process may result in the grievance/Citizen Complaint being documented, rejected and returned to the inmate.

- A. Actions that demonstrate an abuse of the grievance/Citizen Complaint process, but are not limited to the following:
 - 1. Submits repeated grievances/Citizen Complaints for issues that have already been addressed and or resolved.
 - 2. Submits repeated grievances/Citizen Complaints or appeals regarding the same issue without allowing sufficient time for a response.
 - 3. Submits repeated grievances/Citizen Complaints for issues regarding the same issue for which the inmate has exhausted his/her administrative remedies or time constraints.
 - 4. Submits repeated grievances/Citizen Complaint that are frivolous, malicious, or include abusive foul or obscene language.
 - 5. Cannot be understood or are obscured by irrational language or excessive documentation not related to the subject matter of the grievance.
- B. When the ISO (Inmate services officer) is responding to an inmate grievance and believes that the inmate is abusing the grievance system, the ISO will notify the Facility Captain. The facility Captain may suspend the inmate's ability to submit grievances for up to ninety (90) days. The facility Captain will prepare a letter of suspension and insure the letter is delivered to the inmate.
- C. When the Investigations Department is responding to a Citizens Complaint and believes that the inmate is abusing the system, the Investigating Officer will notify the Facility Captain. The facility Captain may suspend the inmate's ability to submit Citizens Complaints for up to ninety (90) days. The facility Captain will prepare a letter of suspension and insure the letter is delivered to the inmate.
- D. An incident report will be written documenting the determination of the abuse of the grievance or Citizen Complaint process and establish the timeline of suspension.

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- E. Once an inmate's ability to submit grievances/Citizens Complaints has been suspended, grievances and citizen's complaints will still be accepted and forwarded to the Sergeant.
- F. Once an inmate's privileges have been suspended, he/she may still submit grievances/Citizens Complaints if the inmate alleges immediate risk to their wellbeing, staff misconduct, use of force, lack of or improper medical and mental health care or failure to protect. The Sergeant will address these concerns and bring them to the attention of a Lieutenant where appropriate.
- G. If none of the above conditions exist, copies of the Grievance/ Citizens Complaint will be disseminated with a copy of the suspension letter attached.

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Inmate Rules of Conduct

Compliance: CCR Title 15 Section 1080

Purpose:

To provide information to Jail personnel and inmates regarding the rules, regulations and expected conduct for all inmates confined in the facility.

Policy:

It will be the Policy of the Jail to establish and maintain fair and consistent Rules of Conduct for inmates and to provide disciplinary procedures for inmates found to be in violations of the Rules of Conduct of any applicable law. Violations will be divided into three main categories: criminal violations, major rule violations and minor rule violations.

Procedures:

RULES OF CONDUCT

Rules of inmate conduct apply to all inmates of all classifications. In addition, special rules apply to inmates assigned to the trustee and work/school furlough programs. If you violate any of these rules, you may have committed a crime, a major rule violation or a minor rule violation. If you commit a crime, you may be prosecuted in court. In addition to prosecution, you may also be subjected to one or more of the penalties for a major rule violation.

A. Crimes:

1. Inmates will obey all laws of the United States, State of California and the County of Lassen.
2. Vandalism: Inmates will NOT break, mark, damage or destroy County buildings or property, including law and general library books and property purchased by the Inmate Welfare Fund.
3. Gambling: Inmates are not allowed to gamble.

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4. Weapon/Drug Possession: Inmates will have NO contraband or dangerous weapons in their possession and will not possess, consume or digest drugs (except as prescribed by a physician) or alcoholic beverages.
 5. Escape: Inmates shall not leave the custody of the Lassen County Jail without legal authorization. Inmates who are participating in an alternate custody service shall abide by all rules and laws regarding alternative custody. Inmates will return at the date and time specified on their release authorization when released under 4018.6 Penal Code (temporary release).
 6. Assault/Fighting: Inmates will not fight or challenge other inmates to fight
 7. Threats/Intimidation: Threatening another with bodily harm or with any offense against his person or his property.
 8. Extortion, blackmail, protection: Demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm or under threat of informing.
 9. Setting a fire, any type.
 10. Stealing (theft).
 11. Rioting or encouraging others to riot.
 12. Giving or offering any official or staff member a bribe or anything of value.
 15. Attempting to commit any of the above offenses, aiding another person to commit any of the above offenses and making plans to commit any of the above offenses, shall be considered the same as a commission of the offense itself.
- B. Major Rules:
1. Inmates will obey all rules and regulations established for the 4018.6 Penal Code (temporary release) program or any alternative custody program.

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2. Instruction/Orders: Inmates will obey all lawful orders from the Jail staff.
3. Contraband: Inmates will have in their possession, only those items issued by the Jail, purchased at the Commissary or previously approved in writing by the Jail staff. Contraband includes, but not limited to; anything not authorized by Jail staff to be possessed by an inmate. Electronic devices (not issued by LCJ, headset, as an example).
4. Alcohol: Inmates will NOT consume or be under the influence of any unauthorized drug or alcoholic beverage.
5. Medication: Inmates will take and swallow all medications delivered by medical staff or LCJ staff. After swallowing, they will sweep their mouth to show the medication has been consumed.
6. Property/Clothing: Inmates will not remove any property from their work area without the approval in writing of Jail Staff. All clothing issued will not be intentionally damaged by inmates.
7. False Information: Inmates will NOT knowingly furnish false information to the Jail staff.
8. Transfer of money or property: Inmates will not trade, furnish, transfer or loan monetary items, property or clothing. Inmates will not possess property or clothing not issued to them by Jail staff.
9. Tobacco: Inmates will not possess or ingest tobacco products while confined in the Jail.
10. Drug or alcohol testing: Inmates will submit to a test of their drug and/or alcohol content while in the custody of the Jail. These tests may be conducted by urinalysis or EPAS device when requested to do so by Jail staff.
11. Inappropriate contact/conduct: Inmates will NOT engage in sexual activities with other inmates. Inmates will NOT make sexual proposals/gestures to anyone in the Jail. Inmates will NOT expose themselves to anyone including any exposure that would be typically covered by the use of an undergarment.
12. Appearance: Inmates will wear issued Jail clothing. No inmate will mask their appearance or wear any type of disguise.

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13. No tampering or blocking any locking mechanism, safety device, intercom, lighting, fire detection/suppression system.
14. Work programs/ACS: Refuse to accept work or program assignment. Failure to perform work as instructed, encourage others to refuse work or participate in refusal to work. Violating any conditions of work release, parole or ACS program. Refusing to work or to accept a program assignment.
15. Conduct which disrupts or interferes with the security or orderly running of the Jail, including, but not limited to: being in an unauthorized area, blocking or preventing doors from being opened or closed, flooding a cell/area, interfering with facility count, or any other action that could be considered interfering with the security and orderly running of the facility.
16. Tattooing or self-mutilation.
17. Unauthorized contact with the public.
18. Abuse of the Grievance process: Inmates will not abuse the process by submitting grievances for issues that:
 - Have already been addressed and or resolved.
 - Submits repeated grievances or appeals regarding the same issue without allowing sufficient time for a response.
 - Submits repeated grievances for issues regarding the same issue for which the inmate has exhausted his/her administrative remedies or time constraints.
 - Submits repeated grievances that are frivolous, malicious, or include abusive foul or obscene language.
 - Cannot be understood or are obscured by irrational language or excessive documentation not related to the subject matter of the grievance.
19. Habitual minor rule violations.

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C. Minor Rules:

1. Inmates will meet specified dress codes when outside their housing areas. Shirt and trousers or coveralls will be worn. Coveralls will be buttoned completely.
2. When out of an assigned housing areas, inmates will NOT loiter, will not go into any area unless directed by a Correctional Deputy, Jail staff or civilian in charge, and will NOT talk to other inmates when it would create a clear and present danger or disruption of Jail routine. Inmates will walk in a single file line with hands behind their back when moving in the halls with the exception of being handcuffed or secured in chains. Inmates will go directly to their assigned destination.
3. Inmates will be in phone areas or use telephones ONLY at scheduled time or when authorized by staff.
4. Inmates will NOT move or change assigned beds and/or lockers, unless authorized to do so by a Correctional Deputy.
5. Inmates will NOT lie on another inmate's bed. Inmates will remain on their own beds after lights out, except for necessary bathroom trips and will make no unnecessary noise.
6. Inmates will keep their sleeping areas neat and clean at all times. Beds are to be made up according to regulations: bedding is not to be placed on the floor.
7. Inmates will NOT cover or tamper with lights or air vents.
8. Inmates will have no more than one (1) newspaper, five (5) magazines or periodicals, two (2) dictionaries, five (5) books, and five (5) photographs in their housing areas at any time, (Holy books are exempt). All books must be soft cover bound.
9. Inmates, other than kitchen workers and those housed in special observation cells, shall make up their beds and clean their individual areas around them prior to 7:00 A.M. each weekday, excluding court holiday. Beds will remain made until 6:00 P.M. Inmates assigned to work/school programs shall accomplish these tasks prior to going to work or school. Inmates in special observation cells are exempt from making their own beds.

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10. Inmates will remain seated in the dayrooms during meals, unless authorized to move by a Correctional Officer.
11. Inmates will be responsible for all clothing and bedding issued to them, loss of these items may result in disciplinary action a fee for recovery for the cost of the property.
12. Inmates will NOT wear any jewelry, except wedding bands. Religious medallions will not be allowed.
13. Inmates will treat all officers, staff and visitors with courtesy and respect.
14. For health and sanitary purposes, all inmates shall shower at least every other day.
15. Inmates will report promptly to their assigned or reporting points, perform the assigned tasks and follow the directions of the Correctional Deputy, staff member or civilian in charge.
16. Inmates will remain in their assigned duty areas unless given permission, in writing, to leave by a Correctional Deputy, staff member, or civilian in charge.
17. Inmates will NOT be loud, boisterous or offensive, including using abusive or obscene language.
18. Inmates will NOT push, shove, line jump or play fight (horseplay).
19. Inmates will NOT run, except in the recreation area.
20. Inmates will NOT hang photographs or other items up for display on the walls or windows of their housing area.
21. Inmates will NOT store boxes, bags, containers or personal items on the floor of any housing unit. Inmates shall use storage lockers or bins as provided.

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22. Inmates will NOT pass notes. Inmates will NOT exchange property with other inmates without the approval of a Correctional Deputy in writing.

23. All inmates are subject to search of their person or belongings, at any time, for contraband and for security purposes. "Legal mail" or documents to or from attorneys, courts, holders of public offices or the Board of Corrections and clearly identified as such will be searched only in the inmate's presence.

Inmates may NOT:

24. Possess money or currency.

25. Possession of property belonging to another person.

26. Possession of anything not authorized for retention or receipted by the inmate and not issued to him through regular Jail channels.

27. Possessing unauthorized or altered clothing.

28. Engaging in, or encouraging a group demonstration.

29. Malingering, feigning an illness.

30. Unauthorized use of mail or telephone.

31. Possession of any food items, except commissary.

SPECIAL RULES AND REGULATIONS, WORK/SCHOOL FURLOUGH PROGRAM

Alternative Custody is a privilege and may be granted to inmates whose assessment risk is at an acceptable level. Alternative custody may include, but is not limited to:

1. Electronic Monitoring
2. Rehabilitation/Dependency Program(s)
3. Sheriff's Work Alternative Program (SWAP)
4. 4018.6 PC requests will be reviewed on a case by case basis and are subject to approval by the Division Commander.

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A. Crimes:

1. While on the program, inmates will obey all federal, state and local laws. While away from the facility, inmates will conduct themselves in a responsible manner.
2. Inmates will return from "special" release made pursuant to 1208 (d) Penal Code, at the date and time specified. If the inmate is unable to return due to unforeseen and unusual circumstances, the inmate shall request an extension from the Correctional Corporal on duty or person in charge will contact the facility to request the extension of the inmates shift. The Correctional Corporal shall make this determination..
3. Inmates will go directly to and directly from their place of training or such other place to which the inmate is authorized to go under the program. If the inmate is terminated, resigns or is temporarily laid off (includes time on the job not compensated for), the inmate shall return to the facility immediately.
4. Inmates will comply with all rules and regulations outlined in the Alternative Custody Services (ACS) agreement. Any violations of the agreement may result in termination of ACS.
5. Inmates who have a problem that causes them to violate these rules or other term of the Work/School Furlough agreement will notify the Inmate Services Officer or the Correctional Corporal on duty immediately.

PENALTIES FOR VIOLATIONS

- A. Criminal: Inmates violating this type of rule may have criminal charges filed against them and be subject to prosecution in the courts. In addition, such inmate(s) may also be re-classified, which can result in removal from the Work/School Furlough program(s) and/or re-housing. If there is no prosecution, the violation may also be charged as a Major or Minor Rule violation.

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B. Major Rule Violation: Inmates violating this type of rule may be charged with a Major

Rule violation and face a hearing to determine their responsibility for the violation. If you commit a Major Rule violation, the penalties may be one or more of the following:

1. Disciplinary isolation: Disciplinary isolation is confinement in cell or housing unit separate from the general jail population where the inmate is isolated from other inmates, on a punishment status, as a result of violating a Major Rule.
2. Disciplinary diet
3. Loss of time credit for good behavior.
4. Loss of time credit for work.
5. Removal from the work/school furlough program.
6. Loss of visiting with relatives and friends.
7. Loss of commissary use up to two (2) weeks, except as necessary for:
 - A. Personal Hygiene Items
 - B. Stamps, envelopes and paper for "legal mail"
8. Loss of telephone use, up to two (2) weeks, except to attorneys, bail bondsmen and the court.
9. Re-housing.
10. One or more of the penalties for Minor Rules violation.

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C. Minor Rule Violations: If you commit a Minor Rule violation, the penalty may be one or more of the following:

1. Loss of telephone use, not more than one (1) week, except calls to attorneys, bail bondsmen, or to the courts.
2. Loss of commissary use, not more than one (1) week, except for:
 - A. Personal hygiene items.
 - B. Stamped envelopes and paper for "legal mail."
3. Extra work duty, not more than four (4) hours.
4. Re-classification for not more than 24 hours.
5. Re-housing for not more than 24 hours.

Repeat Offense: Inmates who have been disciplined for one Minor Rule violation and later violate the same Rule, may receive one or more of the penalties for a Major Rule violation. If they have been disciplined for two (2) Minor Rule violations, whether or not the same and commit a third, they may receive one or more of the penalties for a Major Rule violation.

Disciplinary Appeals

Inmates wishing to appeal the decision of the hearing officer must do so in writing within five days of the decision. All appeals will be forwarded to the Jail Commander or the authorized designee for review. Only appeals based on the following will be considered:

- The discipline process or procedures were not followed.
- There was insufficient evidence to support the hearing Officer's decision.
- The discipline imposed was not proportionate to the violation committed

A final disposition shall be rendered as soon as possible if the inmates appeal is granted or discipline is reduced but no later than 10 days after the appeal. The decision of the review authority shall be final and the result of the appeal shall be provided to the inmate in writing.

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SWAP Work Release

Compliance: California Penal Code Sections 1203.016, 1208, 3074, 4024.2, 4024.3

Procedures:

SWAP Overview and Guidelines

SWAP is a program under which a person committed to the County Jail may participate in a work release program in which one day of participation will be in lieu of one day of confinement.

SWAP participants may perform work at any allowable jobsite as defined in the California Penal Code and specified in section I of this policy.

The Sheriff's classification committee will be responsible for the screening/interview selection process and submit advisory findings to the Facility Commander for final determination of eligibility to participate.

Those inmates deemed ineligible can appeal their denial. Inmates making such appeal must submit a written statement or schedule an appointment with the custody division commander.

The Inmate Services Officer will be responsible for all inmate work assignments, conduct on-going review of assignments, positions and maintain a list of approved work sites.

All inmates that participate in the SWAP program must be in good general health as determined by the intake medical screening questionnaire.

Inmate workers who become a disciplinary problem at work or who refuse to work will be removed from the SWAP program and will be disciplined in accordance to Title 15 and Jail policy and procedures.

The hours of labor to be performed shall be uniform for all persons and each day shall be a minimum of eight (8) hours and a maximum of ten (10) hours.

As a condition of participating in the SWAP Program, a person shall give his/her promise to appear for work or assigned activity by signing a notice to appear before designated personnel, promising to appear at the time and place specified in the notice and shall sign an agreement that the Sheriff may immediately retake the person into custody to serve the balance of his/her sentence if the person fails to appear at the assigned work site, does not perform the work agreed to, or for any other reason is no longer fit subject for release under section PC 4024.2

Any person who willfully violates his/her written promise to appear at the time and place specified in the notice is guilty of a misdemeanor.

Program Requirements: Inmates permitted to participate in the SWAP Program will be responsible for completing and maintaining administrative requirements as follows:

- Meet eligibility criteria as defined in policy

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- Must be physically able to perform manual labor or assigned tasks
- Must be able to complete SWAP hours within 6 months.
- Pay all fees related to the program
- Provide valid driver's license (when appropriate)
- Provide proof of vehicle insurance (when appropriate)
- If the participant is unable to be properly licensed and insured, then the participant must make arrangements to ride with another driver who will provide proof of license and insurance (when appropriate).

Charges for Participation

Sheriff's Work Alternative Program candidates will pay an administrative fee, not to exceed the pro rata cost of administration, to be paid by each person according to his or her ability to pay. Payment will be made at the time of intake to the program.

Supervision:

To ensure that participants comply with program requirements, the Sheriff's Office will administer a supervision / compliance program. This program will include members both the custody and patrol divisions of the Sheriff's Office. Primary supervision will begin with the Inmate Services Officer (ISO). The ISO will work in conjunction with other correctional officers, plus the Sheriff's dispatch center and patrol deputies to monitor program participants.

SWAP Failure:

Whenever there is reasonable cause to believe the person has failed to appear at the time and place agreed to in their SWAP contract, or failed to perform the work as assigned, a peace officer may without a warrant, retake the person into custody to complete the remainder of his/her sentence. A peace officer may retake a person into custody pursuant to Penal Code 4024.2(2)(c) without a warrant for arrest only if the officer has a written order to do so, signed by the Sheriff or his designee. The written order must describe with particularity the person to be retaken.

The Sheriff or his designee may also petition the court for a warrant by completing an affidavit outlining the SWAP failure and citing reason why a warrant should be issued.

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Sheriff's County Parole

Compliance: California Penal Code Sections 3074-3088

Purpose:

To provide written criteria and guidelines for the management and operation of Lassen County inmate release programs.

Policy:

It will be the policy of the Lassen County Jail to operate, maintain and supervise inmate release programs according to established rules, regulations and criteria, within the parameters of existing law. The programs established at the Lassen County Jail will be administered with the following objectives in mind.

- Provide for public safety
- Reduce correctional care costs.
- Provides alternative sentencing program for inmates by participating in Sheriff's County Parole.
- Preserve careers and jobs of prisoners.
- Help keep families intact.
- Provide a more realistic rehabilitation program.
- Assist in the collection of restitution.
- Help a successful re-entry to the community

LASSEN COUNTY SHERIFF'S PAROLE:

The Lassen County Sheriff's Parole establishes and enforces the rules under which an inmate committed to the custody of the Sheriff may be granted parole.

Sections 3074 through 3088 of the California Penal Code provide for a Board of Parole Commissioners. The Board establishes and enforces rules under which any prisoner committed to the custody of the Sheriff may be granted parole from the detention facility.

The Board establishes the period of parole. The period of parole may not expire prior to the inmate's normal release date, but may be set for as long as two (2) years subsequent to the date of parole.

The Board consists of the Sheriff (or assigned officer), the Chief Probation Officer (or assigned officer) and a member of the public appointed by the presiding judge of the Superior Court. The public representative a one (1) year term, which may be renewed for up to three (3) terms.

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Any inmate who is confined or committed to any County Jail or Adult Institute under a judgment of imprisonment or a condition of probation for any criminal offense is eligible for Sheriff's County Parole. The Court may deny parole eligibility upon conviction.

Standard conditions are: that the parolee not violates any Federal or State Law; or any ordinance of any city, political subdivision or public district thereof; nor any of the rules and regulations established by the Board for release on parole.

Special conditions, deemed proper by the Board, may be imposed. Such conditions will be incorporated in the Order of Parole.

- A Parole Board Hearing is scheduled after an applicant has served one half of their actual sentence.
- Any applicant may appear personally to augment the application. There is no right to legal representation at the hearing.
- The parole application is evaluated by the Board which considers such factors as: The inmate's score on an evidence based risk assessment tool
- Seriousness of the offense The sentenced imposed
- Length and gravity of the applicant's criminal history
- The "post" release arrangements the applicant has made such as: Housing
- Work Education Restitution
- Treatment (Drug/Alcohol rehabilitation) Community or family ties and situation:
- A new and compelling family need (such as incapacitation of spouse and dependent children at home
- A timely employment opportunity that would be missed, strong community support, which indicates a probability for improvement in the socialization of the inmate.

Warrants and County Parole Revocation: The Board is empowered to issue warrants for parolees, to place parole "holds", and to revoke paroles. A County parolee whose parole has been revoked shall be incarcerated for the remainder of their sentence.

Supervision: Parolees are always supervised by the County Parole Officer pursuant to Penal Code Section 3088.

Inmate Services Officer (ISO) Responsibilities:

Inquiries by inmates and requests for County Parole application forms are to be referred to the ISO.

The ISO is responsible for interviewing and assessing the inmate for the Parole process by providing a written report to the Sheriff or designee. This written report should contain appropriate information from the applicant's jail file such as; risk assessment score, copies of court orders, time computations, disciplinary reports, incident reports and criminal history.

The ISO will review and sign off the completed Parole application packet prior to sending the application and packet to the Sheriff or designee.

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The ISO will ensure completeness of the parole application. The ISO will also verify the inmate's time served and if the inmate has reached or is approaching eligibility for the 2-year maximum parole term pursuant to 3081 PC.

The ISO will also notify the sentencing judge of the application for parole.

The ISO will be the point of contact on behalf of the parole commission to receive a recommendations or orders from the court regarding parole applications.

The ISO will also notify the victim / witness coordinator of the Lassen County District Attorney's Office to coordinate notification to victim(s) that may have any interest in the specific parole application.

Program Requirements: Inmates applying for Sheriff's County Parole Program will be responsible for completing and maintaining administrative requirements as follows:

- Inmates may only serve a maximum of 2-years on county parole.
 - Must be a low level nonviolent offender.
 - Not have been convicted of a serious felony charge as described in 1192.7{c} PC, of a violent felony described in 667.5 PC, or be required to register as a sex offender pursuant to 290 PC. Must be sentenced by the courts prior to applying for Sheriff's County Parole and complete one half of the sentence.
 - Admit any person or agent designated by the Sheriff into his/her residence at any time for purpose of verifying compliance with the rules and regulations of the Sheriff's County Parole Program.
 - Must not have any pending criminal charges within the State of California
 - If the participant is unable to be properly licensed and insured, then the participant must make arrangements to ride with another driver who will provide proof of license and insurance (if employed).

GENERAL ELIGIBILITY CRITERIA FOR RELEASE COUNTY PAROLE:

Sheriff's County Parole:

CRITERIA

The following criteria will be considered before considering participation in the Sheriff's County Parole Program.

- How the applicant placed on a risk assessment tool
- The nature of the crime.
- Prior record of arrests.
- Type of employment.
- The needs of the prisoner's dependents and financial obligations.

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- The liability to the County in allowing participation of inmate.
- Has applicant been removed previously from any Release Program within the past three- (3) years?
- The determining factors will be reviewed as for the reason for removal.
- History of serious drug or alcohol abuse.
- History of Failure to appears in court proceedings.
- Financial need must be evident (dependents, self-employed business, large debts)
- Must be willing to cooperate and follow set rules and regulations by the Jail.
- Under most circumstances, those with day sentence will not be considered
- Restraining order in effect in order to protect victim or property?
- Prior custody behavior.
- Is applicant a witness in a pending criminal case?
- History of violent offenses, consideration of liability in allowing applicant to participate in program.
- Does applicant have charges pending in this or any County?
- Do any factors or history leave cause for caution of escape risk?
- Applicant must be a United States citizen, if a naturalized citizen; a naturalization certificate must accompany application.
- Any inaccuracies, misrepresentations, or falsifications discovered during review of application will result in denial or removal from the program.

Every applicant for county parole will be assessed using an evidenced based risk assessment tool. Generally, those inmates in a “low” risk assessment category will be deemed acceptable for consideration for parole. The parole commission recognizes the spirit of the legislative intent supporting county parole. Penal Code 3074 states: “The Legislature finds and declares that the period immediately following incarceration is critical to successful reintegration of the offender into society and to positive citizenship. It is in the interest of public safety for a county to provide for the supervision of parolees, and to provide educational, vocational, family and personal counseling necessary to assist parolees in the transition between imprisonment and discharge.” Considering that intent, the parole commission will make every effort to effectively utilize county parole for those applicants deemed suitable for participation. However, the commission’s primary objective is tool, but will also look at potential aggravating and mitigating factors in addition to the risk assessment tool.

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Any of the following, may be considered factors in aggravation and be used to override the tool and deny parole eligibility:

- Falsified / incomplete/inaccurate application
- Pending criminal matters
- Violation of Formal Probation in any jurisdiction
- Active parole status
- Holds or warrants from any jurisdiction
- History of violent crime
- History of drug traffic/sales
- Documented escape risk
- Serious disciplinary problems in custody, supported by Due Process records
- Court orders restricting participation
- Prior violations of court orders, TRO's, etc....
- Registered sex offender
- Registered arson offender
- Convicted of a violent crime against a person
- Active restraining order
- Any case factors that would cause reason to believe subject could be a liability for the County and public if allowed released to participate in program.
- Nature of the original charges
- Circumstances surrounding arrest
- Crimes against the person vs. property crime
- Victim considerations
- Custody conduct
- Potential liability to county
- Threat to the community, individual(s), Program
- Perceived liabilities, risks on release
- Nature of employment
- History of serious drug or alcohol abuse

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- Prior Failures to Appear in any Judicial proceeding
- Prior Failures to Pay Fines or any Judicial Orders
- Prior failure to successfully complete a Sheriff's County Parole
- Ability (location) to supervise

The circumstances of the prior record and the offense committed will be evaluated, not merely the actual Penal Code section for which the applicant was convicted.

Mitigating factors that may be used to override the risk tool and elevate the offender to a lower level

- Medical or Mental Health needs of the offender
- Blending various types of Alternatives to Incarceration
- Ability to supervise

Supervision:

To ensure that participants comply with program requirements, the inter-agency narcotics task force will serve as the primary parole officers on behalf of the parole commission. The task force officers will work together as a "compliance team" in an effort to monitor / supervise the activities of any county parolees and other inmate participants in alternative custody programs. The compliance team officers will make a report of any potential parolee misconduct or violations and have those reports available to the parole commission at the commission's regular meetings. The County Parole Officers will supervise active participants. The County Parole Officer may conduct follow up checks at the actual home site.

Retaking of County Parolee

Any county parolee that leave the county without the permission from the parole board shall be arrested as an escaped prisoner and held as such pursuant to 3080 pc.

Any prisoner that violates any of the conditions of parole or any rules governing such parole, shall, upon order of the parole commission, be returned to the jail from which he or she was paroled and be confined therein for the unserved portion of his or her sentence (3081 pc). No custody credit shall be granted for the time between his or her release from jail on parole and his or her return to jail because of the revocation of parole.

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Parole Commission Meetings

The county parole commission will meet on a regular basis as determined by the parole commission. Applications for parole shall be granted or denied by a vote of the board at a meeting at which a quorum of its members are present (3079 pc). This section does not apply to those applicants who are ineligible by order of the superior court, or to the granting of parole in emergency situations.

Emergency Parole

The Sheriff's designee may temporarily grant parole in emergency situations subject to later review and approval of the parole commission. An emergency is defined as a sudden, unexpected occurrence that requires immediate action to prevent or mitigate the loss or impairment of life, health, property, essential public services or public funds. When such a circumstance arises, the Sheriff's designee may temporarily grant parole to an offender deemed eligible based on risk assessment and other factors generally considered for eligibility. The Sheriff's designee will notice parole commissioners no later than the following business day. The parole commission will convene as soon as practicable to consider formal ratification of the temporary emergency parole.

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Receiving and Screening Evaluations

Compliance: CCR Title 15 Sections 1206 & 1207

Related: Custody Manual Chapter 7

Purpose:

To provide information and guidelines to personnel Jail regarding medical screening of inmates during the intake process.

Policy:

It will be the policy of the Lassen County Jail to screen each inmate during intake for medical conditions or needs, mental health needs, and special disabilities. The screening will be performed to insure the safety of the inmate, other inmates, and staff. Inmates requiring immediate medical care may be rejected prior to booking as outlined in Jail, or may be held until the appropriate health official clears the inmate for housing.

Procedures:

MEDICAL SCREENING FORMS

Visual:

The Intake Officer and/or Booking Clerk will conduct the medical screening process.

- Inmates will be observed for obvious signs of illness, injuries, disabilities, or special needs. This portion of the screening continues through the intake shower process.
 - Visual observations will be noted on the screening form.

Questionnaire:

The Intake Officer and/or Booking Clerk will complete the Inmate Questionnaire portion of the form. All questions will be asked except those that are gender specific.

- A "Yes" to any question will be explained in the Remarks Section of the Form

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Distribution:

The Medical Screening Form must be signed by the inmate and the officer. A copy of the form will become a permanent part of the inmate's medical record. A copy will be forwarded to the Medical Unit prior to the next sick call.

Refusals:

Inmates retain the legal right to refuse treatment or to provide information during the screening process. A notation of the inmate's refusal will be made in the Remarks Section. The Visual Observation Portion of the form must be completed.

Location of forms:

Medical Screening Forms are contained within the Automated System in the Records Division. Hard copies can be obtained from a Records/Booking Clerk.

HOUSING

Inmates that are determined at screening to have special needs will be housed as outlined in Jail Policies.

NOTIFICATIONS AND REFERRALS

Notification of Medical Staff:

The medical staff must be immediately advised verbally of any time the following medical conditions are discovered in an inmate:

1. Cardiac patient (with or without medications.);
2. Diabetic;
3. Epileptic;
4. Asthmatic;
5. Seizures of unknown origin;
6. Recent head injuries;
7. Recent injuries of any kind;
8. Communicable disease; and
9. Female who has given birth in the past year who is charged with the death of her infant.

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Meal Service

Compliance: CCR Title 15 1230 and 1240

Purpose:

To provide information to Personnel regarding meal times, frequency, and service procedures.

Policy:

It will be the policy of the Jail to provide all inmates, confined within the facility, with three (3) prepared meals in a 24 hour period. At least, one (1) of these meals will include hot food. Additional meals may be served pursuant to Jail Policy.

Procedure:

SCHEDULED MEALS:

- Times: The Food Service Manager will be responsible for the scheduling of meal times and for insuring that the meals are prepared on time. The daily meals will be served at or about the following times:
 - Breakfast - 0630
 - Lunch - 1130
 - Dinner - 1130 (prepackaged dinner delivered with lunch)
- Service: Meals will be prepared in the kitchen area according to procedures established by the Food Service Manager. The meals will be served on trays. The trays will be transported by hot-cart to the housing areas as follows:
 - Hot-carts will be moved from the kitchen area to the Housing Units by inmates assigned to the kitchen, under the immediate supervision of Food Service Personnel and/or Custodial Personnel.
 - Hot-carts will be delivered to the Housing Unit Officers for service to the inmates. The Housing Unit Officer will summon the inmates from each unit to the carts to obtain food trays. Meals will be delivered according to the availability of staff at each housing unit.

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Special Housing Unit:

- Inmates confined within the high security areas of the Special Housing Unit, on lock-down status or Ad-Seg status (Sections 405, 411, 414, 419, 424, and 429) will have meals delivered to them by an officer. Inmates housed in these areas, not on special restrictions, will be summoned by an officer to the deck for trays.
- Inmates confined within Section 601 will have meals delivered to classification, enhancing control and security within the unit. Lock-down will discontinue after food service.

Dormitories 301 and 303: Inmates confined in these dorms will obtain their trays from the Deputy assigned to the housing.

Intake: Inmates confined in this area will obtain their meal delivery from the intake officer

- Holding Cells – Inmates confined within holding cells while staged for transportation or court will receive a regular meal during meal service times posted.
- Safety Cell – Inmates confined in a safety cell will receive regular meals at normal meal service times*.
- Safety Cell inmates will receive meals in a “safety squat” foam bowl with “safety” utensils.

A minimum of 15 (fifteen) minutes will be allowed for the actual consumption of each meal, except for inmates on medical diets who may have additional time as prescribed by Medical Staff.

Personnel: Jail Personnel will not be allowed to eat meals.

Visitors: Meals may be provided for official visitors as approved by the Jail Commander.

Clean-up and Accounting: Housing Unit Officers will be responsible for assigning inmates to Meal Clean-up Duties. Included in the clean-up is the returning of, and accountability for all trays and serving dispensers. When these items have been accounted for, they will be delivered on pick-up trays to an assigned inmate to be returned to the kitchen.

- If all issued items are not returned at pick-up, or upon subsequent request, Housing Unit Search Procedures as outlined in the Procedures Manual will be initiated. The Housing Unit Officer will notify the Correctional Corporal of the discrepancies.
- Inmates may not keep food items within their housing Units after meal time except as authorized by medical diets and commissary procedures.

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SPECIAL MEALS

Out to Court – Inmates expected to be at court throughout the day (including lunch service) will be given a prepackaged meal when leaving the facility for court. The inmates' hot lunch meal will be preserved in a hot cart for delivery upon the inmates return to the facility.

FOOD HANDLERS:

Cooks: Civilian cooks will be responsible for the preparation of meals to be served at the facility as directed or specified by the Food Service Manager by directive or policy.

Inmate Workers: Inmates assigned to the Food Services Division will be responsible to the cooks and Food Service Manager for the preparation, service, and delivery of food. Related duties and assignments will be pursued by separate directives established by the Food Service Manager.

Medical Clearance: All facility food handlers must be medically screened and approved by Medical Staff, prior to working in the Food Service Division.

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Religion

Compliance: CCR Title 15 Section 1241, RUILPA of 2000, 42 USC 2000cc

Related: 4027 PC

Purpose:

To establish guidelines for religious practices in the Lassen County Jail.

Policy:

SERVICES AND STUDIES

The Department shall not promote one religion over another, and shall not persuade inmates to accept one set of religious beliefs over another. Inmates shall be afforded reasonable opportunities to practice their religion. Inmates shall have the opportunity to receive religious counseling, subject to the availability of the religious service representative.

The Inmate Services Officer (ISO), in consultation with the facility commander or their designees, will ensure religious studies are provided to interested inmates, subject to availability.

- Staff may restrict the number of inmates participating in a particular service or study to present the co-mingling of inmate classifications. Restrictions may be placed to ensure sufficient numbers of staff are available to monitor participating inmates.
- Staff shall not require inmates to participate in religious services.
- Available religious services shall be scheduled by the ISO or designee, in consultation with the facility Commander or their designee. Written schedules indicating times and types of religious will be posted, subject to availability of the religious representative.
- The Inmate Services Officer, in consultation with the facility commander shall pre-approve religious items distributed to inmates.

REQUESTS FOR SPECIFIC RELIGIOUS SERVICES AND PRACTICES

Inmates shall submit request slips to request specific religious services not regularly scheduled or commonly requested. The Inmate Services Officer shall interview inmates to ascertain the details of the request. Jail staff shall ensure inmates are permitted to practice their religion while maintaining safety and security of the facility. When it is necessary to limit inmates' religious practices or participation in services, such limitations shall be imposed in the least restrictive manner. Such requests shall be reviewed on a case by case basis.

- Services may be provided based on the availability of the specific religious representative
- All religious service representatives must be able to obtain security clearance to provide religious services.

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RELIGIOUS LITERATURE AND HOLY BOOKS

Religious literature and Holy Books shall be distributed to inmates, at no cost, upon request from the inmate library. Staff shall allow inmates to possess Holy Books of any religion.

- The Jail will maintain sufficient supply of Holy Books for requests not normally retained in the library. Inmates may retain the Holy Book for as long as they desire.
- Nothing in this section prohibits an inmate to purchase their own Holy Book from commissary.
- Any Holy Book used or purchased for use by inmates must have a soft bound cover.

RELIGIOUS OBJECTS AND ARTIFACTS

Religious objects and artifacts shall only be allowed in written or photo copy form.

DIETS

Inmates wishing to receive religious diets shall submit their request to the Inmate Service Officer (ISO). The ISO shall interview the inmate to establish if they can articulate the religious significance between their professed faith and the requested diet.

- No tests shall be the sole determining factor for the requested diet.
- The totality of the circumstances for the request shall be evaluated, including, but not limited to
 - Interview of inmate requesting the diet
 - Consultation of religious representative specific to requested practice
 - Prior history of religious practices in custody
 - Sincerity of belief
 - A simple declaration of faith is insufficient grounds to grant a request for a religious diet
- Inmate Services Officer shall review each request for the religious diet. All requests are subject to approval by the Facility Commander.

An inmate receiving a religious diet shall be fed in the same manner as other inmates in the facility.

The jail may terminate an inmates' religious diet if the inmate exhibit or demonstrates behaviors inconsistent with the inmate's stated religious affiliation. Examples of such behavior include, but not limited to;

- Consumption of food from other inmates, not consistent with their religious diet
- Commissary orders not consistent with their religious diet
- Denying a religious diet in favor of a regular meal service

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Staff observing an inmate with said behavior, shall provide the inmate with a written notification of their inconsistency of their religious diet and continuation of such behavior will result in cause to terminate their religious diet.

The Facility Commander, after receiving two documented memorandums indicating inconsistency with a religious diet may cancel the religious diet for the inmate.

- If terminated, an inmate may re-apply for consideration for the religious diet after 6 months.

It is the responsibility of the inmate to make the proper requests for special religious holiday meals in advance for the Food Service Manager to evaluate the request and make arrangements, if necessary.

RELIGIOUS HAIRSTYLES

Inmates wishing to keep hairstyles (including facial hair) for religious reasons shall submit a request to the Inmate Service Officer. The ISO, Facility Commander or religious representative will interview the inmate to establish they can articulate the religious significance between their professed faith and the hairstyle.

HEAD COVERINGS

Due to safety and security of the facility, religious head coverings are not allowed while incarcerated.

HOLY BOOKS

All holy books shall be requested by form of Inmate Request Form and submitted to the ISO.

Home Electronic Monitoring

Purpose:

To provide written criteria and guidelines for the management and operation of Lassen County Sheriff's Home Electronic Monitoring Program.

Statutory Authority:

- **Correctional Administrator**
 - Pursuant to California Government code Section 26605, the Sheriff has the sole and exclusive authority to keep the county jail and the prisoners in it. As such, the Sheriff is the facility administrator of the Lassen County Jail as defined in the California Code of Regulations, Title 15, Division I, Section 1006; definition of facility administrator. The Sheriff is also the designated correctional administrator for purposes of administering electronic monitoring program for county jail inmates.
- **Program Rules**
 - Pursuant to California Penal Code Section 1203.016: The board of supervisors, in consultation with the correctional administrator, may prescribe reasonable rules and regulations under which a home detention program may operate. As a condition of participation in the home detention program, the inmate shall give his or her consent in writing to participate in the home detention program and shall in writing agree to comply or, for involuntary participation, the inmate shall be informed in writing that he or she shall comply, with the rules and regulations of the program, including, but not limited to, the following rules:
 - The participant shall remain within the interior premises of his or her residence during the hours designated by the correctional administrator.
 - The participant shall admit any person or agent designated by the correctional administrator into his or her residence at any time for purposes of verifying the participant's compliance with the conditions of his or her detention.
 - The participant shall agree to use the electronic monitoring, which may include global positioning system devices or other supervising devices for the purpose of helping to verify his or her compliance with the rules and regulations of the home detention program. The devices shall not be used to eavesdrop or record any conversation, except a conversation between the participant and the person supervising the participant which is to be used solely for the purposes of voice identification.
 - The participant shall agree that the correctional administrator in charge of the county correctional facility from which the participant was released may, without further order of the court, immediately retake the person into custody to serve the balance of his or her sentence if the electronic monitoring or supervising devices are unable for any reason to properly perform their function at the designated place of home detention, if the person fails to remain within the place of home detention as stipulated in the agreement, if the person willfully fails to pay fees to the provider of electronic home detention services, as stipulated in the agreement, subsequent to the written notification of the

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participant that the payment has not been received and that return to custody may result, or if the person for any other reason no longer meets the established criteria under this section. A copy of the agreement shall be delivered to the participant and a copy retained by the correctional administrator.

- **Retaking Program Participants (1203.016 PC)**

- Whenever any peace officer supervising a participant has reasonable cause to believe that the participant is not complying with the rules or conditions of the program, or that the electronic monitoring devices are unable to function properly in the designated place of confinement, the peace officer may, under general or specific authorization of the correctional administrator, and without a warrant of arrest, retake the person into custody to complete the remainder of the original sentence.

- **Acceptance or Denial for Electronic Monitoring (1203.016 PC)**

- Nothing in this section shall be construed to require the correctional administrator to allow a person to participate in this program if it appears from the record that the person has not satisfactorily complied with reasonable rules and regulations while in custody. A person shall be eligible for participation in a home detention program only if the correctional administrator concludes that the person meets the criteria for release established under this section and that the person's participation is consistent with any reasonable rules and regulations prescribed by the board of supervisors or the administrative policy of the correctional administrator.

- **Approval and Availability of Program Rules (1203.016 PC)**

- The rules and regulations and administrative policy of the program shall be written and reviewed on an annual basis by the county board of supervisors and the correctional administrator. The rules and regulations shall be given to or made available to any participant upon request.

- **Acceptance/Denial for Program Eligibility (1203.016 PC)**

- The correctional administrator, or his or her designee, shall have the sole discretionary authority to permit program participation as an alternative to physical custody. All persons referred or recommended by the court to participate in the home detention program pursuant to subdivision (e) who are denied participation or all persons removed from program participation shall be notified in writing of the specific reason for the denial or removal. The notice of denial or removal shall include the participant's appeal rights, as established by program administrative policy.
 - "(e) The court may recommend or refer a person to the correctional administrator for placement in the home detention program. The recommendation or referral of the court shall be given great weight in the determination of acceptance or denial. At the time of sentencing or at any time that the court deems it necessary, the court may restrict or deny the defendant's participation in a home detention program."

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- **Authorized Activities/ Unauthorized Departures (1203.016 PC)**

- The correctional administrator may permit home detention program participants to seek and retain employment in the community, attend psychological counseling sessions or educational or vocational training classes, or seek medical and dental assistance. Willful failure of the program participant to return to place of home detention not later than the expiration of any period of time during which he or she is authorized to be away from the place of home detention pursuant to this section and authorized departures from the place of home detention are punishable as provided in Section 4532.
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Policy:

The Sheriff's goal is to have every potential alternative to custody applicant undergo an objective screening process to maximize program participation, when appropriate. However, the Sheriff's primary responsibility is to provide for public safety. Considering the program goal in conjunction with the Sheriff's responsibilities; the Sheriff reserves the right to reject any application for alternative custody programs if the Sheriff believes an applicant poses a risk to public safety. Providing for public safety is the overall guiding principle upon which all alternative to custody decisions will be based.

The Sheriff will utilize an evidence based risk assessment tool to assist in determining program eligibility. The application process and participant screening guidelines are contained in the Alternatives to Custody Policy.

Electronic Monitoring Overview and Guidelines:

- The Electronic Monitoring (EM) Program is program under which a person committed to the County Jail may participate in voluntary home detention program in which one day of participation will be in lieu of one day of confinement.
 - Criteria for the EM program consists of; a level of supervision within the County higher than those inmates on other alternative to incarceration programs.
 - The Sheriff's classification committee will be responsible for the screening/interview selection process and submit advisory findings to the Facility Commander for final determination of eligibility to participate.

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- Those inmates deemed ineligible may appeal utilizing the county jail inmate grievance procedures.
 - Inmates on the EM program who refuse to follow the rules and regulations will be removed from the EM program and may be subject to criminal prosecution or discipline in accordance to Title 15 and Jail policy and procedures.
 - The participant shall remain within the interior of their home during the hours designated.
 - As a condition of participating in the EM program, a person shall give his/her consent in writing and shall agree to comply with the rules and regulations.
- Program Requirements: Inmates volunteering to participate in the EM program will be responsible for completing and maintaining administrative requirements as outlined below. All participants must:
 - Meet the eligibility criteria as defined in policy and procedures
 - Agree to comply with program rules
 - Admit any person or agent designated by the Sheriff into his/her residence at any time for purpose of verifying compliance with the rules and regulations of the EM program.
 - Must not have any pending criminal charges within the State of California
 - Provide valid driver's license (if necessary)
 - Provide proof of vehicle insurance (if necessary)
 - If the participant is unable to be properly licensed and insured, then the participant must make arrangements to ride with another driver who will provide proof of license and insurance (if necessary).

Supervision:

To ensure that participants comply with program requirements, the Sheriff's Office will administer a supervision/compliance program. This program will include members of both the custody and patrol divisions of the Sheriff's Office. Primary supervision will begin with the Inmate Services Officer (ISO). The ISO will work in conjunction with other correctional officers, plus the Sheriff's dispatch center and patrol deputies to monitor the program.