

## Policy 2000 - Inmate Services and Programs

### 2000 - Overview/Social Service Programs

In order to maintain the physical, social and emotional health of incarcerated individuals, a broad array of programs and services will be provided. Programs will utilize community resources and include at a minimum, religious services, recreational and leisure time activities, library services, educational courses, work programs, social service programs and commissary.

#### 2000.1 - Program Guidelines

- a) Equal opportunity for participation in programs and services will be available to both male and female inmates housed within Jail Operations.
- b) Inmate participation in programs and services shall be strictly voluntary. Refusals will not prejudice an inmate from future participation. However, due to class size limits, arbitrary refusals may impair the maintenance of accurate, active attendance records and may impede other inmates from participating in certain classes if there is a waiting list. In these cases the Education staff will handle the refusals.
- c) Programs and services will be provided by Correctional Programs Staff and outside community resources.

#### 2000.2 - Social Service Programs

- a) Correctional Programs maintains an extensive reference log of social service programs and groups available for inmate referral. Generally, the inmate must contact a member of the Correctional Programs Staff and request help.
- b) Inmates requesting social service assistance can submit an Inmate Message Slip to Correctional Programs, who will furnish the inmate with the name of the appropriate person or agency to contact.
- c) Social service programs may be presented within the facility, either in the Visiting area, Chapel or multi-purpose rooms. This will depend on whether the program is delivered to a group or an individual.
- d) Counseling programs for alcoholics (Alcoholics Anonymous) and drug addicts (Narcotics Anonymous) are presented on an on-going basis.

#### 2000.3 - Security Clearance Application Procedure

- a) Purpose
  1. To provide a procedure for screening, selection and requirements of persons who will be volunteering within the Orange County Sheriff's Department's jail facilities.
- b) Policy

1. All volunteers will be screened and approved by the Deputy assigned to the Inmate Services Division prior to entering or volunteering within any Orange County Sheriff's Department's jail facility.

c) Procedure

1. The Inmate Services Division's volunteer coordinator or deputy will receive names of potential volunteers from the following sources:
  - i. Religious organization
  - ii. Volunteer agency
  - iii. Sheriff's Department employees to fill a specific need within the Orange County jail system.
2. Clearance Process:
  - i. All potential volunteers must complete, sign and submit all security forms to the Inmate Services Division's deputy. All volunteers shall also provide a copy of their California Driver License or California Identification card, and a copy of their Social Security card or U.S. Federal passport.
  - ii. A background check will be conducted on all clearance applications submitted.
  - iii. The volunteer background clearance process can take up to 4 to 6 weeks to complete. In certain circumstances it may take longer depending on the completeness of the information provided by the potential volunteer and available staff resources.
  - iv. The clearance process and any approval will occur prior to when the volunteer begins his or her services in the Jail System. Except as provided herein, a volunteer's security clearance will remain in effect for one year. After the second consecutive year of volunteering and if the volunteer remains in good standing, a two year renewal may be granted. One to two months prior to the expiration of the volunteer's security clearance, the volunteer will submit all appropriate documentation for renewal.
  - v. All volunteer data collected and result of the security clearance will be maintained in the security clearance database.
3. Acceptance into Volunteer Program:
  - i. The Inmates Services Division deputy will notify the volunteer or the volunteer's organization of their acceptance into the volunteer program.
  - ii. The volunteer must attend a mandatory Sheriff's Department security orientation training before entering a Sheriff's Department's jail facility. Failure to attend the security orientation training will result in removal from the volunteer program.
  - iii. Once the volunteer is screened, cleared for jail entry and has attended the mandatory security orientation training, he/she will be issued a "Volunteer Identification" card.

- iv. The Inmate Services Division - Volunteer Coordinator Supervisor will coordinate with the volunteer or the volunteer's organization their assigned duties and/or activities.
- v. All volunteers shall adhere to all Sheriff's Department's rules and regulations regarding volunteers. Furthermore, all volunteers shall adhere to all Federal, State and County laws. Any violations of Sheriff's Department rules and regulations regarding volunteers or any violation of any Federal, State or County laws may result in immediate removal from the volunteer program.

4. Volunteer Clearance Denials:

- i. The applicant who fails the background investigation will be notified in writing/email that he/she has been denied. Specific information on which the denial was based will be documented and will only be disclosed to the applicant, not the organization, unless the applicant provides written authorization for the disclosure to the applicant's organization.
- ii. Clearance renewals may be denied based on the needs of the Sheriff's Department, the Inmate Services Division's volunteer program or the applicant's status.
- iii. If an applicant is denied, the applicant may appeal the denial. All appeals must be in writing and sent to the Inmate Services Division deputy. The applicant's background packet will be forwarded to the Division Commander or his/her designee for final review.
- iv. The Division Commander or his/her designee will review all pertinent information regarding the clearance denial. The Division Commander or his/her designee will make a final determination regarding the applicant's clearance status within 90 days of receipt of the appeal. The applicant or the applicant's organization, if the applicant has provided written authorization for disclosure to the applicant's organization, will be notified in writing of the Division Commander's or his/her designee's decision. The Division Commander's or his/her designee's decision is final.

5. Removal from Volunteer Program:

- i. The Inmate Services Division may remove a volunteer from the volunteer program if they do not fulfill their obligations or requirements to the volunteer program.
- ii. Any volunteer who jeopardizes the safety or security of the Orange County jail, its staff or individuals incarcerated within any Orange County Sheriff's department's jail facility may be removed from the volunteer program.
- iii. Sheriff's department's staff has the authority to deny access or remove any volunteer from any facility at any time. Specific information about why the volunteer was denied access or removed from the volunteer program will be documented and will be disclosed to the volunteer, not the organization, unless the

volunteer provides written authorization for disclosure to the volunteer's organization.

- iv. If a volunteer is removed from the volunteer program, the volunteer may appeal the removal. All appeals must be in writing and sent to the Inmate Services Division deputy. The appeal will be forwarded to the Division Commander or his/her designee for final review.
- v. The Division Commander or his/her designee will review all pertinent information regarding the volunteer's removal from the volunteer program. The Division Commander or his/her designee will make a final determination regarding the volunteer's removal from the volunteer program within 90 days of receipt of the appeal. The volunteer or the volunteer's organization, if the volunteer has provided written authorization for disclosure to the volunteer's organization, will be notified in writing of the Division Commander's or his/her designee's decision. The Division Commander's or his/her designee's decision is final.

6. Records Retention:

- i. The Inmate Services Division will keep all appropriate records, clearances, forms and training documentation of all volunteers. The length of time these documents will be kept according to applicable Federal, State and County laws and Sheriff's Department's Records Control Schedule(s).

d) Volunteers will complete a security clearance request

- 1. Volunteers may apply and be approved to enter all OCSD jail facilities. Approval will be designated by the Correctional Programs Unit Commander in either of the following forms:
  - i. All Facilities

e) Security Requests are processed by policy

- 1. Programs Deputy – Each applicant's specific information (including criminal history) will be evaluated first by the Programs Deputy. The Programs Deputy will forward the materials and recommendation for approval or denial of the application to the Inmate Services Director.
- 2. Correctional Programs Unit Commander – The Correctional Programs Unit Commander will review and evaluate all Security Clearance Requests according to approval criteria for admission to Jail Operations.

f) Denials and Questions about Denials

- 1. The reason for a Security Clearance Request denial will be clearly stated by the Correctional Programs Unit Commander on the application card. Volunteers who are denied clearance may direct questions to the Inmate Resources Team Supervisor.

g) Religious Community Volunteers

- 1. Will generally be on an approved list of volunteers for visits through Inmate Programs. Clergy members not on this list may visit with the Watch Commander's approval.

2. Volunteers approved for admission to Orange County jail facilities must contact the Correctional Programs Volunteer Office to arrange an appointment for their ID card photo.
  - i. In certain instances, Inmate Programs Volunteers may arrive at a facility during the interim period between receiving security clearance approval from Inmate Programs and scheduling an appointment with the Volunteer Office to obtain their ID card. In those cases, the volunteer's name will be in the security clearance database. The volunteer must present a valid government ID to check their identity and confirm a security clearance. They may then be issued a volunteer pass.
3. Facility Chaplains are community volunteers. They have been cleared to conduct official visits with inmates in areas or in separate Chaplains' offices, to move within the jail facility without escort and, to escort and monitor their organization's Blue Card Community Volunteers while those volunteers conduct programs within the jails.

#### 2000.4 - Volunteer Identification Cards

- a) Volunteers approved for admission must contact the Correctional Programs Volunteer Office to arrange an appointment for their ID card photo.
  1. In certain instances, Inmate Programs Volunteers may arrive at a facility during the interim period between receiving security clearance approval from Inmate Programs and scheduling an appointment with the Volunteer Office to obtain their ID card. In those cases, the volunteer's name will be in the security clearance database. The volunteer must present a valid government ID to check their identity and confirm a security clearance. They may then be issued a volunteer pass.
- b) ID Card Color
  1. Blue – Regular “Community Volunteer” The blue color differentiates the Community Volunteer from other civilian ID cards denoting instructors from other county agencies blue color also designates that the volunteer requires an escort when moving within the secured areas of a jail facility.
  2. White – A limited number of “Facility Chaplain” ID cards are issued to each religious organization conducting scheduled worship services and bible studies in the jail facilities. Facility Chaplains are:
    - i. Cleared to conduct official visits with inmates in AB areas or in separate Chaplain's offices.
    - ii. Cleared to move within the jail facility without an escort.
    - iii. Cleared to escort and monitor their organization's blue card Community Volunteers while those volunteers conduct programs in a jail facility.
- c) Expiration and Renewal of ID cards
  1. All Volunteer ID cards will include an expiration date of one year after the date of issue.
    - i. The date of issue will be defined as the date the volunteer has their picture taken.

2. Expired cards are not to be honored. If an expired card is presented, security staff should deny entry and instruct the volunteer to contact their organization's Volunteer Coordinator to arrange for a renewal. Security staff will retain the expired card and forward it to the Programs unit Coordinator within 24 hours.
  3. The expiration for the first annual renewal of a card will be set for one year from the date of renewal.
  4. The second annual renewal and subsequent renewals of a card will be set for two years from the date of renewal.
  5. Approval for renewal applications will be based on a review conducted by the Programs Deputy. The review will examine the Volunteer's actions in the community during the renewal period. Actions which violate the criteria for initial approval will be cause for the denial of a renewal application.
- d) Display of ID Cards
1. The ID card will be prominently displayed on the Volunteer's person, with the volunteer's picture clearly visible, at all times while in the jail facility.
- e) Return of ID Card
1. The ID card is Sheriff's Department property. It must be returned to the Volunteer's organization Coordinator or the Correctional Programs staff if the volunteer becomes inactive in the program for any reason, voluntary or involuntary. If the card is not promptly returned the Programs Deputy will obtain or arrange for the return of the items owned by the Sheriff's Department.
  2. If the ID card is lost outside the jail facility, the loss must be reported immediately to Correctional Programs. If lost within a jail facility, the loss must be reported immediately to the facility's security staff and then to Correctional Programs.

#### 2000.5 - Volunteer Program Requirements

- a) Purpose
1. To provide a procedure for screening, selection and requirements of persons who will be volunteering within the Orange County Sheriff's Department's jail facilities.
- b) Policy
1. All volunteers will be screened and approved by the Deputy assigned to the Inmate Services Division prior to entering or volunteering within any Orange County Sheriff's Department's jail facility.
- c) Procedure
1. The Inmate Services Division's volunteer coordinator or deputy will receive names of potential volunteers from the following sources:
    - i. Religious organization
    - ii. Volunteer agency

- iii. Sheriff's Department employees to fill a specific need within the Orange County jail system.

2. Clearance Process:

- i. All potential volunteers must complete, sign and submit all security forms to the Inmate Services Division's deputy. All volunteers shall also provide a copy of their California Driver License or California Identification card, and a copy of their Social Security card or U.S. Federal passport.
- ii. A background check will be conducted on all clearance applications submitted.
- iii. The volunteer background clearance process can take up to 4 to 6 weeks to complete. In certain circumstances it may take longer depending on the completeness of the information provided by the potential volunteer and available staff resources.
- iv. The clearance process and any approval will occur prior to when the volunteer begins his or her services in the Jail System. Except as provided herein, a volunteer's security clearance will remain in effect for one year. After the second consecutive year of volunteering and if the volunteer remains in good standing, a two year renewal may be granted. One to two months prior to the expiration of the volunteer's security clearance, the volunteer will submit all appropriate documentation for renewal.
- v. All volunteer data collected and result of the security clearance will be maintained in the security clearance database.

3. Acceptance into Volunteer Program:

- i. The Inmates Services Division deputy will notify the volunteer or the volunteer's organization of their acceptance into the volunteer program.
- ii. The volunteer must attend a mandatory Sheriff's Department security orientation training before entering a Sheriff's Department's jail facility. Failure to attend the security orientation training will result in removal from the volunteer program.
- iii. Once the volunteer is screened, cleared for jail entry and has attended the mandatory security orientation training, he/she will be issued a "Volunteer Identification" card.
- iv. The Inmate Services Division - Volunteer Coordinator Supervisor will coordinate with the volunteer or the volunteer's organization their assigned duties and/or activities.
- v. All volunteers shall adhere to all Sheriff's Department's rules and regulations regarding volunteers. Furthermore, all volunteers shall adhere to all Federal, State and County laws. Any violations of Sheriff's Department rules and regulations regarding volunteers or any violation of any Federal, State or County laws may result in immediate removal from the volunteer program.

4. Volunteer Clearance Denials:

- i. The applicant who fails the background investigation will be notified in writing/email that he/she has been denied. Specific information on which the denial was based will be documented and will only be disclosed to the applicant, not the organization, unless the applicant provides written authorization for the disclosure to the applicant's organization.
- ii. Clearance renewals may be denied based on the needs of the Sheriff's Department, the Inmate Services Division's volunteer program or the applicant's status.
- iii. If an applicant is denied, the applicant may appeal the denial. All appeals must be in writing and sent to the Inmate Services Division deputy. The applicant's background packet will be forwarded to the Division Commander or his/her designee for final review.
- iv. The Division Commander or his/her designee will review all pertinent information regarding the clearance denial. The Division Commander or his/her designee will make a final determination regarding the applicant's clearance status within 90 days of receipt of the appeal. The applicant or the applicant's organization, if the applicant has provided written authorization for disclosure to the applicant's organization, will be notified in writing of the Division Commander's or his/her designee's decision. The Division Commander's or his/her designee's decision is final.

5. Removal from Volunteer Program:

- i. The Inmate Services Division may remove a volunteer from the volunteer program if they do not fulfill their obligations or requirements to the volunteer program.
- ii. Any volunteer who jeopardizes the safety or security of the Orange County jail, its staff or individuals incarcerated within any Orange County Sheriff's department's jail facility may be removed from the volunteer program.
- iii. Sheriff's department's staff has the authority to deny access or remove any volunteer from any facility at any time. Specific information about why the volunteer was denied access or removed from the volunteer program will be documented and will be disclosed to the volunteer, not the organization, unless the volunteer provides written authorization for disclosure to the volunteer's organization.
- iv. If a volunteer is removed from the volunteer program, the volunteer may appeal the removal. All appeals must be in writing and sent to the Inmate Services Division deputy. The appeal will be forwarded to the Division Commander or his/her designee for final review.
- v. The Division Commander or his/her designee will review all pertinent information regarding the volunteer's removal from the volunteer program. The Division Commander or his/her designee will make a final determination regarding the



volunteer's removal from the volunteer program within 90 days of receipt of the appeal. The volunteer or the volunteer's organization, if the volunteer has provided written authorization for disclosure to the volunteer's organization, will be notified in writing of the Division Commander's or his/her designee's decision. The Division Commander's or his/her designee's decision is final.

6. Records Retention:

- i. The Inmate Services Division will keep all appropriate records, clearances, forms and training documentation of all volunteers. The length of time these documents will be kept according to applicable Federal, State and County laws and Sheriff's Department's Records Control Schedule(s).

## 2000.6 - Volunteer Organization Requirements

a) Purpose

1. To provide policies, procedures and protocols for volunteer organizations who maintains volunteers within the Orange County Sheriff's Department jail facilities.

b) Policy

1. All volunteer organizations will adhere to the policy, procedures and protocols described below. Failure to comply may result in the suspension or removal of the organization's participation in the Orange County Sheriff's Department's volunteer program.
2. Each volunteer organization will have a designated "Point of Contact" for handling all clearances, scheduling and other administrative functions and issues pertaining to their organization and volunteers.
3. Each organization will be allowed a specific number of volunteers that will be permitted to volunteer within the Orange County Sheriff's Department jail facilities. The number of volunteer that will be permitted to volunteer within the jails will be determined by the Orange County Sheriff's Department -Inmate Services Division. The number of volunteers permitted will be determined by the amount of volunteer service hours an organization is providing.
4. The organization and their volunteers will maintain integrity and professionalism while volunteering inside any custody facility.
5. All organizations and their volunteers will adhere to the "volunteer" schedule set forth by the Orange County Sheriff's Department -Inmate Services Division.
6. Each volunteer will be required to strictly adhere to the allotted time frame given for their specific program. All volunteers are required to participate and be active volunteers. Each volunteer will be required to maintain a prescribed number of volunteer hours set forth by the Orange County Sheriff's Department -Inmate Services Division. Failure to adhere to the prescribed number of volunteer hours set forth for the volunteer and their organization may and can result in loss of volunteer status or revocation of their security clearance.

7. Volunteers will comply with all directives from Sheriff's Department staff while inside any Sheriff's Department jail facility.
8. The Orange County Sheriff's Department will only accept volunteers based on the needs of the Department, not the needs of the volunteer organization.
9. The Orange County Sheriff's Department is not required to comply with the volunteer organization's requirements, needs or mandates.

## 2002 - Commissary

To help improve inmate morale and grooming, a commissary store is maintained for inmates in custody of the Sheriff. This allows the inmates to use their own personal funds to purchase snack food and miscellaneous approved hygiene items.

### 2002.1 - Commissary – Procedure

- a) A variety of commissary items are available for purchase by inmates. The Commissary Administration sets prices for items sold in the commissary. The profit margin is set below that of local grocery chain stores. Sales tax is added to taxable items.
- b) Profits generated from the sale of commissary items are deposited into the Inmate Welfare Fund.
- c) Commissary order forms will be distributed to inmates in the dayroom three (3) times weekly. Order forms will list available items and prices.
- d) Inmates will be permitted to purchase commissary items up to the quantity limits specified on the commissary order slip.
- e) Indigent inmates with less than \$2.00 in their account can order a "Welfare Pack" at no cost. This pack includes: writing materials, toothbrush, toothpaste, razor, comb, two (2) stamped envelopes, ten (10) sheets of writing paper and a pencil.
  1. Indigent inmates who order the "Welfare Pack" will carry a negative balance until they are no longer in Orange County Sheriff's Department custody.
  2. Any future money received or deposited on an inmate's account will be used to settle negative balances.
  3. Razors will not be given to the following classifications:
    - i. High Security (HS)
    - ii. Administrative Housing (AH) Levels 1-3
    - iii. Mentally III (MI)
    - iv. Mentally III Lockdown (MIL)
- f) Inmates on disciplinary status, who have lost their commissary privileges, will not be permitted to order or receive commissary until their disciplinary status has ended. However, he/she will be permitted to order hygiene and correspondence materials.
- g) Inmates will sign the order form as authorization to withdraw the funds from their account.

- h) All order slips are forwarded to the designated facility collection point by 2100 hours. All order slips will then be collected by the Commissary office for next day processing. Order forms with insufficient funds will be returned to the inmate during regular commissary distribution.
- i) Commissary employees will bag the items the following day and deliver the bags to the inmates in their respective modules. Inmates must sign for the items when received.
- j) Unclaimed commissary orders from released inmates will be reversed by Commissary Operations with the funds returned to the inmate's account. Inmates may return to any department jail cashier and claim their funds after being released.
- k) Commissary distribution is scheduled throughout Jail Operations on a regular basis, three times per week.
- l) At no time will sworn staff distribute commissary.
- m) Security concerns may necessitate the cancellation of scheduled commissary deliveries. In the event of a cancellation, the watch commander will be notified before Commissary personnel leave the facility.

## 2004 - Inmate Workers

### 2004.1 - General

- a) Inmates in custody may volunteer and be considered for worker assignments.

### 2004.2 - Work Time

- a) Any inmate who is eligible and willing to work, (regardless of whether he/she actually receives a work assignment) will receive one (1) day "work time" credit for each four (4) days in custody. These credits will be deducted from the inmate's sentence.

### 2004.3 - Worker Selection

- a) The Screening/Work Deputy has the primary responsibility for selecting and screening those inmates requesting worker status. Pre-sentenced and sentenced inmates may be screened for work opportunities. The inmate's classification, health status and the need for workers will be considered in the selection process.
- b) An inmate shall not be discriminated against for worker assignments due to his/her gender, race, religion or national origin. In addition to receiving work time credit, working inmates are granted privileges not given to non-workers.

### 2004.4 - Inmate Evaluation

- a) The Screening Deputy will evaluate each inmate on the basis of the booking charges, prior arrest record, comments from other deputies, physical and mental capabilities, conduct and additional charges/holds.

#### 2004.5 - Selection of Inmate Workers

- a) Inmate workers will be selected for work assignments on the basis of present need, physical and mental capabilities, as well as length of sentence.
  - 1. Present need: As openings occur in individual job assignments or work details, the vacancy will be filled as soon as possible.
  - 2. Capability: Every effort will be made to fill a vacant job assignment with an inmate who is both physically and mentally capable of satisfactory performance.
  - 3. Length of Sentence: An inmate with a reasonably long jail sentence will be given consideration for those job assignments which require some training in order to perform satisfactorily.

#### 2004.6 - Housing of Inmate Workers

- a) Each jail facility will set aside a housing location to be designated as inmate worker housing.
- b) Inmates assigned to work details will be given a bunk assignment that correlates to their work assignment.

#### 2004.7 - Inmates Ineligible for Work Assignments

- a) The Screening Deputy will disqualify or restrict work assignments for any inmate worker if the deputy has knowledge of the following:
  - 1. Poor Conduct: Knowledge of prior conduct by the inmate which resulted in disciplinary action on major rule violations on three (3) or more occasions. This inmate may be reconsidered for work if he/she has thirty (30) days of time with no rule violations.
  - 2. Dangerous Person: A known deranged or dangerous inmate.
  - 3. Current Charge of Felony Assault against a Peace Officer: An inmate convicted of a felony assault against a Peace Officer (P.C. Sections 241, 243 and 245b).
  - 4. Classified as an Escape Risk: An inmate who is considered an escape risk due to reliable information having been received concerning prior escape attempts or escape plans.
  - 5. Incapacitated: An inmate physically or mentally incapable of performing any type of work (This inmate will not lose work time due to his/her disability).
  - 6. Unwilling to Work: An inmate who refuses to work as an inmate worker is indicated as a refusal per Work Status form (This inmate will not earn work time).

#### 2004.8 - Re-screen Inmates

- a) The Screening Deputy will maintain a file of all inmates requesting worker status who have yet to be assigned. All qualified inmates who were temporarily rejected will be re-screened for the purpose of meeting the needs of the facility.

#### 2004.9 - Work Crew Assignments

- a) An inmate selected to work will be assigned a work crew assignment by the Work/Screening Deputy at the facility in which they are housed. Examples of work crew assignments include but are not limited to are:
  - 1. Kitchen Crew
  - 2. Laundry Crew
  - 3. Paint Crew
  - 4. Sewing Crew
  - 5. Barbers
  - 6. Runners
  - 7. Cleaning Crew
  - 8. Bus Washing Crew
  - 9. Clothing Exchange Crew
  - 10. Module Worker
  - 11. Shoe Shine Worker
  - 12. Landscape Crew
  - 13. Warehouse Worker
  - 14. Each work crew will have a set schedule of hours and days worked. Inmates will be provided a reasonable amount of time off between work assignments to sleep, participate in Correctional Programs, dayroom or outdoor recreation.

#### 2004.10 - Worker Privileges

- a) In addition to good-time and work-time, inmate workers may receive certain privileges that are not afforded to other inmates. Examples may include:
  - 1. Extra Dayroom/Outdoor Recreation
  - 2. Daily Clothing Exchange
  - 3. Extra Meal Portions

#### 2004.11 - Inmate Worker Standards

- a) Inmates assigned to a work detail and housed in worker areas have been given a position of responsibility. They are expected to perform their assignment in a proper manner and set an example for non-working inmates. Inmate workers receive extra privileges which include work status and work time credits. In order to receive these extra privileges, inmate workers must comply with the following work standards:
  - 1. Inmate Worker Grooming
    - i. Hair will be trimmed and maintained so as to keep it from extending over the top of the ears or below the collar line.

- ii. Mustaches are to be trimmed at the side of the mouth not extending below the upper lip.
  - iii. Long hair and/or beards are not permitted due to both machinery connected to some work areas and work connected with food services. If Inmate Services allows an inmate to keep facial hair or long hair for religious reasons, the inmate must wear a hair net.
  - iv. Workers will maintain proper personal hygiene by showering and shaving daily.
- 2. Satisfactory Work Performance
  - i. Follow the directives given by the work supervisor.
  - ii. Perform assigned duties to the specifications of the work supervisor.
  - iii. Inmate workers will work their assigned position. A request for a change of work assignment must be directed to the work deputy.
  - iv. If volunteers are needed for a work assignment, the deputy will select the inmates needed for work. This will be done in an orderly manner to allow all workers an equal opportunity.
- 3. Jail Rules
  - i. Inmate workers shall adhere to all the jail rules.
- 4. Work Assignment Changes
  - i. The Screening Deputy may make work assignment changes, as deemed necessary, in order to fill all needed positions on the roster.
  - ii. Inmates who have failed the medical screening for specific job assignments and/or have restricted worker status, will be restricted from working in assignments such as the kitchen and dining room areas.
  - iii. If an inmate changes work assignments, it is the responsibility of the Module Deputy or the Work/Screening Deputy to update the inmate's bunk assignment to coincide with their work assignment.
- 5. Inmate Request for Change of Work Assignment
  - i. An inmate worker may request a job change after he/she has worked at his assigned detail for a minimum of thirty days. They must submit an inmate message slip to the work deputy detailing the work assignment desired and the reason why he/she should be considered for the change.

#### 2004.12 - Work Status Form

- a) All inmates who are screened and meet eligibility requirements will be required to sign a Work Status Form. The Work Status Form requires that each inmate complies with the jail rules and worker standards. The completed form will be forwarded to Inmate Records for inclusion in the inmate's file.

#### 2004.13 - Removal from Work Status

##### a) Refusals

1. Inmates may sign a work refusal on the work status form when first asked to work or at any time as a worker.
2. The Deputy/SSO/CSA will ensure the inmate understands signing a work refusal excludes them from receiving work time credits. The Deputy/SSO/CSA will write the work refusal reason at the bottom of the work status form. The work status form refusal will be placed in the inmate's file.
3. Inmates refusing to work due to religious beliefs or a medical condition will be referred to Inmate Services or Correctional Health Services, respectively, for determination. The work status form will be stamped by the screening/work deputy, "Hold for Verification." During the determination process, inmates shall not be denied work time credits. Once a determination has been made by Inmate Services or Correctional Health Services, the work status form shall be annotated to reflect the determination and sent to the appropriate Classification Sergeant for review who will send the completed form to Inmate Records immediately.

#### 2004.14 - Permanent Loss of Work Status

- a) An inmate will only be given three (3) chances to return to a new work assignment. If on the third chance the inmate remains unfit, uncooperative, or fails to adhere to jail/worker rules they will be removed permanently from Work Status.
- b) When an inmate worker permanently loses work status, he will be assigned another housing location. They will lose work time credit for the entire period off work status and will not be reconsidered for another work assignment only if they signed a work refusal or lost work status due to jail/worker rule violations.

#### 2006 - Recreation

Inmates will have access to a variety of recreation opportunities and equipment, both indoor and outdoor, in order to maintain the physical, social and emotional health of the individual.

##### a) Outdoor Recreation

1. Scheduled outdoor recreational periods are provided to inmates. Each facility will have designated areas for recreation. The Inmate Services Division (ISD) will provide recreation equipment for the inmates to use.
2. Housing staff will notify the inmates when the outdoor recreation area is available for their use. If an inmate does not wish to participate in outdoor recreation, he/she will remain in his/her housing location. Inmates who wish to take part in the recreation period shall go

directly to the outdoor recreation area. At the conclusion of the recreation period, all inmates will immediately return to their housing location.

3. Staff shall afford each inmate the opportunity to participate in a minimum of three hours of outdoor recreation per week, distributed over at least two separate days. Security concerns may necessitate the cancellation or reduction of scheduled recreation time. In the event of a cancellation or failure to provide the minimum required opportunities for recreation, the watch commander shall be notified and the reason for the cancellation or failure shall be documented in the appropriate log.
4. Correctional Health Services (CHS) may place temporary restrictions on outdoor recreation access, such as for inmates with contagious diseases or inmates who pose a danger to themselves or others.

b) Dayrooms

1. Under normal circumstances, inmates will be afforded the opportunity to use the dayroom for a minimum of three hours per day, unless specific and articulable reasons exist for a shorter time period. In such cases, the reasons will be thoroughly documented in the guard station daily log by the respective deputy or correctional services assistant. It is expected that dayrooms will generally be available for use by inmates from 0600 through 2300 hours daily. The sergeant responsible for the housing area shall review dayroom usage as part of the required housing area checks and ensure the three hour dayroom minimum has been met. If the three hour dayroom minimum has not been met, the sergeant will confirm the reason(s) are clearly documented in the guard station daily log.
2. Staff may temporarily close the dayroom only for as long as necessary to facilitate the daily operations of the housing area, such as counts, safety checks, meals, searches, clothing exchange, commissary, med call, etc., and shall reopen the dayroom when the activity is complete. All activities shall be documented in the guard station daily log.
3. An inmate's poor behavior or violation of jail rules does not justify loss of his/her dayroom time, unless their actions pose a threat to the safety and security of the facility. These facts shall be documented in the guard station daily log. This does not apply to inmates who have received loss of dayroom privileges through the disciplinary process.
4. Documented security concerns may necessitate the reduction or cancellation of scheduled dayroom time. A sergeant or the watch commander must approve any changes prior to implementation. If an exigency prevents prior approval, staff will notify a supervisor as soon as practical for approval. The reduction or cancellation will be documented in the guard station daily log along with the name of the approving supervisor. If an inmate has an Individual Inmate Activity Log, the cancellation or reduction will also be documented there.
5. Inmates may only use the dayroom in their assigned housing area, unless otherwise directed by staff. Only those inmates who are compatible with each other will be allowed into the dayroom together. In housing areas where security concerns, classification restrictions, or



separation orders prevent the inmates from using the dayroom together, staff shall follow a set schedule to ensure the equitable distribution of dayroom among inmates or groups. The schedule will rotate on a daily basis to provide a variety of dayroom times for each inmate or group. Staff shall not deviate from the schedule. If the inmate or group scheduled declines the dayroom opportunity, the dayroom shall remain empty for that dayroom period. If time remains after the last group finishes, staff shall begin the dayroom schedule again from the day's first group.

6. Dayroom activities will include television viewing, newspaper and book reading, tabletop games, and telephone access if the telephones are located in the dayroom. If there are no telephones in the dayroom, inmates will be provided access to the telephones during outdoor recreation or during designated telephone use times. Inmates in the dayroom must be in full jail issue.
7. Inmates housed in Special Management units will be afforded the opportunity to use the dayroom for a minimum of two hours per day, unless specific and articulable reasons exist for a shorter time period. In such cases, the reasons will be thoroughly documented in the guard station daily log by the respective deputy or correctional services assistant. It is expected that dayrooms will generally be available for use by inmates from 0600 through 2300 hours daily. The sergeant responsible for the housing area shall review dayroom usage as part of the required housing area checks and ensure the two-hour dayroom minimum has been met. If the two-hour dayroom minimum has not been met, the sergeant will confirm the reason(s) are clearly documented in the guard station daily log.
8. Showers and telephones will be made available to inmates housed in SMU during their out of cell time.
9. Correctional Health Services (CHS) may place temporary restrictions on dayroom access, such as for inmates with contagious diseases or inmates who pose a danger to themselves or others.
10. For more information about dayrooms for civil detainees, reference CCOM Policy 1204 (b) - Civil Detainees.

c) Logging Outdoor Recreation and Dayroom

1. Open Housing Areas
2. In housing areas where all inmates in the housing area are allowed access to outdoor recreation or dayroom together, staff shall make an entry in the guard station daily log whenever:
  - i. The dayroom(s) are opened or made available.
  - ii. The dayroom(s) are closed.
  - iii. Outdoor recreation is offered.
  - iv. Outdoor recreation is closed, or when the inmates return from outdoor recreation, depending on the housing area's configuration.
  - v. Groups

3. In housing areas where inmates are separated into groups for security purposes, staff shall log the start and end times of all offered opportunities for outdoor recreation and dayroom in the guard station daily log. The entry will include which cells make up the group.
4. In module housing areas, staff shall document the following information on the guard station daily dayroom log:
  - i. Inmate's name
  - ii. Booking number
  - iii. Start time/end time
  - iv. Any refusal of dayroom and reason for refusal
  - v. Any inmate who requests to lock it down before their three hour minimum expires.
5. Inmates with Individual Inmate Activity Logs  
Staff shall log the start and end times of all offered opportunities for outdoor recreation and dayroom, and whether the inmate accepted or declined, in the inmate's Individual Inmate Activity Log.

#### 2007- Shower Call

- a) The showers will be used during the dayroom time periods.
- b) Module Deputies will ensure only one inmate at a time uses a shower.
- c) Time limits will generally not be imposed. When several inmates request to use the showers, the Module Deputy will impose a ten (10) minute time limit.
- d) Prior to visitors being brought to the module for touring, the Module Deputy will require all inmates to leave the showers. The inmates will be required to return to their cells and dress in a full issue of jail clothing.
- e) Inmates returning from court will be allowed to take a shower or use the phone.

#### 2008 - Television Locations

- a) Televisions for inmate use will be provided in the dayrooms.

##### 2008.1 - Viewing Guidelines

- a) Television viewing will not begin until after the daily cleaning of the housing area has been completed.
- b) Television viewing will normally occur during dayroom. Dayroom access for inmates assigned to certain housing locations may be limited to specific times.
- c) Viewing selections will be determined in advance by Correctional Programs. Selections will include a broad range of contemporary and popular programs.
- d) If non-scheduled programs of special interest arise, the Housing Sergeant may vary the scheduled programs.
- e) The Deputy/SSO/CSA is in charge of changing the channels to the pre-determined schedule.

- f) Broken sets due to inmate tampering or vandalism will not be immediately replaced. If after 48 hours the original set has not been repaired and returned, a substitute set will be placed back in the dayroom.
- g) If the television in the dayroom becomes inoperable in the course of normal operation, it will be immediately repaired.
- h) Broken televisions will be immediately reported to the Housing Sergeant and the Inmate Programs Supervisor. The Inmate Programs Supervisor will contact the contract repair company to schedule repairs.

## 2010 - Legal Books and Library Services

### 2010.1 - Legal Books

- a) Any inmate housed in any facility may request legal books. All requests will be promptly acted upon.
- b) Requests for legal books will be submitted on an Inmate Message Slip. Requests shall contain the following information:
  - 1. Inmate's name and booking number.
  - 2. Housing location (facility, module, sector, and cell).
  - 3. Specific title of book.
  - 4. Date and time of request.
  - 5. Whether the book is to be obtained from in-house law library or from the Orange County Law Library.
- c) A maximum of five (5) books may be requested for any one day. All books must be returned prior to requesting any others. No book may be kept over twenty-four (24) hours unless renewed, or on weekends.
- d) If a requested book is "restricted" (not permitted out of the Orange County Law Library) the inmate may, through his/her legal runner:
  - 1. Order the book at his/her own expense from the publisher.
  - 2. Request photocopies of all or part of the book at his/her own expense.
  - 3. Petition the Division Commander for permission to receive the book from other sources.
- e) Inmates will sign for each book received.
- f) The destruction or defacing of any legal book will result in immediate disciplinary action with the possibility of modification/loss of privileges.
- g) Responsibilities of the Law Library Staff
  - 1. An Inmate Services Staff member will pick up and deliver law books to the various housing locations during weekdays only.
  - 2. When the inmate returns the book to the Law Library it is the responsibility of the Law Librarian to forward the inmate message slip to Inmate Records staff for placement in the

inmate's file. If the inmate is late returning his book, the Law Librarian will notify the housing deputy who will assist in collecting the book.

h) Responsibilities of the Deputies/CST's

1. The housing deputy will ensure that the inmate signs the back of the inmate message slip for material received. The housing deputy will return the signed inmate message slip to the Law Librarian.
2. It is the responsibility of the assigned housing deputies to search any law book for contraband prior to it being turned over to an inmate.
3. If the housing deputy determines that the legal book is dangerous, due to having a hard cover and/or being too large, the deputy will have the requesting inmate review the book away from other inmates. The inmate will not be allowed to take the book back to his bunk/cell.
4. The CST assigned to conduct the daily Administrative Run will be responsible for obtaining the legal materials from the IRC.
5. An envelope, marked "Legal Book Requests," will be maintained in Main Control.
6. The personnel receiving the request will place all Inmate Message Slips, containing a request for legal books, into this envelope.
7. The Inmate Mail CST will pick up all legal book requests prior to 0600 hours.
8. Prior to 1100 hours, the Inmate Mail CST will fax the legal book request to the IRC Watch Commander.
9. The AM Inmate Mail CST will forward a copy to the CST conducting the Administrative Run.
10. The CST conducting the Administrative Run will pick up the requested legal books from the IRC. If a request has not been fulfilled, this CST will inquire as to the reason why and note that reason on the inmate message slip (e.g. "not in stock," "not available," etc.).
11. The Administrative Run CST will deliver the legal books to the Inmate Mail CST, who will disperse them during the evening mail call.
12. Upon delivery of the legal book (s), the Inmate Mail CST will obtain the inmate's signature on the Inmate Message Slip as receipt of delivery.
13. The Inmate Mail CST will retain the original request until the following day. At that time, the previous day's disbursements will be collected. Inmates are permitted to retain materials for 24 hours.
14. Once the legal book is collected, the original Inmate Message Slip will be forwarded to the IRC Inmate Records for placement in the inmate's booking files.
15. All collected legal books will be maintained in the mailroom for pick up, each day, by the Administrative Run CST.
16. The Administrative Run CST will return all legal books to the IRC.

i) Use of Law Books

1. Books from the jail law library and the Orange County Law Library will be available to the following inmate classification:
  - i. Priority I - In Propria Persona (Pro-Per) Inmates
  - ii. Priority II - All Other Sentenced and Pre-trial Inmates
  - iii. Legal books and materials will be distributed for use in accordance with the priority system.
  - iv. Priority I - In Propria Persona (Pro-Per) Inmates Books will be available to Pro-Per inmates from the jail law library and the Orange County Law Library. Pro-Per inmates may take these law books from jail to court. All Pro-Per inmates requesting law books will sign for a copy of the jail law library rules. Pro-Per inmates will also sign for an updated list of available jail law library books at the beginning of each month.
  - v. Priority II - Sentenced and Pre-Trial Inmates Books from the jail and county law libraries will also be available for sentenced and pre-trial inmates. These inmates will utilize a law book list available from each module office. Inmates will request legal books in accordance with guidelines set forth for Pro-Per inmates.

## 2010.2 - Library Services

- a) Inmates may subscribe to books, newspapers or periodicals, accepted for distribution by the United States Postal Services. Subject to the following restrictions and provisions:
  1. Obscene publications or writings, and mail containing information concerning where, how or from whom such material may be obtained; anything that may incite murder, assault, violence; and any material concerning unlawful gambling or an unlawful lottery, shall be excluded.
  2. Up to five (5) books may be received when sent directly from the publisher. However, if an inmate can show special circumstances (e.g., book is no longer in publication, etc.), he/she can petition the Division Commander for permission to receive the book from other sources.
  3. No inmate may possess more than a combination of five (5) books and/or five (5) magazines at one time. Excess items must be discarded or mailed out of the facility at the inmate's expense.
- b) Books
  1. A floating library of paperback books is circulated by the Correctional Programs staff throughout the facility housing units for use by the inmates. Books are purchased by use of the Inmate Welfare Fund and from private donations.
  2. Books that are donated cannot be specified for a particular inmate or facility.
  3. On a weekly basis, a member of the Correctional Programs staff will visit each housing unit and sector to exchange books.
  4. Books will be exchanged on a one for one basis.

5. Inmates will be allowed to retain the book(s) in their cell until completed.
- c) Magazines
1. Every other week (twice a month), magazines will be distributed to each housing unit and sector.
  2. Magazines will remain in the dayrooms to be shared by all inmates.
  3. Magazines are purchased with Inmate Welfare Funds.
- d) Newspapers
1. On a daily basis, local newspapers will be delivered to the dayrooms. Delivery will be made when the previous day's newspapers are returned by the inmates. The papers will be purchased with Inmate Welfare Funds.
  2. All newspapers will be screened to ensure they are acceptable prior to distribution to the inmate population.
- e) Games
1. Once a month, a member of the Correctional Programs Staff will visit each housing unit and sector with a game cart. Inmates may check out games to be used in the sector dayrooms. Games may include:
    - i. Chess
    - ii. Checkers
    - iii. Dominos
    - iv. Cards - regular and pinochle
  2. Games will not be removed from the dayrooms and will be shared by the inmates. When not in use, games will be stored on the tables in the dayroom. Games are exchanged on a one for one basis and purchased with Inmate Welfare Funds.

## 2012 - Education

Education programs are offered in conjunction with local education agencies (LEA) and are designed to help the incarcerated take advantage of their available time. These programs may include an academically oriented course geared toward the attainment of the California State General Education Development (GED) certificate, as well as continuing education classes such as English as a Second Language (ESL), Job Development Skills, Substance Abuse and Positive Parenting. Basic Literacy Tutoring and Vocational Computer Business skills are also offered.

### 2012.1 - Enrollment

- a) When security permits, any sentenced or pre-trial inmate will have the opportunity to enroll in any available education program. Participation will be voluntary.
1. Equal opportunity for participation is available to both male and female inmates.
  2. For enrollment in the GED program the inmate's sentence must exceed 29 days.

- b) Employees from Correctional Programs will visit inmates during recreation periods to discuss the program, answer questions, and enroll interested inmates.
  - 1. Inmates may contact Correctional Programs via an Inmate Message Slip, to request information regarding the GED or any other available program.
  - 2. When security permits, inmates may be allowed to enroll (with the instructor) and attend a class session.

## 2012.2 - Self-Study Program

- a) The education programs are presented by credentialed instructors in scheduled sessions that may last up to three (3) hours. All classes are conducted in multi-purpose rooms or other designated locations. In order to supplement class time and instruction, self-study, tutoring and videotape programming are also available.
- b) Inmates admitted to the programs are issued the necessary instructional supplies and study materials. Additional studying may also be done throughout the day at scheduled periods when videotape programming is presented on closed circuit television in the module's multi-purpose room or other designated areas.
- c) Each week, interested inmates are provided the opportunity to take the GED test. Testing is conducted within a multi-purpose room or other designated location.

## 2012.3 - Volunteer Visitor Parking Validations

See facility specific Appendix.

## 2014 - Religious Artifacts Process

### 2014.1 - Purpose, Policy, & Definition

- a) The purpose of this document is to establish a policy to provide opportunities for inmates to exercise their religious rights while providing for the security needs of the Orange County Jail facilities.
- b) Definitions
  - 1. Clergy means an individual duly designated by a religious denomination to discharge specified religious duties, including a Native American Indian spiritual leader.
  - 2. Religious Artifact means any cross, medallion, totem, holy book, or other item in which the possessor places religious or spiritual significance.
  - 3. Religious Service means an authorized ritual or gathering intended to serve the religious or spiritual needs of the inmates.

### 2014.2 - Procedure

- a) An inmate needs to request religious artifact through the inmate message slip process.

- b) The inmate must be specific as to the type of religious artifact and why the artifact meets his/her religious need.
- c) An inmate message slip can be collected by any Deputy Sheriff/ Sheriff's Special Officer/Correctional Services Technician/ Correctional Services Assistant/ Correctional Programs Technician and sent to the Correctional Programs Manager via Sheriff's internal mail system.
- d) Correctional Program Manager will document and track all inmate message slip requests received.
- e) The Correctional Programs Manager will review the inmates request and will compare requested artifact item to the Jail's pre-approved religious artifact item list.
- f) If the religious artifact is on the pre-approved list then the Correctional Programs Manager will deliver the artifact consistent with below UNLESS there is a threat to security that would support denying the request. A written response for denial will be provided.
- g) If the religious artifact is not on the pre-approved list then the Correctional Programs Manager will review the item requested with the Inmate Services Director and Division Commanders or their designees for approval.
- h) If the religious artifact item is denied then a written response is created by the Correctional Program Manager or designee and that written denial is delivered back to the inmate by a Correctional Programs Technician.
  - 1. The Correctional Programs Technician will also give a copy of the response to the Sheriff's Records Supervisor to retain a copy in the inmate's file.
- i) If approved, then the Correctional Programs Manager or designee will coordinate the delivery of the religious artifact to the inmate, chapel or official visiting area.
  - 1. All religious artifacts will be searched by an Inmate Services Deputy prior to the delivery of the item to the inmate or items supplied to the jail facility.
  - 2. The approved request will be documented and a copy of the request and delivery of the item to the inmate will be forwarded to the Sheriff's Records Supervisor to retain a copy in the inmate's file.

### 2014.3 - Areas of the Jail Religious Artifacts are allowed

Approved religious artifacts may be allowed in the following area(s) as deemed appropriate by a Correctional Programs Manager, the Inmate Services Director and Division Commanders or their designee:

- a) Cell - If the religious artifact has been approved by the previously mentioned procedure the inmate can possess the item in his/her cell only. The inmate will not possess religious artifact outside of his/her cell.
- b) Chapel - If the religious artifact has been approved by the previously mentioned procedure the inmate can possess the item in the chapel only. The inmate will not possess the religious artifact



used during the service outside the chapel. Religious artifacts once approved for chapel service will be kept in a locked container inside the chapel area. Religious volunteer will only use religious artifacts from the locked container or that have been pre-approved by Sheriff's Department staff. The religious volunteer providing religious service may distribute pre-approved religious artifacts to inmates but will be accounted for by deputy observing chapel service. The religious volunteer will not bring in any religious artifacts for their personal use unless previously authorized.

- c) Official Visiting Area - If the religious artifact has been approved by the previously mentioned procedure the religious artifact can be possessed by inmate during the visit from religious volunteer. The inmate will not possess the religious artifact used during this service outside the official visiting area. The religious artifact once approved and searched by the Inmate Services Deputy, will be delivered to the appropriate Guard Station Deputy. The assigned Guard Station Deputy will deliver the religious artifact to the visiting religious volunteer for use by the religious volunteer and the inmate.
- d) Outside the Cell Area - If the religious artifact has been approved by the previously mentioned procedure the religious artifact can be possessed by the inmate in general jail facility areas such as; during day room activities, recreation and chow hall in addition to the inmate's cell, chapel, or official visiting area.

#### 2014.4 - Religious Artifacts Reference Guide

- a) A computer accessible reference guide will be available to jail personnel to check all approved religious artifacts. This reference guide will be updated on a continual basis by Inmate Services personnel.
- b) Only religious artifacts that have been approved by Division Commanders will be added to the reference guide. If there are any issues or problems with religious artifacts or the process notify the shift supervisor and the watch commander.

#### 2014.5 - Religious Artifacts General

- a) Correctional Programs is responsible for coordinating all religious activities within the facility. The Correctional Programs staff will ensure that the varying religious needs of the inmates are met and that services and counseling are made available.
- b) Religious Volunteers
  - 1. Approved religious volunteers for each facility will check in at the appropriate facility location. After reading and completing a security clearance form, the visitor will be directed to the service location.
    - i. Refer to 1902.4(g) Religious Community Volunteers for details.
  - 2. Volunteers and their property may be searched.

## 2014.6 - Approved Religious Artifacts

### a) Hijab

1. The head covering for a female Muslim is called the Hijab. This is the 42 square inch material that they wrap around their head and neck.
2. The Hijab is a requirement of the Muslim religion for females and is allowed to be worn at all times. The same process as mentioned above should be utilized in this situation.
3. Ensure the privacy of the inmate while the head coverings addressed above are removed and the inmate is photographed.
4. Approved for all Orange County Jail Facilities.
5. The Hijab may be worn throughout the entire facility.



6. The Male head cap “Kufi” is approved to be worn throughout the entire facility.



### b) Muslim Prayer Rug

1. During Islamic prayers, worshippers bow, kneel, and prostrate on the ground. Requirement in Islam is that prayers be performed in an area that is clean. Prayer rugs are not universally used by Muslims, nor specifically required in Islam, but they have become a traditional way for many Muslims to ensure the cleanliness of their place of prayer. Prayer rugs are usually about 3 feet long, Modern, commercially-produced rugs are often made of silk or cotton. A towel may be used.
2. Approved for all Orange County Jail Facilities.
3. The Muslim Prayer Rug may be used in the following locations:
  - i. In Cell
  - ii. Chapel/Official Visit
4. The Muslim Prayer Rug may not be used in the following locations:
  - i. Entire Facility



- c) Muslim Prayer beads known as “Thikr” beads may be carried throughout the entire facility.



- d) Latter Day Saints Books and Pamphlets

1. All Holy books and Pamphlets are approved as long as they are softbound.
2. No books are to be brought in for the inmates use by the volunteers. They may bring in books for their use only.

3. All books given to the inmates must be given to them from the stored areas inside of security and have been previously searched by the Inmate Services Deputies or Staff.
4. Approved for all Orange County Jail Facilities.
5. Latter Day Saints Books and Pamphlets are authorized in the following locations:
  - i. In Cell
  - ii. Chapel/Official Visit
6. Latter Day Saints Books and Pamphlets may not be used in the following locations:
  - i. Entire Facility



e) Tallit (Jewish)

1. A Tallit Katan is a garment worn under the clothing all day by Jewish Inmates. It is a poncho like garment that has strings on the 4 bottom corners of the garment called Tzitzit. The strings are intended to hang out from under the shirt.
2. Approved for all Orange County Jail Facilities.
3. A Tallit is authorized in the following locations:
  - i. In Cell
  - ii. Chapel/Official Visit
4. A Tallit may not be used in the following locations:
  - i. Entire Facility





f) Tefillin (Jewish)

1. Tefillin are garments worn by Jewish Inmates. It is worn on the arms and the head. The Tefillin is black leather boxes attached to the head and arms by black leather straps. It has scripture written on the boxes and scrolls placed in the boxes on the arms. It is worn during Morning Prayer. Will be stored with the Correctional Programs staff.
2. Approved for all Orange County Jail Facilities.
3. A Tefillin is authorized in the following locations:
  - i. Chapel/Official Visit
4. A Tefillin may not be used in the following locations:
  - i. In Cell
  - ii. Entire Facility



g) Yarmulke (Jewish)

1. A Yarmulke or Kippah/Kippot is a skullcap head cover worn by Jewish Inmates during Services or Prayers. It should be no larger than 4-1/4" in diameter and could be made from a variety of materials. No additional pins should be used to secure cap. May be carried to and from cell in the inmate's pocket.
2. Approved for all Orange County Jail Facilities.
3. A Yarmulke is authorized in the following locations:

- i. In Cell
- ii. Chapel/Official Visit
- iii. Entire Facility



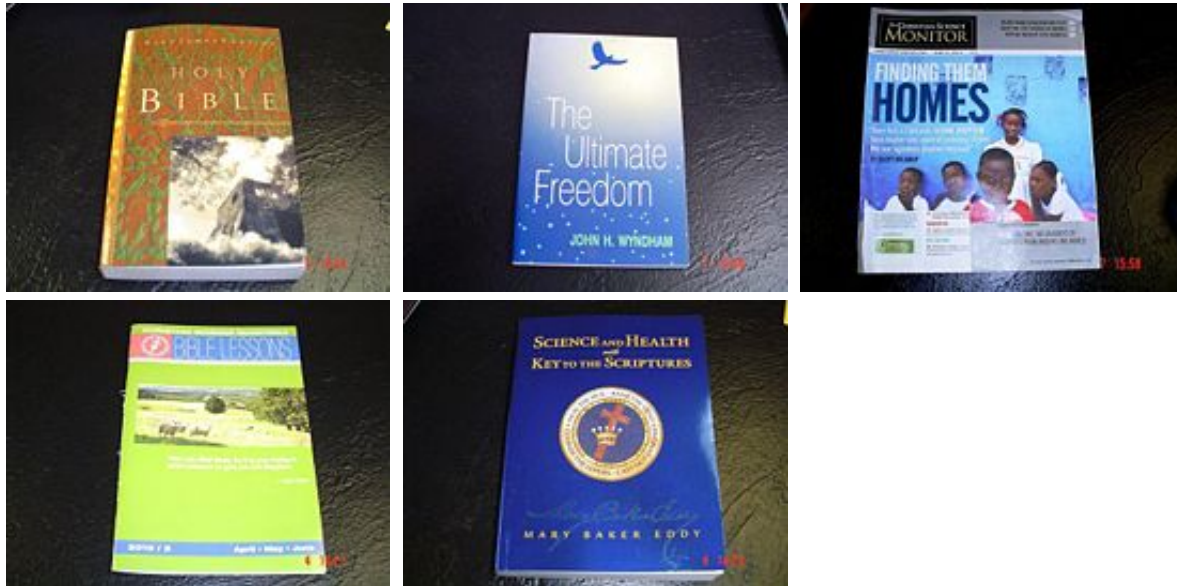
h) Christian Science Books

1. Christian Science Books are approved as long as they are softbound.
2. No books are to be brought in for the inmates use by the volunteers. They may bring in books for their use only.
3. All books given to the inmates must be given to them from the stored areas inside of security and have been previously searched by the Inmate Services Deputies or Staff.
4. Approved for all Orange County Jail Facilities.
5. Christian Science Books are authorized in the following locations:
  - i. In Cell
  - ii. Chapel/Official Visit
6. Christian Science Books may not be used in the following locations:
  - i. Entire Facility

i) Holy Bible or religious Books

1. All Holy Bibles and religious books are approved as long as they are softbound.
2. No books are to be brought in for the inmates use by the volunteers. They may bring in books for their use only.
3. All books given to the inmates must be given to them from the stored areas inside of security and have been previously searched by the Inmate Services Deputies or Staff.
4. Approved for all Orange County Jail Facilities.
5. Holy Bibles and religious books are authorized in the following locations:
  - i. In Cell
  - ii. Chapel/Official Visit
6. Holy Bibles and religious books may not be used in the following locations:

i. Entire Facility



j) Catholic Pamphlets and Books

1. All Holy books and Pamphlets are approved as long as they are softbound.
2. No books are to be brought in for the inmates use by the volunteers. They may bring in books for their use only.
3. All books given to the inmates must be given to them from the stored areas inside of security and have been previously searched by the Inmate Services Deputies or Staff.
4. Approved for all Orange County Jail Facilities.
5. Catholic Pamphlets and Books are authorized in the following locations:
  - i. In Cell
  - ii. Chapel/Official Visit
6. Catholic Pamphlets and Books may not be used in the following locations:
  - i. Entire Facility



k) Rosary beads



1. The Catholic Rosary Bead Necklace is given to inmates by the Catholic Volunteers. They are made of plastic beads that are a breakaway version. No other versions will be approved. May be carried to and from cell to Chapel.
2. Approved for all Orange County Jail Facilities.
3. Rosary beads are authorized in the following locations:
  - i. In Cell
  - ii. Chapel/Official Visit
4. Rosary Beads may not be used in the following locations:
  - i. Entire Facility



l) Catholic Sacramental Wine Containers

1. The Catholic Priest uses the Catholic Sacramental Wine Container. It is a 2 ounce container that contains the wine that is only consumed by the Priest.
2. Approved for all Orange County Jail Facilities.
3. Catholic Sacramental Wine Containers are authorized in the following locations:
  - i. Chapel/Official Visit
4. Catholic Sacramental Wine Containers may not be used in the following location:
  - i. In Cell
  - ii. Entire Facility

m) Catholic Communion Containers

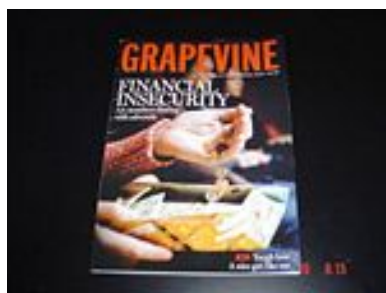
1. The Catholic Priest uses the Catholic Communion Container. It contains the Host that is only consumed by the Priest.
2. Approved for all Orange County Jail Facilities.
3. Catholic Communion Containers are authorized in the following locations:
  - i. Chapel/Official Visit
4. Catholic Communion Containers may not be used in the following locations:
  - i. In Cell
  - ii. Entire Facility





#### n) Alcoholics Anonymous Books and Magazines

1. All Alcoholic Anonymous (AA) Books and Magazines are approved as long as they are softbound.
2. No books are to be brought in for the inmates use by the volunteers. They may bring in books for their use only.
3. All books given to the inmates must be given to them from the stored areas inside of security and have been previously searched by the Inmate Services Deputies or Staff.
4. Approved for all Orange County Jail Facilities.
5. Alcoholics Anonymous Books and Magazines are authorized in the following locations:
  - i. In Cell
  - ii. Chapel/Official Visit
6. Alcoholics Anonymous Books and Magazines may not be used in the following locations:
  - i. Entire Facility



## 2015 - Religious Head Coverings

### 2015.1 - Purpose

The purpose of this document is to establish a policy to accommodate inmates brought into the custody of the sheriff's department who wear head coverings as part of the exercise of their religious beliefs.

## 2015.2 - Policy

The Orange County Sheriff's Department does not allow inmates to retain personal religious head coverings while in custody. It is the policy of the Orange County Sheriff's Department (OCSD) to accommodate the religious beliefs of inmates and not impose a substantial burden on the exercise of those beliefs. However, the safety and security of our facilities are compelling interests. The following policies are considered the least restrictive means furthering the compelling interests while accommodating inmates' right to religious exercise.

## 2015.3 - Procedure Regarding Inmates Who Wear Religious Head Coverings

- a) When an inmate wearing a religious head covering is brought into the IRC for booking, a staff member will immediately notify the Watch Commander or his/her designee.
- b) The Watch Commander or his/her designee will have a staff member retrieve a jail issued religious head covering. The jail issued head coverings will be stored in the IRC Operation Sergeant's office.
- c) During the intake/booking process, inmates wearing religious head coverings shall be escorted to an area of privacy by staff members of the same gender, instruct them to remove their head coverings, and after reasonably ensuring their hair is free of contraband, weapons and drugs, provide them with an approved temporary Orange County Jail issued head covering.
- d) Only staff members of the same gender as the inmate shall be present during removal of the head covering. When the inmate's head is uncovered it will be done out of the view of the opposite gender.
- e) The inmate will be allowed to put the temporary head covering on before entering an area where he/she could be seen by the opposite gender.
- f) The personal head covering belonging to the inmate shall be placed in his/her property.
- g) Religious head coverings may not be worn during the booking photo process. When removing religious head coverings for booking photos, only staff members of the same gender as the inmate shall be present.
  - 1. Staff should make every effort to take the booking photo out of view of the opposite gender but due to the physical layout it may not be feasible.
  - 2. The inmate will be allowed to wear the religious head covering after the booking photo process unless there is a compelling security interest not to allow it as determined by the Watch Commander or his/her designee.
- h) Religious head coverings may not be worn during the booking photo process. When removing religious head coverings for booking photos, only staff members of the same gender as the inmate shall be present.
- i) The Correctional Programs Supervisor will meet with a religious clergy member to certify the appropriateness of the Orange County Jail issued head covering. The jail issued head covering

will be one that has been approved by the Correctional Programs Manager, Inmate Services Director and Division Commanders or their designees.

- j) The Correctional Programs Supervisor assigned to Religious Programs will maintain a supply of religious head coverings in the IRC Operation Sergeant's office.
- k) In the event a jail issued religious head covering is not available, the inmate may retain their own head covering unless there is a compelling security interest not to allow it as determined by the Watch Commander or his/her designee. Permission for the personal head covering must be granted by the Watch Commander or his/her designee. The assigned housing unit shall be notified of the inmate's right to wear the personal head covering. When a jail issued head covering becomes available, the inmate will be required to change from the personal head covering to the jail issued head covering out of the view of the opposite gender. The personal head covering will then be placed on the inmate's property.
- l) Religious head coverings, both jail issued and personal, will not be permitted if the inmate displays behavior which results in the destruction of property or reveals intent to cause physical harm to themselves or others. The decision to prohibit the religious head covering shall be determined by the Watch Commander or his/her designee.

#### 2015.4 - Process for Requesting Religious Head Coverings

- a) Inmates already in custody may request a religious head covering by filling out an Inmate Message slip. An Inmate Message Slip can be requested from any custody staff and be collected by any Deputy Sheriff/ Sheriff's Special Officer/Correctional Services Technician/ Correctional Services Assistant/ Correctional Programs Technician.
  - 1. The Inmate Message Slip should be sent to the Correctional Programs Manager via Sheriff's internal mail system.
  - 2. The Correctional Programs Manager will have the Religious Services Supervisor schedule an appointment with the inmate.
  - 3. The Religious Services Supervisor shall interview the inmate to establish if he/she can articulate the religious significance between his/her professed faith and the head covering. The inmate must be specific as to why the religious head covering meets his/her needs. If the Religious Services Supervisor determines the request for a religious head covering is justified, he/she shall inform the Watch Commander.
  - 4. The Watch Commander shall review the request and make the final determination.
- b) Inmates who require their arms to be covered as part of their religious beliefs shall follow the same request procedures outlined in CCOM section 2105.4(a) - Process for Requesting Religious Head Coverings. If approved, inmates who make a request for their arms to be covered as part of their religious practice shall be provided with a jail issued long sleeved shirt/sweater.

## 2016 - Religious Meal Services

### 2016.1 - Purpose

- a) The purpose of this policy is to ensure that inmates are afforded the opportunity to consume meals in accordance with their religious beliefs.

### 2016.2 - Policy

- a) It is the policy of the Orange County Sheriff's Department (OCSD) to respect an inmate's religious rights and upon request, provide them with reasonable access to meals in accordance with their religious beliefs.
- b) Inmates who request specially prepared meals in observance of religious practices do not need to establish an expertise in that religion, only a sincere desire to participate in its doctrines.
- c) Inmates shall apply for Religious Meal Services in accordance with CCOM 2304.3 – Religious Diets.
- d) Inmates who request and are denied access to Religious Meal Services may file a grievance in accordance with CCOM 1600.5(f) – Religious Diet Grievances.

## 2017 - Inmate Marriage

### 2017.1 - Purpose

The purpose of this policy is to ensure that inmates are provided a means to get married to a person who is not in custody or to get married to another inmate while in custody in the Orange County Jail Facilities.

### 2017.2 - Policy: Inmate Marriage to Person Not In Custody

In general, an inmate's request to marry another inmate while in custody, or to marry a person who is not in custody, will be granted unless there is a compelling government interest for denying the request.

- a) An inmate must submit a marriage request on an Inmate Message Slip. The Inmate Message Slip will be directed to the Classification Sergeant for review.
  - 1. Each request will be reviewed on a case-by-case basis.
  - 2. An inmate's request to marry will be denied if the inmate is not mentally competent as determined by a qualified medical practitioner.
  - 3. If, for any other reason, it is determined that the inmate's request to marry should be denied, notification will be made to the Watch Commander and County Counsel will be consulted prior to any denial.
  - 4. If the request is for a marriage between co-defendants, County Counsel and the District Attorney's Office will be informed of the request.

- b) Once an inmate marriage under this section has been approved, the marriage should be accommodated within the scope of normal visiting policy and procedure, with the following modifications:
  - 1. Upon presentation of a valid marriage license the inmate shall be granted one additional adult visitor to include the inmate's lawyer and/or witness to the marriage.
  - 2. The person solemnizing the marriage, and/or the inmate's lawyer will not be included in the maximum number of visitors as allowed in CCOM Policy 1902.1.
  - 3. Upon arriving at the Orange County Jail Facility, the person solemnizing the marriage shall provide the Authorized Identification as per CCOM Policy 1902.3.c.

#### 2017.3 - Procedure: Inmate Marriage to Person Not In-Custody

- a) All marriage ceremonies under this section will be conducted on normal visiting days.
- b) During the marriage ceremony, inmates will wear their jail issued clothing.
- c) Inmates will be restrained according to their classification status.
- d) There will be no physical contact between the inmate and the person not in custody.
- e) For a marriage ceremony between an inmate and a person not in custody, besides jail staff members being present during their normal course of duty, the maximum number of visitors will be allowed as outlined above CCOM – 2017.2(b)(2).
- f) There will be no photographs or any recording before, during, or after the marriage ceremony.
- g) If the inmate is required to sign any documents relevant to the marriage, the inmate will be placed in a separate area where paperwork can be passed from the inmate to a jail staff member. The jail staff member will inspect the paperwork for contraband and pass the paperwork to the other person not in custody for their signature.

#### 2017.4 - Policy: Inmate Marriage to another Inmate in Custody

- a) Both inmates must submit a marriage request on an Inmate Message Slip. The Inmate Message Slip will be directed to the Classification Sergeant for review.
  - 1. Each request will be reviewed on a case-by-case basis.
  - 2. Marriages between inmates who are housed in the same facility shall be approved and coordinated by the Watch Commander.
  - 3. Marriages between inmates who are housed in different facilities must be approved and coordinated by the Watch Commanders of the two facilities where the inmates are housed.
  - 4. An inmate's request to marry will be denied if either inmate is not mentally competent as determined by a qualified medical practitioner.
  - 5. If, for any other reason, it is determined that the inmates' request to marry should be denied, notification will be made to the Watch Commander and County Counsel will be consulted prior to any denial.

6. If the request is for a marriage between co-defendants, County Counsel and the District Attorney's Office will be informed of the request.
- b) The location of marriage will be determined upon review by Classification after the inmate or both inmates request the marriage ceremony via Inmate Message Slip.
- c) Once an inmate marriage under this section has been approved, the marriage should be accommodated within the scope of the inmate to inmate visiting policy and procedure, with the following modifications:
  1. Upon presentation of a valid marriage license, each inmate shall be granted one adult visitor which may be the inmates' lawyers and/or witness to the marriage.
  2. Upon arriving at the Orange County Jail Facility, the person solemnizing the marriage shall provide the Authorized Identification as per CCOM Policy 1902.3.c.

#### 2017.5 - Procedure: Inmate Marriage to another Inmate in Custody

- a) During the marriage ceremony, inmates will wear their jail issued clothing.
- b) Inmates will be restrained according to their classification status.
- c) There will be no physical contact between the inmates.
- d) There will be no photographs or any recording before, during, or after the marriage ceremony.
- e) If the inmate(s) is/are required to sign any documents relevant to the marriage, the inmate will be placed in a separate area where paperwork can be passed from the inmate to a jail staff member. The jail staff member will inspect the paperwork for contraband and pass the paperwork to the other person not in custody for their signature.