

Policy 1100 - Administration, Organization, and Management

1100 - Jail Operations Goals and Objectives

1100.1 - Purpose and Scope

- a) The Sheriff-Coroner (Sheriff) of Orange County will manage and maintain the County's jails and inmates. Jail Operations will facilitate the timely, accurate, and legal processing of men and women arrestees, and will maintain the constitutional, secure and humane detention of arrested persons who cannot be released.

1100.2 - Sheriff as Chief Administrator

- a) The Sheriff-Coroner of Orange County is charged by law with the responsibility of managing and maintaining the County's jails. The Sheriff, his deputies, and departmental employees will operate the jails according to all county, state and federal laws and regulations.

1100.3 - Philosophy

- a) Orange County Jail facilities were designed and built to provide the County's residents with safe and secure facilities that comply with or exceed standards set forth by local, state, federal and professional agencies.
- b) Jail Operations policy and procedures will ensure that those delivered into custody will be provided safe, secure and humane treatment in conformance with applicable standards, laws and judicial decisions.
- c) Prompt, legal and thorough booking and release procedures will be utilized in every case in order to minimize the time spent in custody of those who are being legally released.
- d) Alternatives to custody will be considered in each case, consistent with the Sheriff's responsibility, to ensure public safety and to protect inmate rights.
- e) Inmates will be classified to the least restrictive mode of housing, with due consideration for the safety of the public, staff and other inmates.
- f) Essentials of human life (e.g., medical care, nutritious meals, recreation, a clean environment, religious counseling, and educational opportunities) will be provided to the inmates.
- g) Maintaining family relationships and contact with the community will be encouraged by appropriate policies regulating visiting, mail, and the use of telephones.
- h) Jail Operations staff will be encouraged to participate in refining and developing division goals, objectives, policies and procedures.
- i) Philosophies, goals and policies of the Jail Operations will be consistent with those of the Orange County Government and the Orange County Sheriff's Department.
- j) The Custody and Court Operations Manual (CCOM) describing the Jail Operation philosophy, goals and policies will be available to department members, the general public and to inmates. Portions of the CCOM may be restricted due to detailed procedure descriptions that could compromise security within each facility. The approved CCOM documents will be available at each facility from the Division Commander.
- k) The CCOM will be updated as necessary on the intranet, and will be reviewed at least annually.

1100.4 - Goals and Objectives

- a) When so directed, the Division Commander will prepare for the Sheriff-Coroner and the County Administrative Office, the realistic and measurable goals and objectives that can be accomplished within the designated fiscal year.
- b) At the end of each fiscal year, the Division Commander will prepare and submit to the Sheriff the results of efforts to meet the established goals and objectives.
- c) Related community agencies will be consulted frequently to gather their input to the continued policy update efforts. Health, religious, educational, and rehabilitation agencies will be encouraged to contribute ideas that will assist with policy update efforts.

1102 - Assignment of Division Commander

Each Jail Operations Division will be managed by an Orange County Sheriff's Department Division Commander. Each Division Commander will be assigned by the Sheriff, and will only be subordinate in duties to the Sheriff and Assistant Sheriff of Jail Operations

1102.1 – Qualifications

- a) A Jail Operations Division Commander will have at least five (5) years of law enforcement experience in a civilian agency, including one year as a Lieutenant. A degree in police science or criminology may substitute for two (2) years of non-supervisory experience.
- b) A Jail Operations Division Commander will have knowledge of modern law enforcement planning, principals of public administration, budgeting, training, disciplining personnel, modern techniques and procedures in custody and corrections, and will be thoroughly familiar with all departmental divisions.
- c) A Jail Operations Division Commander must have the ability to plan, organize, direct, and evaluate the work of others on a divisional level.

1102.2 – Assignment

- a) Assignment to, or transfer from the position of any Jail Operations Division Commander will be at the direction of the Sheriff. Duration of assignment will be determined by the Sheriff and Assistant Sheriff based upon:
 1. Disqualification by conviction of a crime, infamous or disgraceful conduct, or attempted deception or fraud.
 2. Promotion of the assignee.
 3. Transfer at the request of the Division Commander or in compliance with the department's Personnel Transfer Policy for Career Development, departmental reorganization or to fill a need in another facility or division.
 4. Demotion of the Division Commander in accordance with State and County rules and memoranda conditions of employment as agreed to by the employee representation unit.
 5. Transfer of the Division Commander due to incompetence, unsuitability or unproductivity as established in employee performance ratings.
 6. Termination, retirement or resignation by the Division Commander.
 7. Disuse or reclassification of the facility.

1102.3 - Authority and Responsibilities

- a) Each Division Commander will have the primary authority and responsibility for operations, staff assignments, program development, and supervision of personnel, facility maintenance and auxiliary services. Each Division Commander will only be subordinate in these authorities and responsibilities to the Sheriff and Assistant Sheriff of Jail Operations or in his/her absence, the Assistant Sheriff handling his/her responsibilities.

1102.4 - Supporting Agency Roles

- a) Each Division Commander will direct any support agency that provides services to the division to specify its role and function in writing. When the Division Commander approves the document(s), copies will be distributed to jail staff members for inclusion within each division's (i.e., Central Jail Complex (CJX), Theo Lacy Facility (TLF), James A. Musick Facility (JAMF), Custody and Court Operations Manual (CCOM).

1104 - Table of Organization Custody Operations

The Jail Operations organization chart places staff into related units that promote efficiency, groups similar functions, and provides a clear chain of command from entry-level positions to the Sheriff.

1104.1- Facility Organization, Chain of Command

- a) Sheriff-Coroner (Sheriff)

1. The elected administrator of the entire Sheriff's Department charged by law with administration of all County Jail facilities in Orange County. The Sheriff is required by law (GC 26605) to keep the County Jail and the prisoners in it.
- b) Assistant Sheriff of Custody and Court Operations.
 1. At the direction of the Sheriff, are administratively responsible for the Central Jail Complex, the Theo Lacy Facility, and the James A. Musick Facility.
- c) Division Commander
 1. The Division Commander is responsible for the overall operation, financial control and personnel management of the four jail divisions (CJX, TLF, JAMF and Inmate Programs), and their respective staffs. The Division Commander is responsible for interpreting and implementing Jail Operations policy and establishing procedures that ensure an efficient and effective overall operation of the division.
- d) Lieutenant
 1. There is one Watch Commander (Lieutenant) for each work shift at each division. The Central Jail Complex and Theo Lacy Facility also each have a Captain.
 2. The Watch Commander is responsible for the management and supervision of shift operations, and reports directly to the Division Commander.
 3. Captains have administrative responsibility of the facilities to which they are assigned. The Captains' authority and responsibility is limited to the Department's and Facility's established functions. He/she will interpret policy and may temporarily modify procedures in order to achieve the division's goals and objectives. The Captains report directly to the Division Commander.
 4. The Captain will be responsible for the day to day operations of the Farm operations as well as the maintenance and repair efforts.
- e) Sergeant
 1. Sergeants are the first level supervisors of the deputies, and others, on a specific shift.
 2. Operations Sergeants are responsible to the Watch Commander for all admissions and releases from custody.
 3. Housing Sergeants are responsible to the Watch Commander for inmate housing, feeding, transfers, and related functions.
 4. Training Sergeants - Under the direction of the Division Commander, the Training Sergeants are responsible for:
 - i. Planning and organizing training within each facility.
 - ii. Receiving, scheduling and orientating new employees.
 - iii. Maintaining, controlling and modifying the Facility Training Officer (FTO) Program as dictated by costs, needs or personnel requirements.
 - iv. Maintaining and communicating the facility bi-weekly work schedule.
 - v. Maintaining a high level of awareness of proposed or newly enacted legislation affecting Jail Operations.
 5. Classification Sergeants are responsible to the Watch Commander for all the classifying and screening of inmates processed.
 6. Module Sergeants: The Module Sergeant is responsible to the shift commander for inmate housing, feeding, transfers and other functions related to the modules.
 7. CWP Sergeants, Classification Sergeants, CST Sergeants : Under the direction of the Vacation/Captain, the CWP, Classification, CST Sergeant is responsible for:
 - i. Supervision and control of deputies assigned to the Community Work Program
 - ii. Classification along with the CST's assigned to the Theo Lacy Facility
 8. Maintenance Sergeants at the JAMF under the direction of the Admin/Farm Lieutenant, will be responsible for:

- i. Maintenance efforts on the facility
 - ii. Coordination of maintenance projects with the Department's Facility Operations and Maintenance Unit (FO&MU)
- f) Deputy Sheriff
 - 1. Each deputy is a representative of the Sheriff in all functions. Every deputy will have one supervisor to whom he/she is responsible for the performance of a specific job.
- g) Sheriff's Special Officer
 - 1. Each SSO will have one supervisor to whom they are responsible for the performance of a specific job.
- h) Correctional Services Assistant
 - 1. Each CSA will have one supervisor to whom they are responsible to for a specific job.
- i) Correctional Service Technician
 - 1. Each CST will have one supervisor to whom they are responsible for the performance of a specific job.
- j) Inmate Records Manager
 - 1. Under the direction of the Division Commander, the Records Manager is responsible for all clerical positions and functions in Records.
- k) 1104.1(k) - Farm Supervisors
 - 1. Each Farm Supervisor is a representative of the Sheriff in their functions. Every Farm Supervisor will have one supervisor to whom they are responsible for the performance of a specific job at the James A. Musick facility.
- l) 1104.1(l) - Food Services Personnel
 - 1. Food Services Personnel are the representative of the Sheriff in the performance of their duties and will be supervised by personnel assigned to their division.
- m) Correctional Programs Personnel
 - 1. Personnel assigned to Correctional Programs are the representative of the Sheriff in the performance of their duties and will be supervised by personnel assigned to their division.
- n) Correctional Medical Personnel
 - 1. Personnel assigned to Correctional Medical will be the representative of the Sheriff in the performance of their duties and will be supervised by personnel from their division.

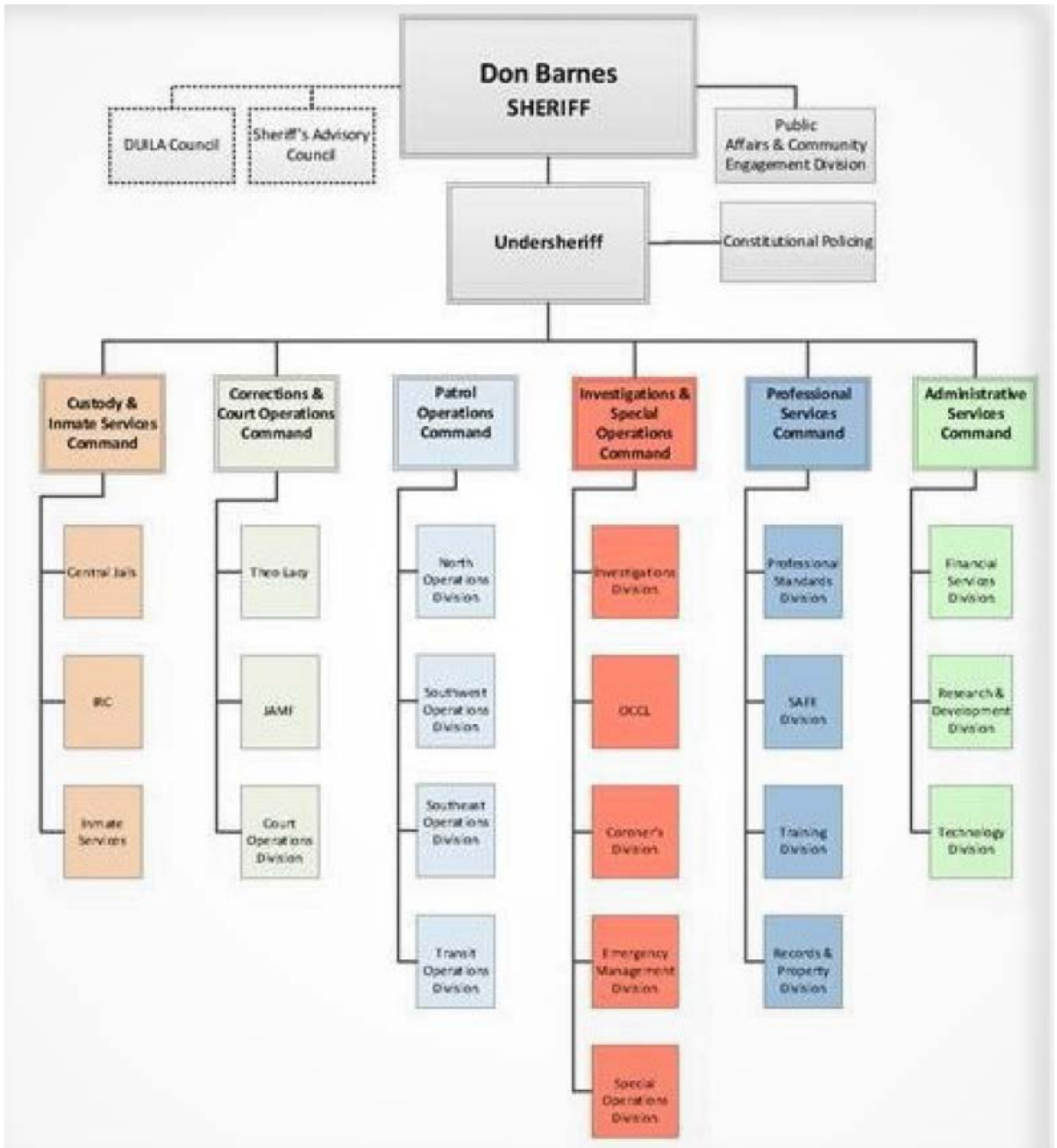
1104.2 - Maintenance of the Organization Chart

- a) The responsibility of maintaining the organization charts is that of the Division Commander.
- b) The organization chart will include all supervisory positions and functions within the facility.

1104.3 - Organization Chart Review

- a) The Division Commander will review the organization chart annually. Comments and changes will be submitted to the Assistant Sheriff of Jail Operations. The Sheriff must approve changes.

1104.4 - Organization Charts



1105- Table of Organization Court Operations

1105.1 - Facility Organization, Chain of Command

- a) Sheriff-Coroner (Sheriff)
 1. The elected administrator of the Sheriff-Coroner Department charged by law with administration of all County Jail facilities in Orange County. The Sheriff, by contract provides security services to the Courts within Orange County.
- b) Assistant Sheriff of Custody and Court Operations.
 1. At the direction of the Sheriff, the Assistant Sheriff of Custody and Court Operations is administratively responsible for the Central Justice Center, the West Justice Center, Harbor Justice Center, Lamoreaux Justice Center, North Justice Center and the Civil Bureau.
- c) Division Commander
 1. The Division Commander is responsible for the overall operation, financial control and personnel management of the five Courts and the Civil Bureaus, and their respective staffs. The Division Commander is responsible for interpreting and implementing Jail Operations policy and establishing procedures that ensure an efficient and effective overall operation of the division. The Division Commander is responsible for interpreting and implementing Custody and Court Operations policy and establishing procedures that ensure an efficient and effective overall operation of the division.
- d) Lieutenant
 1. There are 3 Watch Commanders (Lieutenants) assigned to the Court Operations Division.
 2. The Central Justice Center Watch Commander is also responsible for the Central Civil Annex, Community Court and the North Civil Detail.
 3. The West Justice Center Watch Commander is also responsible for the Harbor Justice Center and the South Civil Detail.
 4. The Lamoreaux Justice Center Watch Commander is also responsible for the North Justice Center.
 5. The Watch Commanders are responsible for the management and supervision of shift operations, and report directly to the Division Commander.
- e) Sergeant
 1. Sergeants are the first level supervisors of the deputies, and others, on a specific shift.
 2. Court Sergeants are responsible to the Watch Commander for the day to day operation of the Justice Centers.
 3. Detention Sergeants are responsible to the Watch Commander for court holding, feeding of inmates, remands, and related functions.
 4. Civil Sergeants are responsible to the Watch Commander for the operation of the Civil Field Details.
 5. Administrative Sergeant - Under the direction of the Division Commander, the Administrative Sergeant is responsible for:
 - i. Planning and organizing training within each facility.
 - ii. Receiving, scheduling and providing orientation to new employees.
 - iii. Maintaining, controlling and modifying the Facility Training Officer (FTO) Program as dictated by costs, needs or personnel requirements.
 - iv. Maintaining a high level of awareness of proposed or newly enacted legislation affecting Court Operations.
 - v. Maintaining / tracking the Court Operations Vehicle Fleet.
- f) Deputy Sheriff
 1. Each deputy is a representative of the Sheriff in all functions. Every deputy will have one supervisor to whom he/she is responsible for the performance of a specific job.

- g) Sheriff's Special Officer
 1. Each SSO will have one supervisor to whom he/she is responsible for the performance of a specific job.
- h) Correctional Services Assistant
 1. Each CSA will have one supervisor to whom he/she is responsible for the performance of a specific job.
- i) Sheriff's Technician
 1. Each Sheriff's Technician will have one supervisor to whom he/she is responsible for the performance of a specific job.
- j) Civil Administrative Manager
 1. The Civil Administrative Manager is responsible for the management and supervision of all Clerical Civil Process Personnel, and reports directly to the Division Commander
- k) Civil Process Chief
 1. Chief Clerks supervise the Clerical Civil Process Supervisors and others, on a specific shift. The Chief Clerks report to the Civil Administrative Manager.
- l) Civil Process Supervisor
 1. Civil Process Supervisors are the first level supervisors of the Clerical Civil Process Personnel, and others, on a specific shift. The Civil Process Supervisors report to the Chief Clerk.
- m) Civil Process Technicians
 1. All Civil Process Personnel will have one supervisor to whom he/she is responsible for the performance of a specific job.

1106 - Staff and Staff/Inmate Communications

An open staff communication system is essential in each Jail Operations facility in order to promote more efficient staff operations. The staff/inmate communication system must be understood by the entire staff in order to promote meaningful contact with employees and those outside the respective facility.

1106.1 - Staff Communications

- a) Each Division Commander will conduct periodic meetings with the entire division management and supervisory staff. The frequency of the meetings will be determined by the timeliness of subjects to be discussed and the discretion of the Division Commander.
- b) Those attending who wish to have items placed on the agenda as topics for discussion shall submit them in advance for approval by the Division Commander. Items for dissemination to employees will be formalized into memos and read at shift briefings.
- c) Information for distribution to inmates will be formalized into memoranda. To ensure uniformity and accuracy, each lieutenant and sergeant will supervise the actual distribution.
- d) Employees will use the chain of command for communication and fulfillment of routine needs. The Division Commander will be available to any employee if circumstances so dictate.

1106.2 - Staff / Inmate Communications

- a) Communications between staff and inmates is essential to efficient operation of each facility. Staff shall respect the dignity of each person and refrain from profane, callous or degrading remarks. Staff shall be firm, impartial and resolute in demanding compliance with jail rules and regulations. No employee has the right to inflict verbal abuse on any inmate, nor can any such action be condoned. Each employee will attempt to respond to inquiries of inmates or direct the inmate to the appropriate staff member best suited to respond to the inmate.
- b) The Module and Housing Deputies/SSO's will manage routine communication between staff and inmates.
- c) Inmates are permitted to send Inmate Message Slips to jail personnel, Sheriff's Department personnel, or other persons in agencies located in the Civic Center areas where messenger service is available. Housing Deputies/SSO's

may answer routine inquiries addressed to the Facility Administration, but all other inquiries will be forwarded promptly to the intended receiver.

- d) Envelopes addressed to legislators, the Grand Jury, members of the Board of Supervisors, judges, attorneys or the chaplain shall be opened and checked for contraband but not be read. Unsealed message slips will not be censored if addressed to the above-intended recipients.
- e) Unauthorized communication between inmates and Jail Operations employees may be a criminal violation. Each such instance shall be brought to the attention of the employee's supervisor for review and appropriate action.

1108 - Custody and Court Operations Manual

1108.1 - Purpose and Scope

- a) The Manual of the Orange County Sheriff's Department hereby established and shall be referred to as "The Custody and Court Operations Manual." The Custody and Court Operations Manual is a statement of the current policies, procedures, rules, and guidelines of this department. All employees are to conform to the provisions of this manual. All prior existing manuals, orders, and regulations which are in conflict with this manual are revoked, except to the extent that portions of existing manuals, orders, and other regulations which have not been included herein shall remain in effect where they do not conflict with the provisions of this manual.
- b) Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized, however, that police work is not always predictable and circumstances may arise which warrant departure from these guidelines. It is the intent of this manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to members of this department under the circumstances reasonably available at the time of any incident.

1108.2 – Responsibilities

The ultimate responsibility for the contents of this manual rest with the Sheriff. Since it is not practical for the Sheriff to prepare and maintain the manual, the following delegations have been made:

- a) Sheriff – The Sheriff shall be considered the ultimate authority for the provisions of this manual and shall continue to issue Departmental Directives which shall modify those provisions of the manual to which they pertain. Departmental Directives shall remain in effect until such time as they may be permanently incorporated into the manual.
- b) Staff shall consist of the following:
 - 1. Sheriff
 - 2. The Assistant Sheriff from each division
- c) Staff shall review all recommendations regarding proposed changes to the manual at staff meetings.
- d) Other personnel – All Department employees suggesting revision of the contents of the Custody and Court Operations Manual shall forward their suggestion, in writing, to their Division Commander who will consider the recommendation and forward to the Jail Compliance and Training Team (JCATT). JCATT will pass the proposed changes on to Staff.
- e) Once a change has been approved by the Sheriff's Department Staff it will be incorporated into the online/intranet/internet version of the CCOM and become department policy.
- f) The online/intranet/internet version of the Custody and Court Operations Manual shall contain all revisions and updates and will supersede any previously existing hard copies or versions.

1108.3 – Distribution

- a) To comply with the California Public Records Act, the Custody and Court Operations Manual shall be posted online and be made readily available to the public.

- b) Policies and procedures relating to the security of the facility will not be distributed or shared with the public or inmates.
 - 1. The CCOM will be available online to all Jail Operations employees. A hard copy will be maintained at the Captain's office at each facility.
 - 2. The Training Sergeants will ensure that new employees are informed about the CCOM and the requirement to become familiar with its content.

1108.4 - Annual Review of Policies and Procedures

- a) The Division Commander's designee will review the CCOM annually, and pass necessary changes on as stated under "Responsibilities" in this section.

1110 - Overall Facility Performance

1110.1 - Criteria for Evaluating Performance

- a) Compliance with mandated federal, state and local regulations will be the criteria on which overall facility performance will be evaluated.

1110.2 - Sources for Evaluating Performance

- a) The Division Commanders will have a variety of sources of information available to aid in conducting the evaluation.
- b) The Sheriff's Data System (SDS) computer will generate periodic reports necessary for planning and personnel deployment.
- c) Reviewing Daily Incident Logs each day.
- d) Monthly budgetary expenditure reports will be sent to the Division Commander from the Department Financial Officer to use in measuring goal attainment progress.
- e) The Division Commander receives a Facility Inspection Report that is prepared by the Senior Correctional Services Technician or the Division Commanders designee. This report is submitted on the second and fourth Monday of each month. Required repairs and corrective action are documented and routed to the proper sources.

1110.3 - Annual Reports

- a) The Division Commander is required to submit a comprehensive detailed budget for the next fiscal year. The submission will begin with a budget proposal to the Assistant Sheriff of Jail Operations.
- b) The Sheriff's Department will submit to the presiding judges of the courts in the County an annual report on the status of the population, major developments in the County Jail System and plans for the future.
- c) The Division Commander will submit an annual review report of the facility's objectives, programs, inmate population, budget, major developments, problems and plans to the Sheriff via the chain of command.

1112 - Management Information and Research Systems

Custody Operation Divisions has a controlled access, organized system of collecting, storing, retrieving, reviewing and reporting statistical and operational information. This system is intended for management review for the purpose of improving operational and program objectives. Legitimate outside inquiries will be answered promptly.

1112.1 - Management Reports

- a) Each facility within Jail Operations will be a part of the Sheriff's Data System (SDS) computerized program of information input, storage, update and retrieval. This is for the purpose of generating reports about inmate activities for review by management. In addition, manually generated reports will be systematically compiled for management review. The reports will be a part of Jail Operations overall, ongoing data management program. They will be used as a part of the management decision-making process relative to both inmate and operational

needs. The following reports will be generated to assist management in assessing operational needs and program objectives.

b) Jail Operations Inmate Activity Reports

1. Daily reports will be generated listing:

- i. Number of bookings during 24 hours (including supplemental bookings)
- ii. Number of releases during 24 hours - Inmate housing count at 0000 hours
- iii. Inmate housing (density) count by modules as of 0001 hours
- iv. Count of inmates by status, sentenced/unsentenced, males-females
- v. Number of court statistics (inmates sent and returned)
- vi. Number of transfers to other facilities
- vii. Punishment and special housing rosters
- viii. Jail inmate worker roster
- ix. State and federal inmate bookings
- x. Sentence expiration roster
- xi. Prison transfer roster

c) Jail Operations Incident Reports

1. Staff shall document occurrences requiring a Jail Incident ("JI") number (e.g., major jail rule violations, booking process delays, involuntary medications, and custody strip search authorizations) on a JI Report Form.
2. Occurrences requiring a DR (e.g., violations of law, medical/casualty occurrences requiring additional treatment outside the facility, found or lost property, booking evidence, etc.) shall be documented by staff on the appropriate report form in accordance with departmental policy and procedure.
 - i. At the discretion of the Supervisor or Watch Commander, any medical/casualty occurrence may be directed to be documented on a department Casualty Report.
3. Incident logs for the past 24 hours will be delivered to the Division Commander each morning at 0700. These reports are generated inside Main Control at each facility.
4. Copies of incident reports about assaults, suicides or attempts, escapes or attempts.
5. Original crime reports shall be forwarded through Sheriff's Records to the appropriate investigative detail for investigation.
6. Disciplinary reports will be handled in accordance with current Division policy.
7. Copies of all reports involving inmates shall be forwarded to Jail Records and placed in the inmate's permanent jail record.

d) Cash Activity Sheet

1. This documents the daily accounting and balancing of all cash drawers and the safe in each facility.

e) Budget Reports

1. A monthly budget report is generated by the Financial Services identifying each budget category's appropriations and the dollar and percent of expenditures to date. The Division Commander receives two supplementary reports on overtime expenditure by dollar amounts and by hours.

f) Miscellaneous Reports

1. Employee performance evaluations will be reviewed and signed by the Division Commander when approved. Reports on work schedules, shift assignments, employee absences due to injury or illness, facility inspection reports and disciplinary appeals will all be available or used in the Division Commander's office daily.

1112.2 - System Access

- a) Access to data generated in each facility is restricted at various locations according to job functions and the need to know. Employees working in assigned areas will only have access to information necessary for the performance of their duties. Granting access to other employees or anyone else, outside of the work area must meet with

supervisory approval. Supervisors will advise the Division Commander when the requested access is from outside the Sheriff's Department.

1112.3 - Research Control

- a) All persons, including Sheriff's Department staff, medical staff, other government agencies, the media and schools must first receive approval from the Division Commander prior to instituting research projects in each facility.
- b) Prior to initiating research, all persons conducting research in the facility must agree to abide by all Sheriff's Department policies relating to the security/confidentiality of inmate files. Based upon the intended use of the research, guidelines will be established regarding what information shall be accessible to the researcher.
- c) Inquiries from local, state and federal executive and legislative bodies/agencies will be brought to the Sheriff's attention by the Division Commander via the chain of command. At the direction of the Sheriff, or the Assistant Sheriff of Jail Operations, an appropriate and timely response will be made to each legitimate inquiry.
- d) The Division Commander may maintain a professional relationship with colleges, schools, or institutes that are available to collaborate on training or studies in areas of mutual interest. Prior approval of any training or studies involving the facility, its staff, or inmates must be obtained from the Sheriff.
 - 1. Training arrangements will always be coordinated through the Division Commander to ensure proper accounting and credit to staff.
- e) Research or studies involving more than the information identified as "public" may require signed release/waiver from the involved inmates. The Division Commander will seek instructions from his/her staff and/or County Counsel office in these matters.

1112.4 - Jail Profile Survey

- a) Board of Corrections Jail Survey will be completed each month and forwarded to the Board of Corrections.

1114 - News Media and Public Relations

The news media, inmates and general public will be given public access to non-confidential information about Jail Operations to ensure the dissemination of information about any facility's operations. Jail Operations has the responsibility to protect the privacy and rights of its staff and inmates. Interviews inside the facility will be closely regulated to ensure the controlled and safe operation of the facility.

1114.1 - The News Media and Jail Operations

- a) Members of the media are permitted access to information approved for release regarding Jail Operations for the purpose of preparing reports about the facility, its program and activities.
- b) Media representatives are expected to make arrangements in advance with the Sheriff Department's Public Information Officer (PIO) for official visits to the facilities. Media representatives are required to possess an official press credential.
- c) The PIO will be available to the public and to media representatives to answer inquiries and make official releases of information. All inquiries from the media will be referred to the PIO. While the Division Commander and staff are not specifically prohibited from communicating with the media, it is the policy of the Sheriff's Department to have media contacts conducted uniformly by the PIO.
- d) During a facility emergency, and for a reasonable time thereafter, the Division Commander may suspend all media visits.
- e) Either an inmate or a media member may initiate a request for a personal visit at Jail Operations. The visit will take place in public visiting and will not count as the inmate's visit for that day.
- f) Inmates may use the inmate phones in the Custody Operations to contact the media. The only restriction on the use of the telephones is that they are restricted to local calls and that the inmates may not receive calls on any Jail Operations telephones.

1114.2 - Inmate/Media Interviews

- a) Media representatives must request specific permission from the Division Commander prior to bringing any cameras or recording devices into Jail Operations. This requirement is meant to protect the rights of inmates and staff, and to maintain order within the facility.
- b) Media interviews with inmates inside a Jail Operations facility may be refused because:
 1. The media representative refuses to agree to the conditions set forth by this policy.
 2. The inmate is medically or psychologically unable to participate.
 3. The Division Commander feels the interview would endanger the health and safety of the interviewer or would incite other inmates and disrupt the facility.
- c) With the approval of the Division Commander, the media representative may take photographs and/or voice recordings. The named inmate agreeing to the interview is the only inmate who can be photographed and/or recorded.
- d) Due to special security, custodial, and supervisory arrangements necessitated by media interviews, a High Security inmate, an inmate in disciplinary housing or an inmate at the hospital may not be available for an interview. The Division Commander will individually consider each such case.

1114.3 - Media Requests for Interviews

- a) Requests from members of the media to visit or interview an inmate will be approved by the Facility Watch Commander. Authorized media must provide professional or government issued credentials. For any questions regarding authorized media, contact the Department of Public Affairs. If approved, the Watch Commander will ensure form J184-MEDIA REQUEST FOR INMATE INTERVIEW is completed and presented to the inmate. Once the inmate has accepted or denied the request, the lower portion will be detached for the inmate to retain. A copy will be placed in the inmate's jacket.
 1. The time and location of the visit or interview will be determined by the Facility Watch Commander. Prior to a visit or interview taking place, the Facility Watch Commander will notify the department PIO.
 2. Visiting staff will use the Sheriff's Data System (SDS) to schedule the interview as an "Official Visit," noting "Media" in the agency box and filling in appropriate media personnel information.
 3. Media personnel shall present his/her media badge and one other form of identification.
 4. J184 is located:
 - i. Knowledge Center
 - ii. Forms-Document Center
 - iii. Jail Operations
 - iv. Search for "Media"
 - v. Click on "Media Request for Inmate Interview" form
- b) Media requests for interviews of inmates on non-visiting days will be cleared through the Watch Commander.
 1. The requested inmate must have completed the booking process.
 2. A "Request to Visit" form will be filled out and given to the inmate.
 3. It is the inmate's responsibility to contact the media representative and then initiate the visit.
 4. Media representatives will not be restricted in the frequency of their visits of inmates; however, each inmate is only permitted one 30 minute "media visit" per day.
 5. Media visits in Jail Operations will take place in the public visiting areas and will not count as the inmate's personal visit for that day.
 6. Special requests for interviews may be made in writing to the Division Commander. The request must be made in advance of the requested interview time. The Division Commander will answer requests within three (3) days.
 7. Photographs and electronically recorded interviews of inmates will be conducted away from the Jail Operations in a facility under the supervision of the courts.

8. A media representative may accompany an attorney to an official visit with prior approval of the Division Commander. The inmate may refuse or agree to the media representative's presence. No inmate will be required to be interviewed by the media either by an attorney or staff member while inside any Jail Operations facility.

1114.4 - Life Threatening Incident Releases

- a) Initial releases of information in cases of life threatening incidents and death will be made by the Sheriff Department's PIO.
- b) The District Attorney's staff will be the lead investigative agency in any life threatening incidents occurring inside any Jail Operations facility. After the initial release of general information, the District Attorney's Office will make all subsequent media releases regarding the incident.
- c) The final release for each such incident will also be made by the District Attorney's Office.
- d) Jail Operations staff will not make media releases unless directed to do so by the Division Commander.

1114.5 - Public Information Requests

- a) Jail Operations information will not be released in conflict with the provisions of California Government Code 6254.
- b) Inmate Information- See CCOM Policy 2502.5- Releasing Inmate Information
- c) Requests from federal, state and local legislative and executive bodies for information about Jail Operations programs and specific cases will be answered as soon as possible. The Division Commander will inform the Assistant Sheriff of Jail Operations of all such inquiries.
- d) Inmates at any Custody Operations facility and the general public may request non-confidential policy and procedures information.
 1. Requests for policy and procedure information shall be directed to the Sheriff Department's Jail Compliance and Training.
 - i. Portions of the Jail Operations Manual pertaining to security and emergency procedures are not available for review.
 - ii. The following policies and procedures information are available for inmate or general public review:
 - iii. Custody Operations policy and procedures affecting inmates as specified in Minimum Standard Sections 1043, 1045, 1061, 1062, 1063, 1064, 1065, 1066, 1067, 1068, 1069, 1070, 1071, 1072, 1073, 1080, 1081, 1082, 1083 and 1200 of Title 15, California Administrative Code.
 2. A copy of the following publications will also be available for public and Jail Operations inmate review:
 - i. "Guidelines for the Establishment and Operation of Local Detention Facilities"
 - ii. Title 15 California Code of Regulations "Minimum Standards for Local Adult Detention Facilities"

1116 - Inmate Welfare Fund – Commissary

1116.1 - Commissary Operations

- a) Location
 1. The office and warehouse space for Commissary Operations is located at [REDACTED].
- b) Administration
 1. The Commissary will be the responsibility of the Assistant Sheriff of Jail Operations at the direction of the Sheriff.
- c) Division Commander
 1. The Division Commander will determine which commissary items will be sold in Jail Operations. The Division Commander will also determine the frequency of inmate purchases and set the maximum quantity for any

one purchase, and the number of commissary items an inmate is allowed to possess at one time. Three purchases each week is the limit.

- d) Prices
 1. Prices for items sold in the commissary are set below that of area grocery chain stores. Sales tax is added to taxable items.
- e) Commissary employees will conduct a weekly inventory. The Senior Account/Auditor assigned to the Financial Division will make a quarterly profit/loss statement. The Commissary employees will maintain daily purchases, sales and inventory records. Each inmate's commissary order slip will be retained on file in the Commissary office for one year.
- f) Inmates will order commissary items by marking an order form distributed three times weekly by Module Deputies. Completed order forms will be forwarded to Commissary Operations who will debit orders with sufficient funds from the inmate's account. Order forms with insufficient funds will be returned to the inmate. Commissary employees will bag the items the next day and hand-deliver the bags to the inmates in their housing locations. Orders will not be delivered to inmates who do not present their jail-issued identification card. The inmate will sign the order slip as received; the slip is then returned to the Commissary office where it is retained for one year.
- g) Welfare Pack
 1. Indigent inmates, those with less than \$2.00 in their account, will be given a Welfare Pack, if requested, once per week. The contents are:
 - i. One toothbrush with toothpaste
 - ii. One disposable razor. For additional information, regarding inmates who are not allowed disposable razors, reference CCOM Policy 1201 "Inmate Classification."
 - iii. One hair comb
 - iv. Two (2) letter sized envelopes and postage
 - v. One golf pencil
 - vi. Ten (10) sheets of writing paper
- h) Inmates placed in disciplinary housing will also be issued a welfare pack. No razors will be included in these welfare packs.

1116.2 - Spending and Accounting of Welfare Trust Funds

- a) The Sheriff is liable for accurate management of the Inmate Welfare Trust Funds.
- b) Sources of income for the Inmate Welfare Fund include Commissary Operations, Inmate telephone revenue and educational contracts.
- c) An annual budget is drafted by the Correctional Programs Unit for the Inmate Welfare Funds and Commissary Manager for Commissary Funds. The Financial Manager maintains ledger books. The Auditor-Controller's staff periodically audits the books. The Sheriff makes an annual report of the Inmate Welfare account in January to the Board of Supervisors.
- d) The County Treasurer deposits funds at Bank of America. Interest accrued by the account is added to the account.
- e) The Financial Manager sends a report of sales of taxable items and a check for the taxes to the California Board of Equalization as required by law.
- f) Expenditures from the Inmate Welfare Trust Fund require the signature of the Assistant Sheriff of Jail Operations and the Department Financial Manager. Money from the Commissary account is used to replenish commissary supplies and requires only the Financial Manager's signature for approval.
- g) Typical expenditures for the accounts include:
 1. Inmate Welfare Fund
 - i. Inmate housing TV sets and repairs
 - ii. Games, sports equipment, reading materials for inmate recreation

- iii. Inmate general library program
 - iv. Inmate law library program
 - v. Inmate vocational education program
 - vi. Welfare pack items for indigent inmates
2. Commissary Operations
- i. Re-stock items for the Commissary
 - ii. Salaries and expenses of the Commissary stores operation
- h) A continual inventory of inmate televisions, games, books, etc., is maintained by the Correctional Program Supervisor. Each year the supervisor conducts a television inventory for the purposes of producing a report to the Board of Supervisors on the location and maintenance of inmate televisions.
- i) Inmate Welfare Fund Expenditure Report
- 1. Pursuant to California Administrative Code Title 15, Section 1043 and 1045, copies of the annual Inmate Welfare Fund Expenditure Report will be made available to all inmates. Two (2) copies of the report will be available for inmate's inspection.
 - 2. A copy of the report is posted on each compound and is located on the Correctional Programs Unit Inmate Message Board.
 - 3. Personal copies of the Inmate Welfare Fund Expenditure Report will be provided after the inmate pays duplication costs pursuant to Government Code Section 6356 and 6257.
 - 4. The following procedure will be used to charge an inmate for duplicating costs of a personal copy of the report:
 - i. Determine the cost for the document by charging for the first page and for each additional page using the fees which have been approved by Board of Supervisors Resolution.
 - ii. Obtain a cash withdrawal receipt from the cashier for the proper amount and have the inmate sign it.
 - iii. Have the cashier process the cash withdrawal.
 - iv. Provide the cash and a copy of the receipt to the cashier at Fiscal who will post it to the appropriate account.
 - v. Provide the inmate with his copy of the report.